



# ***Saltash Town Council***

***Konsel An Dre Essa***



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

25 October 2023

Dear Councillor

I write to summon you to an **Extraordinary Policy and Finance Committee meeting** to be held at the Guildhall on **Tuesday 31st October 2023 at 6.30 pm.**

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

Yours sincerely,

Councillor S Miller  
Chairman of Policy and Finance

To:

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

## **Agenda**

1. Health and Safety Announcements.
2. Apologies.
3. Declarations of Interest:
  - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
  - b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
4. Questions - A 15-minute period when members of the public may ask questions of Members of the Council.  
Please note: Any member of the public requiring to put a question to the Town Council must do so by 12 noon the day before the meeting.
5. To receive and approve the minutes of the Policy and Finance Committee held on 12th September 2023 as a true and correct record. (Pages 4 - 10)
6. To receive the following Committee Precept recommendations and consider any actions:
  - a. Services held on 12th October; (Pages 11 - 22)
  - b. Joint Burial Board held on 24th October; (Pages 23 - 24)
  - c. Burial Authority held on 24th October; (Pages 25 - 26)
  - d. Personnel held on 26th October. (Page 27)
7. To set the Policy and Finance budgets for the year 2024/25 recommending to the Policy and Finance Committee. (Pages 28 - 29)
8. To receive the Match Funding Play Parks Policy recommendation from the Services Committee held on 12th October 2023 and consider any actions. (Pages 30 - 47)
9. To consider a Festival Fund Application.
  - a. FF119 Saltash Chamber of Commerce - Christmas Festival. (Pages 48 - 67)
10. To consider a Town Council stall at the Christmas Festival 2023 and any

associated expenditure

11. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of Next Meeting: Tuesday 14 November 2023 at 6.30 pm

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 12th September 2023 at 6.30 pm**

**PRESENT:** Councillors: R Bickford, R Bullock, S Miller (Chairman), B Samuels, P Samuels (Vice-Chairman), B Stoyel and D Yates.

**ALSO PRESENT:** S Burrows (Town Clerk), W Peters (Finance Officer) and D Joyce (Administration Officer).

**APOLOGIES:** J Brady, J Dent, J Foster, M Griffiths, S Martin, L Mortimore and J Peggs.

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#### **56/23/24     HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **57/23/24     DECLARATIONS OF INTEREST:**

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

None.

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

None.

#### **58/23/24     QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None received.



**59/23/24      TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 11TH JULY 2023 AS A TRUE AND CORRECT RECORD.**

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

It was proposed by Councillor Miller, seconded by Councillor P Samuels and **RESOLVED** that the minutes of the Policy and Finance Committee held on 11<sup>th</sup> July 2023 were confirmed as a true and correct record.

**60/23/24      TO NOTE THAT ALL ACCOUNTS AND BANK ACCOUNTS ARE RECONCILED UP TO JULY.**

It was **RESOLVED** to note.

**61/23/24      TO NOTE THAT PETTY CASH RECONCILED UP TO JULY.**

It was **RESOLVED** to note.

**62/23/24      TO RECEIVE AND NOTE A REPORT ON VAT.**

It was **RESOLVED** to note.

**63/23/24      TO RECEIVE AND NOTE A REPORT ON INVESTMENTS.**

The Finance Officer informed Members on the report received and contained within the circulated reports pack and were asked to consider the recommendation.

It was proposed by Councillor P Samuels, seconded by Councillor Stoyel and **RESOLVED** to invest £340,000 into the new Lloyds Fixed Term Deposit Account for a 12 month period at a fixed rate of 3.50%.

**64/23/24      TO NOTE THAT AN AUDIT ON RECENT SUPPLIER PAYMENTS WAS CONDUCTED BY THE CHAIRMAN OF POLICY & FINANCE IN LINE WITH THE TOWN COUNCILS FINANCIAL REGULATIONS. THERE ARE NO DISCREPANCIES TO REPORT.**

It was **RESOLVED** to note.

**65/23/24      TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

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

1. To the Burial Authority to review budget code 6004 BA General Site Maintenance and 6014 BA Cemetery Software Subscription due to an overspend for the year 2023/2024.
2. To the Joint Burial Board to review budget code 6170 BB EMF Repairs to Cemetery Wall due to an overspend for the year 2023/2024.

It was proposed by Councillor Bullock, seconded by Councillor Miller and **RESOLVED** to note the budget statements and recommendation from the Services Committee to the Station Property Sub Committee to review budget code 6810 General Repairs and Maintenance due to limited funds available for the year 2023/2024.

**66/23/24      TO RECEIVE A REPORT FROM THE FINANCE OFFICER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to note the report and 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.

**67/23/24      TO RECEIVE A REPORT ON INSURANCE CLAIMS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**68/23/24      TO RECEIVE THE TOWN COUNCIL INSURANCE POLICY RENEWAL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk informed Members on the report received and contained within the circulated reports pack.

It was proposed by Councillor P Samuels, seconded by Councillor Stoyel and **RESOLVED** to approve the renewal from Zurich for the year 2024-25 at a cost of £11,023.40 allocated to budget code 6205 P&F Insurance.

**69/23/24      TO RECEIVE THE TOWN CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Nothing to report.

**70/23/24      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**71/23/24      TO RECEIVE REPORTS ON FUNDING AWARDED AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:**

a. CC268 Saltash Old Cornwall Society;

It was **RESOLVED** to note the report and underspend of £20.01 to be returned to the Town Council allocated to budget code 6210 Community Chest.

b. 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 31<sup>st</sup> March 2024 reporting any further progress at the next available Policy and Finance meeting.

c. FF114 Saltash Sea Shanty Festival.

It was **RESOLVED** to note.

**72/23/24      TO RECEIVE THE RECOMMENDED DRAFT ALLOTMENT POLICY AND CONSIDER ANY ACTIONS.**

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and resolved to **RECOMMEND** the Draft Allotment Policy (as attached) to Full Council to be held on Thursday 5<sup>th</sup> October 2023.

**73/23/24      TO RECEIVE AMENDMENTS TO EXISTING TOWN COUNCIL POLICIES AND CONSIDER ANY ACTIONS:**

The Chairman requested the following amendments to existing Town Council policies be considered en-bloc.

- a. Communications;
- b. Protocol for Member Officer Relations;
- c. Standing Orders.

Members discussed the amendment received and contained within the circulated reports pack.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and resolved to **RECOMMEND** the amendment to the Communications, Protocol for Member Officer Relations and Standing Orders (as attached) to Full Council to be held on Thursday 5th October 2023.

**74/23/24      TO RECEIVE AND NOTE QUARTERLY REPORTS FOR THE COMMISSIONING OF PROFESSIONAL YOUTH WORK IN SALTASH:**

- a. The Core;

It was **RESOLVED** to note.

- b. Livewire.

It was **RESOLVED** to note.

**75/23/24      TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:**

- a. Neighbourhood Plan Steering Group

Nothing to report.

- b. Saltash Team for Youth

Nothing further to add since their previous report. Next meeting date is 29<sup>th</sup> September 2023.

- c. Section 106 Panel

Nothing to report.

**76/23/24      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.

**77/23/24      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**78/23/24      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**79/23/24      TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

**80/23/24      TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

**DATE OF NEXT MEETING**

Tuesday 31 October 2023 at 6.30 pm

Rising at: 7.15 pm

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

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

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Services Committee held at the Guildhall on Thursday 12th October 2023 at 6.30 pm**

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

**ALSO PRESENT:** S Burrows (Town Clerk), W Peters (Finance Officer) and D Joyce (Administration Officer)

**APOLOGIES:** J Brady, M Griffiths, S Martin, B Stoyel and D Yates.

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#### **71/23/24     HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **72/23/24     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.

Councillor Mortimore arrived and joined the meeting.

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

None.

#### **73/23/24     QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None received.

#### **74/23/24     TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**75/23/24      TO RECEIVE AND APPROVE THE MINUTES OF THE EXTRAORDINARY SERVICES COMMITTEE HELD ON 24TH AUGUST 2023 AS A TRUE AND CORRECT RECORD.**

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

It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED** to amend minute 54/23/24 point 7 to replace the word 'the' with 'Pillmere footpaths'.

It was proposed by Councillor Mortimore, seconded by Councillor Bickford and **RESOLVED** that the minutes of the Extraordinary Services Committee held on 24<sup>th</sup> August 2023 were confirmed as a true and correct record.

**76/23/24      TO RECEIVE THE SERVICES COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Finance Officer informed Members of the current budget statement contained within the circulated reports pack.

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

1. To note the budget statements;
2. To vire £2,000 from 7100 Rates Longstone to 7104 Fire & Security Alarm – Longstone due to an overspend;
3. To vire £500.00 from 7103 Electricity Longstone to 7110 General Repairs and Maintenance Longstone due to an overspend;
4. To vire £500.00 from 7100 Rates Longstone to 6511 Tourism and Signage to cover any associated cost for the repair to a finger sign located on Lower Fore Street.



**TO CONSIDER THE SERVICES COMMITTEE PRIORITIES FOR THE NEXT THREE YEARS WORKING WITHIN THE SIX TOWN COUNCIL STRATEGIC PRIORITIES.**

Members considered the Services strategic priorities to form part of the Town Council's Business Plan Appendix – Activity Plan.

It was proposed by Councillor Gillies, seconded by Councillor Bullock and **RESOLVED** to approve the Services Committee priorities as follows:

**Boosting Jobs and Economic Prosperity**

- To invest in Town Council employees;
- Continue to work with key stakeholders in the devolution of asset process with an increase of Town Council staffing levels, if required;
- Improve facilities and quality of life by continuing to maintain our public conveniences and to invest in accessible public conveniences;
- Continue to promote Saltash as a vibrant and welcoming visitor destination by reinvesting and working in partnership with key stakeholders in key areas such as Victoria Gardens, the Town Centre, and future Waterside projects.

**Health and Wellbeing**

- Maintain, promote and reinvest in Town Council play parks and recreational areas;
- Provide, maintain and support mental health and wellbeing with street furniture and green public spaces.

**Travel and Transport**

- Continue to investigate and implement where possible a sustainable Town Council fleet of vehicles;
- Promote and encourage walking and cycling routes in the community;
- Support access and improved connectivity from Saltash to Plymouth and neighbouring Towns and Parishes.

**Climate Emergency**

- Continue to implement sustainable and non-toxic grounds maintenance methods;
- Continue to partake in the No Mow May initiative to strategic areas;
- Seek further environmentally friendly alternatives for grounds maintenance works within the Town Council Service Delivery Department;
- Support community initiatives for tree planting and wildflower meadows;
- Continue to be Hedgehog Friendly;
- Continue to support and partake in the Plastic Free Community pledge.

#### Recreation and Leisure

- Promote mental health and wellbeing via the Town Council website;
- Maintain, promote and reinvest in Town Council play parks and recreational areas;
- Provide, maintain and support mental health and wellbeing with street furniture and green public spaces.
- Continue to provide Pontoon facilities allowing access to the river and support better connectivity to neighbouring areas.

#### **78/23/24     TO RECEIVE AND CONSIDER THE FOLLOWING SUB COMMITTEES RECOMMENDATIONS:**

- a. Library held on 22<sup>nd</sup> August and 2<sup>nd</sup> October 2023;

#### **RECOMMENDATION 1:**

#### **29/23/24 TO SET THE LIBRARY SUB COMMITTEE FEES AND CHARGES FOR THE YEAR 2024/25 RECOMMENDING TO THE SERVICES COMMITTEE.**

It was proposed by Councillor Bickford, seconded by Councillor Bullock and resolved to **RECOMMEND** to the Services Committee to be held on 12th October 2023 the Library Sub Committee Fees and Charges for the year 2024-25 as attached.

It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED** to approve the above recommendation subject to providing delegated authority to the Finance Officer to remove seagull bag costing from the Fees and Charges upon the Cornwall Council waste collection being rolled out in Saltash and **RECOMMEND** the Library Sub Committee Fees and Charges to the Extraordinary Policy and Finance meeting to be held on 31<sup>st</sup> October 2023, as attached.

## **RECOMMENDATION 2:**

### 49/23/24 TO RECEIVE THE INTERIM BUDGET AND TO SET THE LIBRARY SUB COMMITTEE BUDGET FOR THE YEAR 2024/25 RECOMMENDING TO THE SERVICES COMMITTEE.

The Finance Officer informed Members of the interim budget statement for the year 2024/25 contained within the circulated reports pack.

Members discussed the budget setting for the year 2024/25.

It was proposed by Councillor Bullock, seconded by Councillor Dent and resolved to **RECOMMEND** the Library Sub Committee Budget Statement for the year 2024/25 including additional amendments to the Services Committee to be held on 12th October 2023 as attached, subject to additional costs being received by Bailey Partnership for the internal works.

It was proposed by Councillor B Samuels, seconded by Councillor Dent and **RESOLVED** to approve the above recommendation including additional amendments and **RECOMMEND** to the Extraordinary Policy and Finance Committee meeting to be held on 31<sup>st</sup> October 2023, as attached.

- b. Station Property held on 15<sup>th</sup> September 2023;

## **RECOMMENDATION 1:**

### 26/23/24 TO SET THE STATION SUB COMMITTEE FEES AND CHARGES FOR THE YEAR 2024/25 RECOMMENDING TO SERVICES COMMITTEE.

It was proposed by Councillor Miller, seconded by Councillor Bickford and resolved to **RECOMMEND** to the Services Committee to be held on 12th October 2023 the Station Property Sub Committee Fees and Charges for the year 2024-25 subject to including hire charges for Saltash and non Saltash based art exhibitions as attached.

It was proposed by Councillor Bullock, seconded by Councillor Miller and **RESOLVED** to approve the above recommendation and **RECOMMEND** to the Extraordinary Policy and Finance Committee meeting to be held on 31<sup>st</sup> October 2023, as attached.

## RECOMMENDATION 2:

### 27/23/24 TO SET THE STATION PROPERTY SUB COMMITTEE BUDGET FOR THE YEAR 2024/25 RECOMMENDING TO SERVICES COMMITTEE.

The Finance Officer informed Members of the budget statement for the year 2024/25 contained within the circulated reports pack.

Members discussed the budget setting for the year 2024/25.

It was proposed by Councillor Bullock, seconded by Councillor Gillies and resolved to **RECOMMEND** to the Services Committee to be held on 12th October 2023 the Station Property Sub Committee Budget Statement for the year 2024/25 including additional amendments as attached.

It was proposed by Councillor Bullock, seconded by Councillor Miller and **RESOLVED** to approve the above recommendation including additional amendments and **RECOMMEND** to the Extraordinary Policy and Finance Committee meeting to be held on 31<sup>st</sup> October 2023, as attached.

c. Property Maintenance held on 28<sup>th</sup> September 2023

**RECOMMENDATION:**

45/23/24 TO SET THE TOWN COUNCIL FIVE-YEAR REPAIR AND MAINTENANCE PLAN RECOMMENDING TO THE SERVICES COMMITTEE.

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND**;

1. The Five-Year Repair and Maintenance Plan to the Services Committee to be held on 12th October 2023 as attached;
2. To request Services support for the Property Maintenance Sub Committee to investigate improvement works to the Waterside Toilets working in partnership with Network Rail and Coastal Communities Team.

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

1. To approve the above recommendation and **RECOMMEND** to the Extraordinary Policy and Finance Committee meeting to be held on 31st October 2023, as attached.
2. To support the Property Maintenance Sub Committee to investigate improvement works and associated cost to the Waterside Toilets, working with Network Rail (landlord) and key stakeholders reporting back at a future Services Committee meeting.

**TO RECEIVE AND CONSIDER A RECOMMENDATION FROM THE BURIAL AUTHORITY HELD ON 25TH SEPTEMBER 2023.**

The Town Clerk advised Members that the recommendation received was incorrectly reported.

The virements listed in the report, received and contained within the circulated reports pack, were authorised under delegated authority by the Town Clerk to realign staffing costs for precept balancing purposes.

**RECOMMENDATION:**

**24/23/24 TO RECEIVE THE BURIAL AUTHORITY COMMITTEE BUDGET STATEMENT AND RECOMMENDATION FROM THE POLICY AND FINANCE COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Assistant Town Clerk explained that additional virements are requested by the finance department to align staffing costs to the appropriate budget codes.

It was proposed by Councillor Foster, seconded by Councillor Bullock and resolved to **RECOMMEND** the following virements to the Services Committee Meeting to be held on 12th October 2023, pending review of Budget Codes, 6666 ST BA Staff Training (Churchtown) and 6692 ST BA EMF Staff Contingency (Churchtown):

1. To vire £7,038.10 from 6615 ST BA Cemetery Warden Gross Pay to 6618 ST SE Services Delivery Gross Pay to bring the budgets back in line;
2. To vire £594.52 from 6616 ST BA Cemetery Warden Employers NI to 6619 ST SE Services Delivery Employers NI to bring the budgets back in line;
3. To vire £1,372.13 from 6617 ST BA Cemetery Warden Employers Pension to 6620 ST SE Services Delivery Employers Pension to bring the budgets back in line;
4. To vire £59.00 from 6663 ST BA Cemetery Staff Clothing (Churchtown) to 6673 ST SE Services Delivery Clothing to bring the budgets back in line;
5. To vire £203.00 from 6664 ST BA Cemetery Staff Mobile Phones (Churchtown) to 6674 ST SE Services Delivery Mobiles to bring the budgets back in line;
6. To vire £34.00 from 6665 ST BA Staff Travelling Cost (Churchtown) to 6675 ST SE Services Delivery Staff Travelling Expenses to bring the budgets back in line;

7. To vire £227.00 from 6666 ST BA Staff Training (Churchtown) to 6676 ST SE Services Delivery Staff Training to bring the budgets back in line;
8. To vire £4,074.00 from 6692 ST BA EMF Staff Contingency (Churchtown) to 6700 ST SE Services Delivery Staff Contingency to bring the budgets back in line;

It was proposed by Councillor Gillies, seconded by Councillor Mortimore and **RESOLVED** to note the above recommendation and following further clarification ratify the Town Clerks delegated authority to vire the above budget codes.

**80/23/24      TO SET THE SERVICES FEES AND CHARGES FOR THE YEAR 2024/25 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Finance Officer briefed Members on the proposed amendments to the Fees and Charges for the year 2024/25.

Members discussed and debated the Town Council Fees and Charges for the year 2024/25.

It was proposed by Councillor Miller, seconded by Councillor Bickford and resolved to **RECOMMEND** the Services Committee Fees and Charges for the year 2024/25 including amendments to the Extraordinary Policy and Finance Committee meeting to be held on the 31<sup>st</sup> October 2023, as attached.

**81/23/24      TO SET THE SERVICES COMMITTEE BUDGETS FOR THE YEAR 2024/25 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Finance Officer provided an overview of the proposed budgets for the year 2024/25 received and contained within the circulated reports pack.

Members discussed and debated the budget setting for the year 2024/25.

It was proposed by Councillor Bullock, seconded by Councillor Bickford and resolved to **RECOMMEND** the Services Committee Budget Statements including amendments for the year 2024/25 to the Extraordinary Policy and Finance Committee meeting to be held on the 31<sup>st</sup> October 2023, as attached.

**TO RECEIVE REPORTS FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE;**

a. Departmental Report;

The Town Clerk reported on the Departmental Report received and contained within the circulated reports pack.

The Town Clerk informed Members of the text highlighted in blue, contained and detailed within the report, in which Members were requested to consider resolutions.

Members thanked the Town Clerk for continuing to undertake the role as Service Delivery Manager and for the comprehensive report.

It was proposed by Councillor P Samuels, seconded by Councillor Lennox-Boyd and **RESOLVED:**

1. To note the updates in the report;
2. To delegate to the Town Clerk to apply to National Highways for a Service Level Agreement to maintain North Road open space;
3. To close Longstone Park public toilets during the Winter period commencing from October to March due to ongoing vandalism;
4. To amend the public toilet Winter opening times for Belle Vue, Alexandra Square and the Waterside to October to March - 8:30am to 5pm;
5. To provide delegated authority to the Town Clerk to arrange for minimal repairs to be undertaken to the Town Council Fleet Vehicles working within budget and allow the Service Delivery Manager sufficient time to undertake a comprehensive vehicle exercise, reporting back at a future Services Committee meeting;
6. To appoint ASG to upgrade the detection devices to resolve the alarm issues at a cost of £396.57 + VAT allocated to budget code 7104 Fire and Security Alarm;

b. Vandalism and Anti-Social Behaviour Report;

It was **RESOLVED** to note and that the report has been shared with Safer Saltash for any guidance.



**83/23/24      TO RECEIVE QUOTES FOR THE TOWN CLOCK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk briefed Members on the quotes received and contained within the circulated reports pack, confirming neighbouring Parishes and Towns had been approached for recommendations.

It was proposed by Councillor Peggs, seconded by Councillor Gillies and **RESOLVED;**

1. To appoint Company C, working within budget 6504 Street Furniture (Maintenance);
2. To provide delegated authority to the Service Delivery Manager for works to be completed due to the quote being tentative and parts not being universal, reporting back at a future Services Committee meeting.

**84/23/24      TO RECEIVE QUOTES TO SUB-CONTRACT THE PUBLIC CONVENIENCES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk provided background information for the suggestion to sub-contract the cleaning of public conveniences.

The Town Clerk reported that working closely with the department has highlighted many inefficiencies, some have been dealt with, however, one that has always been tricky to resolve is the operations of the public toilets.

Difficulties include recruitment and staff currently carrying out the operations at a detriment to other duties and Town Council responsibilities.

Each week the Service Delivery Department loses approximately 15 hours to the grounds / maintenance work due to weekend working to mainly cover the operations of the toilets.

The Town Clerk reminded Members of the various areas of grounds maintenance that the department is responsible for. This includes but is not limited to, two large Cemetery Grounds, Pillmere Estate, town areas, soon to be Victoria Gardens and any future devolution opportunities.

The Town Clerk advised that the loss of hours operating the public toilets could be better utilized during the week covering the areas of responsibility.

Members discussed the cost and operational impact currently being experienced. Members noted that the quotes received will need to be revised due to the decision under minute 82/23/24 to close Longstone Park toilets during the Winter period.

It was proposed by Councillor Gillies, seconded by Councillor Mortimore and **RESOLVED**;

1. To approve in principle to appoint company A to open, clean, and close the Town Council public conveniences 7 days per week totaling 3.5 hours per day in line with the Town Council operational hours, subject to a revised quote being received;
2. To create a new budget code - Public Toilet Commercial Cleaning;
3. To vire £32,000 from 6700 EMF Staff Contingency to Public Toilet Commercial Cleaning to cover associated cost.

It was proposed by Councillor Gillies, seconded by Councillor Mortimore and resolved to **RECOMMEND** to the Personnel Committee to review the staffing implications working with HR Support Consultancy reporting back at a future Services Committee meeting.

**85/23/24      TO RECEIVE A REPORT ON LIVING ROOF BUS SHELTERS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Gillies, seconded by Councillor Bickford and **RESOLVED** to approve, at no cost to the Town Council, the extension of the Bus Shelter Advertising Agreement with Fernbank Advertising up to 31<sup>st</sup> October 2047. Fernbank to install digital advertising and living roof shelters, making Fore Street a priority, subject to planning approval.

**86/23/24      TO RECEIVE A MAINTENANCE REPORT ON THE TOWN COUNCIL LOUD SPEAKER SYSTEM AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

It was **RESOLVED** to note.

**87/23/24      TO RECEIVE AND NOTE A REPORT ON THE HIGH STREET CATENARY WIRES.**

It was **RESOLVED** to note.

**88/23/24      TO CONSIDER AMENDMENTS TO THE TOWN COUNCIL PLAYPARK MATCH FUNDING POLICY RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

It was proposed by Councillor Gillies, seconded by Councillor Miller and resolved to **RECOMMEND** the Town Council Playpark Match Funding Policy, including amendments, to the Extraordinary Policy and Finance Committee meeting to be held on 31<sup>st</sup> October, as attached.

**89/23/24      TO RECEIVE A REPORT ON MENTAL HEALTH ORGANISATION PLAQUES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the proposed areas for the installation of Happy to Chat plaques.

It was proposed by Councillor Gillies, seconded by Councillor Bickford and **RESOLVED**;

1. To approve the procurement of five Happy to Chat Plaques at a total cost of £47.50+vat to be allocated to budget code 6504 Street Furniture (Maintenance) to be installed at Victoria Gardens, Waterside, Longstone Park, Memorial Peace Garden and Cornish Cross, subject to permissions being obtained as required;
2. To approve expenditure of £90+vat for a Health and Wellbeing website page to be created and allocate to budget code 6211 Website Maintenance.

**90/23/24      TO RECEIVE A REQUEST FROM THE CHAMBER OF COMMERCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received and considered the suggestion proposed by Saltash Chamber of Commerce to switch on the River of Lights prior to the Christmas Festival.

It was proposed by Councillor Peggs, seconded by Councillor Mortimore and **RESOLVED** to thank Saltash Chamber of Commerce for their suggestion, and refuse the request to switch on any lights prior to the Christmas Festival scheduled for 2<sup>nd</sup> December 2023.

**91/23/24      TO RECEIVE A REPORT FROM SALTASH ENVIRONMENTAL ACTION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the request for trees to be planted by Saltash Environmental Action Group (SEA) at St Stephens and Elwell Woods.

The Town Clerk confirmed Cornwall Council approved under the Lease for the planting of trees to be permitted at Elwell Woods.

It was proposed by Councillor Gillies, seconded by Councillor B Samuels and **RESOLVED:**

1. To refer the replacement of the large Ash Tree at St Stephens Churchyard to the Joint Burial Board Committee;
2. To approve the planting of trees at Elwell Woods subject to proposed areas being safe and appropriate and the planting avoids any services under or over the site, the health of the stock and soil purchases are free from disease, to avoid disease that may affect existing trees and ongoing maintenance is managed accordingly;
3. To delegate to the Service Delivery Manager to work with SEA to manage the cost within budget 6589 EMF Community Tree Planting Initiative, being mindful of any future tree planting requests.

**92/23/24      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.

**93/23/24      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**94/23/24      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**95/23/24      TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

Tamar Bridge and Torpoint Ferry Key Stakeholder Consultation

Due to the Tamar Bridge and Torpoint Ferry public consultation closing on 29<sup>th</sup> October 2023 and the next Full Council meeting being 2<sup>nd</sup> November 2023, Members were asked to consider providing permission for Councillor Bickford to work up a letter of response on behalf of the Town Council to the Joint Tamar Bridge and Ferry Committee.

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and **RESOLVED** to approve Councillor Bickford to work up a response on behalf of Saltash Town Council to be shared with Members for their input, submitting to the Joint Tamar Bridge and Ferry Committee.

The above resolution is to be ratified at Thursday 14th December 2023 Services Committee meeting.

**96/23/24      TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was proposed by Councillor Lennox-Boyd, seconded by Councillor Mortimore and **RESOLVED** to issue the following Press and Social Media releases:

1. Immediate closure of Longstone Park public toilets during the Winter months;
2. Revised Winter operational hours for Alexandra Square, Belle Vue, and the Waterside public conveniences;
3. Living Roof Bus Shelters;
4. Happy to Chat Benches;
5. Tree Planting at Elwell Woods (upon the arrival of the trees).

**DATE OF NEXT MEETING**

Thursday 14 December 2023 at 6.30 pm

Rising at: 20:55

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

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

# Saltash Town Council Fees and Charges

# Minute Item 78/23/

Description		2023/2024 Charge	Proposed 2024/2025 Charge <b>Deletions</b>
<b>Library Charges</b>		<b>Set by Cornwall Council</b>	<b>Set by Cornwall Council</b>
<b>Replacement membership cards:</b>			
	Adult members	£1.50	£1.50
	Concessions, Access, Young Adult	£1.00	£1.00
	Under 16s	£0.50	£0.50
<b>Hire Charges:</b>			
	DVDs :	from £0.50 to £3 per week	from £0.50 to £3 per week
	Access Member limited to 2 at a time	free	free
	Non-fiction	free	free
	Access Member	Free	Free
	Audiobook CDs per 3 week loan		
	Adults	Free	Free
	Children	Free	Free
	Access members, housebound member and looked after children	Free	Free
<b>Reservations:</b>			
	Adults and Concessionary users	£1 per item if placed by staff member	£1 per item if placed by staff member
	Online reservations	Free with a limit of 6 at any one time	Free with a limit of 6 at any one time
	Access and Housebound members	Free	Free
	Under 18s	Free with a limit of 6 at any one time	Free with a limit of 6 at any one time
	Reader's groups free for items provided from the reading group sets (items outstanding for over 1 month will be charged as lost)	Free	Free
	Books on Prescription	Free	Free
<b>Performing Arts collection:</b>			
	Vocal and Orchestral sets	No charge	No charge
<b>Vocal and orchestral sets requested from outside Cornwall</b>			
	Vocal scores	10 Scores at £4 per month	10 Scores at £4 per month
	Orchestral sets	£10 per set per 3 months	£10 per set per 3 months
		£7 per 20 copies	£7 per 20 copies
	Postage charge (please note this charge may vary, ask staff for details)		
	Reservation charge from library authorities inside South West Region (non-refundable)	£6.00	£6.00
	Reservation charge from library authorities outside South West Region (non-refundable)	£12.50	£12.50
<b>Out of County Inter Library Loan Requests:</b>			
	Adults	£10.10	£10.10
	Concessions, Young Adults	£9.10	£9.10
	Children	£4.10	£4.10
	British library book loan request	£19.00	£19.00
	British Library periodical request	£13.25	£13.25
	British Library Loan Renewal	£5.10 per 3 week renewal period	£5.10 per 3 week renewal period
<b>Use of public computers (subject to availability):</b>			
	Cornwall library members	Free for two hours	Free for two hours
		Free for one hour	Free for one hour
	Other library members (English and Welsh Library Authorities on production of a library card)		
	Non-members	Free for half an hour - no extension	Free for half an hour - no extension
	Access to Wi-Fi	Free	Free
<b>Extension of time after the free period is dependent on availability and at the discretion of the library supervisor.</b>			
<b>Printing from any source:</b>			
	<b>1-29 sheets (price per sheet)</b>		
	Monochrome A4	£0.10	£0.10
	Monochrome A3	£0.20	£0.20
	Colour A4	£0.50	£0.50
	Colour A3	£1.00	£1.00
	<b>30 plus sheets (price per sheet)</b>		
	Monochrome A4	£0.08	£0.08
	Monochrome A3	£0.16	£0.16
	Colour A4	£0.40	£0.40
	Colour A3	£0.80	£0.80
	High gloss colour printing on customer's own paper	£1.00 per sheet	£1.00 per sheet
	High gloss colour printing on library paper	£1.25 per sheet	£1.25 per sheet
<b>Commission rates:</b>			
	Requires signed agreement in place between artist and relevant Council	30%	30%
<b>Additional Library Charges</b>		<b>Set by Saltash Town Council</b>	<b>Set by Saltash Town Council</b>
Seagull Bags	(CC to roll out wheelie bins to all residents. Date TBC. Continue to sell until current stock runs out. Agreed delegated authority to Finance Office to remove from Fees & Charges when appropriate)	£4.00	£4.00
Activities		Ticket price to be given on application	Ticket price to be given on application

**Services Committee - Library Budget 2023-24**

Saltash Town Council

For the 4 months ended 31 August 2023

Account	Actual Received/Spend 2022/23	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept 2024/2025	Notes	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
<b>Library Income</b>										
4517 LI Library - Replacement Membership Cards	656	48	305	(257)	50	Based on YTD Income	54	58	63	68
4518 LI Library - Photocopying Fees	999	600	473	128	600	Based on YTD Income	644	692	743	798
4524 LI Library Book Sales	481	320	162	159	300	Based on YTD Income	322	346	372	400
4526 LI Library Income	0	250	0	250	0	No income planned 2024/25 + future years	0	0	0	0
4527 LI Library Vending Machines Income	0	50	0	50	0	No income planned 2024/25, review after refurbishment	0	0	0	0
4529 LI Library Activities Funding Income	350	600	0	600	600	Based on YTD Income	644	692	743	798
<b>Total Library Income</b>	<b>2,485</b>	<b>1,868</b>	<b>939</b>	<b>929</b>	<b>1,550</b>		<b>1,664</b>	<b>1,788</b>	<b>1,921</b>	<b>2,064</b>
<b>Total Library Operating Income</b>	<b>2,485</b>	<b>1,868</b>	<b>939</b>	<b>929</b>	<b>1,550</b>		<b>1,664</b>	<b>1,788</b>	<b>1,921</b>	<b>2,064</b>
<b>Library Operating Expenditure</b>										
<b>Library Expenditure</b>										
6900 LI Rates - Library	13,473	15,804	13,099	2,485	16,958	Current Budget + CPI 7.3%	18,196	19,525	20,951	22,481
6901 LI Water Rates - Library	558	364	148	216	391	Current Budget + CPI 7.3%	420	451	484	520
6902 LI Gas - Library	4,788	5,623	9	5,614	6,034	Current Budget + CPI 7.3%	6,475	6,948	7,456	8,001
6903 LI Electricity - Library	1,494	5,000	743	4,257	5,365	Current Budget + CPI 7.3%	5,757	6,178	6,629	7,113
6904 LI Fire & Security Alarm - Library	629	1,033	1,043	(10)	1,109	Current Budget + CPI 7.3%	1,190	1,277	1,371	1,472
6908 LI Cleaning Materials & Equipment - Library	1,072	1,854	52	1,802	1,990	Current Budget + CPI 7.3%	2,136	2,292	2,460	2,640
6909 LI Boiler Service & Maintenance - Library	858	1,135	194	941	1,218	Current Budget + CPI 7.3%	1,307	1,403	1,506	1,616
6910 LI General Repairs & Maintenance - Library	991	2,270	1,409	1,861	2,436	Current Budget + CPI 7.3%	2,614	2,805	3,010	3,230
6911 LI TV License & PRS - Library	0	428	0	428	460	Current Budget + CPI 7.3%	494	531	570	612
6913 LI Refreshment Costs - Library	0	284	0	284	305	Current Budget + CPI 7.3%	328	352	378	406
6914 LI Equipment - Library	155	750	0	750	805	Current Budget + CPI 7.3%	864	928	996	1,069
6918 LI Professional Fees (Private Contractors)	11	20,000	0	20,000	21,460	Current Budget + CPI 7.3%	23,027	24,708	26,512	28,448
6920 LI Legionella Risk Assessment - Library	385	495	210	285	532	Current Budget + CPI 7.3%	571	613	658	707
6921 LI IT & Office Costs - Library	2,498	1,652	881	771	1,773	Current Budget + CPI 7.3%	1,903	2,042	2,192	2,353
6922 LI Library Activities	2,883	2,370	1,360	1,260	2,544	Current Budget + CPI 7.3%	2,730	2,930	3,144	3,374
6975 LI Home Library Service	0	0	152	150	550	Based on 1 current user outside area £300 + £250	591	635	682	732
6923 LI PWLB Loan Repayment & Interest	12,420	23,000	12,299	12,701	24,679	Based on Repayment Loan Schedule	26,481	28,415	30,490	32,716
<b>Total Library Expenditure</b>	<b>42,216</b>	<b>82,062</b>	<b>31,599</b>	<b>53,795</b>	<b>88,609</b>		<b>95,084</b>	<b>102,033</b>	<b>109,489</b>	<b>117,490</b>
<b>Library Staffing Expenditure</b>										
Library Staff Expenses	103	2,144	16	2,128	2,301	Current Budget + CPI 7.3%	2,469	2,650	2,844	3,052
6682 ST LI Staff Training (Library)	0	1,101	168	933	1,182	Current Budget + CPI 7.3%	1,269	1,362	1,462	1,569
Library Staffing Costs	131,675	136,189	55,342	81,722	169,277	PROVISIONAL FIGURE – Awaiting new NJC Scale for 23/24. Figures for 24/25 based proposed 23/24 NJC Scale + similar uplift	177,741	186,628	195,959	205,757
<b>Total Library Staffing Expenditure</b>	<b>131,778</b>	<b>139,434</b>	<b>55,526</b>	<b>84,783</b>	<b>172,760</b>		<b>181,479</b>	<b>190,640</b>	<b>200,265</b>	<b>210,378</b>
<b>Total Operating Expenditure</b>	<b>173,994</b>	<b>221,496</b>	<b>87,125</b>	<b>138,578</b>	<b>261,369</b>		<b>276,563</b>	<b>292,673</b>	<b>309,754</b>	<b>327,868</b>
<b>Total Library Operating Expenditure</b>	<b>173,994</b>	<b>221,496</b>	<b>87,125</b>	<b>138,578</b>	<b>261,369</b>		<b>276,563</b>	<b>292,673</b>	<b>309,754</b>	<b>327,868</b>
<b>Total Library Operating Surplus/ Deficit</b>	<b>(171,508)</b>	<b>(219,628)</b>	<b>(86,185)</b>	<b>(137,650)</b>	<b>(259,819)</b>		<b>(274,899)</b>	<b>(290,885)</b>	<b>(307,833)</b>	<b>(325,804)</b>
<b>Library EMF Expenditure</b>										
6971 LI EMF Saltash Library Property Refurbishment	10,741	10,000	0	244,363	15,000	Includes £21k vired from 6973. Propose + £15k to cover costs for new curtain wall and toilets + £5k contingency	0	1,000	0	0
6972 LI EMF Library Equipment & Furniture	830	0	0	10,522	0	No increase/decrease	0	0	0	0
6973 LI EMF Loan Repayments (Delete Code)	0	0	0	0	0	Virement £21k processed in 23/24. Code to be deleted	0	0	0	0
6974 LI EMF Library Funding	1,340	0	0	930	0	No increase/decrease	0	0	0	0
6698 ST LI EMF Staff Contingency (Library)	0	0	0	15,000	0	No increase/decrease	0	0	0	0
<b>Total Library EMF Expenditure</b>	<b>12,911</b>	<b>10,000</b>	<b>0</b>	<b>270,815</b>	<b>15,000</b>		<b>0</b>	<b>1,000</b>	<b>0</b>	<b>0</b>
<b>Total Library Expenditure (Operational &amp; EMF)</b>	<b>186,905</b>	<b>231,496</b>	<b>87,125</b>	<b>409,393</b>	<b>276,369</b>		<b>276,563</b>	<b>293,673</b>	<b>309,754</b>	<b>327,868</b>
<b>Total Library Budget Surplus/ (Deficit)</b>	<b>(184,420)</b>	<b>(229,628)</b>	<b>(86,185)</b>	<b>(408,465)</b>	<b>(274,819)</b>		<b>(274,899)</b>	<b>(291,885)</b>	<b>(307,833)</b>	<b>(325,804)</b>



## Saltash Town Council Fees and Charges

Description	2023/2024 Charge	2024/25 Proposed Charge
<b>Room Hire (VATable)</b>	<b>Including VAT</b>	<b>Including VAT</b>
<b>Isambard House (Station)</b> (Minimum 2 hour booking)		
Casual ph - weekdays, weekends and evenings (Community Rate)	£10.00	£10.00
Casual ph - weekdays 9am - 5pm (Commercial Rate)	£15.00	£15.00
Casual ph - weekends & evenings (Commercial Rate)	£30.00	£30.00
<b>20% Discount for regular bookers evenings and weekends</b>		
<b>Room Hire Art Exhibitions (VATable)</b>		
<b>Isambard House (Station)</b>		
<u>Based on 6 hour day</u>		
<b>Saltash Based Exhibitors</b> Weekdays - per day + 10% commission of sales	£36.00	£36.00
Weekends - per day + 10% commission of sales	£60.00	£60.00
<b>Non Saltash Based Exhibitors</b> Weekdays - per day + 10% commission of sales	£48.00	£48.00
Weekends - per day + 10% commission of sales	£72.00	£72.00
<b>Room Hire Extras (VATable)</b>		
Tea/coffee per cup with biscuits (Community)	£1.00	£1.00
Tea/coffee per cup with biscuits (Commercial)	£1.00	£1.00

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

Saltash Town Council

For the month ended 31 July 2023

Account	Actual Received/ Spend 2022/23	Budget 2023/24	Actual Received/ Spend YTD 2023/24	Actual Funds To Receive/ Available to Date 2023/24	Precept 2024/2025	Notes	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
<b>Isambard House Operating Income</b>										
<b>Isambard House Income</b>										
4301 SA Isambard House - Bookings	3,800	10,000	3,402	6,598	8,000	Based on Average YTD Income	8,584	9,211	9,884	10,606
4302 SA Isambard - Refreshment Income	20	500	25	475	75	Based on YTD Income	81	87	94	101
4304 SA Isambard House - Cafe Rental	0	5,000	0	5,000	0	Based on no new lease agreement	0	0	0	0
<b>Total Isambard House Income</b>	<b>3,820</b>	<b>15,500</b>	<b>3,427</b>	<b>12,073</b>	<b>8,075</b>		<b>8,665</b>	<b>9,298</b>	<b>9,978</b>	<b>10,707</b>
<b>Total Isambard House Operating Income</b>	<b>3,820</b>	<b>15,500</b>	<b>3,427</b>	<b>12,073</b>	<b>8,075</b>		<b>8,665</b>	<b>9,298</b>	<b>9,978</b>	<b>10,707</b>
<b>Isambard House Operating Expenditure</b>										
<b>Isambard House Expenditure</b>										
6800 SA Rates - Isambard House	3,543	4,129	3,720	409	4,431	Current Budget + CPI 7.3%	4,755	5,103	5,476	5,876
6801 SA Water Rates - Isambard House	586	645	(586)	1,231	693	Current Budget + CPI 7.3%	744	799	858	921
6802 SA Gas - Isambard House	573	6,075	(12)	6,087	6,519	Current Budget + CPI 7.3%	6,995	7,506	8,054	8,642
6803 SA Electricity - Isambard House	3,480	9,020	1,011	8,009	9,679	Current Budget + CPI 7.3%	10,386	11,145	11,959	12,833
6804 SA Fire & Security Alarm - Isambard House	603	1,000	425	575	1,073	Current Budget + CPI 7.3%	1,152	1,237	1,328	1,425
6808 SA Cleaning Materials & Equipment - Isambard House	1,724	1,693	210	1,483	1,817	Current Budget + CPI 7.3%	1,950	2,093	2,246	2,410
6810 SA General Repairs & Maintenance - Isambard House	758	1,000	902	98	2,000	Current Budget + £1,000	2,146	2,303	2,472	2,653
6813 SA Refreshments Costs - Isambard House	0	210	0	210	226	Current Budget + CPI 7.3%	243	261	281	302
6814 SA Equipment - Isambard House	650	989	0	989	1,062	Current Budget + CPI 7.3%	1,140	1,224	1,314	1,410
6818 SA Professional Costs - Isambard House	1,660	2,000	668	1,333	2,146	Current Budget + CPI 7.3%	2,303	2,472	2,653	2,847
6821 SA IT & Office Costs - Isambard House	0	1,000	37	963	1,073	Current Budget + CPI 7.3%	1,152	1,237	1,328	1,425
6822 SA Activities & Events	0	1,000	505	495	1,073	Current Budget + CPI 7.3%	1,152	1,237	1,328	1,425
<b>Total Isambard House Expenditure</b>	<b>13,578</b>	<b>28,761</b>	<b>6,878</b>	<b>21,883</b>	<b>31,792</b>		<b>34,118</b>	<b>36,617</b>	<b>39,297</b>	<b>42,169</b>
<b>Isambard House Staffing Expenditure</b>										
6671 ST SA Staff Expenses - Isambard House (Delete Code)	0	282	0	282	0	Recommend Virement to Guildhall	0	0	0	0
6672 ST SA Staff Training - Isambard House (Delete Code)	0	1,129	0	1,129	0	Recommend Virement to Guildhall	0	0	0	0
<b>Total Isambard House Staffing Expenditure</b>	<b>0</b>	<b>1,411</b>	<b>0</b>	<b>1,411</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Operating Expenditure</b>	<b>13,578</b>	<b>30,172</b>	<b>6,878</b>	<b>23,294</b>	<b>31,792</b>		<b>34,118</b>	<b>36,617</b>	<b>39,297</b>	<b>42,169</b>
<b>Total Isambard House Operating Expenditure</b>	<b>13,578</b>	<b>30,172</b>	<b>6,878</b>	<b>23,294</b>	<b>31,792</b>		<b>34,118</b>	<b>36,617</b>	<b>39,297</b>	<b>42,169</b>
<b>Total Isambard House Operating Surplus/ (Deficit)</b>	<b>(9,758)</b>	<b>(14,672)</b>	<b>(3,452)</b>	<b>(11,220)</b>	<b>(23,717)</b>		<b>(25,453)</b>	<b>(27,319)</b>	<b>(29,319)</b>	<b>(31,462)</b>
<b>Isambard House EMF Expenditure</b>										
6473 SA EMF Station Building (Purchase & Capital Works)	35,000	0	0	57,745	0	No plans on 5 Year Property & Maintenance	0	0	0	0
6870 SA EMF Isambard House (Rename code to include "Retention")	0	0	0	18,492	0	Retention Fund	0	0	0	0
6871 SA EMF Tresorsy Kernow Funding	286	0	2,458	469	0		0	0	0	0
6872 SA EMF Entertainment Licenses	0	0	0	2,132	0		0	0	0	0
6695 ST SA EMF Staff Contingency - Isambard House (Delete Code)	0	0	0	2,000	0	Recommend Virement to Guildhall	0	0	0	0
<b>Total Isambard House EMF Expenditure</b>	<b>35,286</b>	<b>0</b>	<b>2,458</b>	<b>80,838</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Isambard House Expenditure (Operational &amp; EMF)</b>	<b>48,863</b>	<b>30,172</b>	<b>9,337</b>	<b>104,131</b>	<b>31,792</b>		<b>34,118</b>	<b>36,617</b>	<b>39,297</b>	<b>42,169</b>
<b>Total Isambard House Budget Surplus/ (Deficit)</b>	<b>(45,043)</b>	<b>(14,672)</b>	<b>(5,910)</b>	<b>(92,058)</b>	<b>(23,717)</b>		<b>(25,453)</b>	<b>(27,319)</b>	<b>(29,319)</b>	<b>(31,462)</b>

Saltash Town Council -Services Property Maintenance 5 Year Plan - Major Works/Projects Only								
Item		Actual	Budget					Comments
		2023/2024	2023/2024 Balance	2024/2025	2025/2026	2026/2027	2027/2028	
Guildhall - Major works		EMF						All major works completed in 17/18
External repairs and decorations	6470 GH EMF Guildhall Maintenance	£78,854.00	£1,449.00	£0.00	£0.00	£0.00	£0.00	6470 EMF Guildhall Maint 2023/24 Budget £80,303 less actual spend -£335, less planned spend -£78,519 Jones Building (external repairs & redecoration due to start March 2024)
Programme of carpet renewal and replacement	6470 GH EMF Guildhall Maintenance	£0.00	£0.00	£0.00	£1,500.00	£1,500.00	£1,500.00	Completed 2013-2018, to be reviewed for 2025/26. (Upstairs office Aug 18 £1,245). Prioritise heavy traffic areas
Internal guildhall decorations works	6470 GH EMF Guildhall Maintenance	£0.00	£0.00	£0.00	£5,000.00	£5,000.00	£0.00	Last completed June 2018
Passenger Lift (Insurance requirement to check every Six Months) Emergency EMF	6412 Lift Service & Maintenance (operational code not EMF)	£1,744.00	£1,559.00	£2,818.37	£2,959.29	£3,107.25	£3,262.61	All works quoted to be signed off by insurers. (Otis monthly fee £223.68) . (Budget YoY +5%)
5 Yearly Electrical Inspection	6410 GH General Repairs & Maintenance - Guildhall	£0.00		£0.00	£0.00	£1,000.00	£0.00	Pyramid June 22 (Cert £650)
	TOTAL	£80,598.00	£3,008.00	£2,818.37	£9,459.29	£10,607.25	£4,762.61	
Maurice Huggins Room		EMF						
External & Internal repairs and decorations	6472 EMF Maurice Huggins Room	£0.00	£214.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	B/Fwd 2022/23 £214. Leasehold - Devolution
5 Yearly Electrical Inspection	7010 MA General Repairs & Maintenance	£329.86		£0.00	£0.00	£0.00	£0.00	TJ Electrical - Aug 23 (Cert. £200 and remedial work carried out £130)
	TOTAL	£329.86	£214.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	
Longstone Park Depot		EMF						
External & Internal repairs and decorations	7170 EMF Longstone Depot Capital Works	£0.00	£2,500.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	Leased from Cornwall Council from 29-03-18 to 28-03-24. STC rent at £385 per month including insurance. B/Fwd 2022/23 £500 + 2023/24 £2,000
5 Yearly Electrical Inspection	7110 LO General Repairs & Maintenance - Longstone	£681.10		£0.00	£0.00	£0.00	£0.00	TJ Electrical - Aug 23 (Cert. £300 and remedial work carried out to Office & Pump Shed £381)
	TOTAL	£681.10	£2,500.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	
Library		EMF						
Roof replacement and repair								£54,760.40 spent on Roof replacement and repair in year 2019/20
Replace curtain walling and windows including Mezzanine Windows	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00	£244,363.00					Budget code 6971 = £244,363 Includes £200,000 loan received 1st April 2022 . Annual repayment cost approx £25,000 (£20,000 + interest £4,477 YE 2024). Balance of loan at 31st August 2023 £175,211. Due to be repaid in full April 2032
Refurbishment Works to include the following:								
a) Internal and External decorations (making good from replacement of curtain walling & reception)	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00						
b) Additional staff toilet	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00						
c) Seating area / vending machine	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00						

Item		Actual	Budget					Comments
		2023/2024	2023/2024 Balance	2024/2025	2025/2026	2026/2027	2027/2028	
d) Mechanical Extract Fan to Kitchen and Toilets	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00						
e) Public fully accessible toilet	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00						
Professional Fees for the above	6918 LI Professional Fees (Private Contractors)	£0.00	£5,050.00					Budget 2023/24 £20,000. (Less committed costs for Bailey Partnership, £23,000 less already invoice £8,050 = <b>balance still to be invoiced £14,950</b> )
Other Costs	6971 EMF Library Property Maintenance	£0.00						Total Spent to 2022/23 £2,922.16 (including planning application fees, asbestos survey & heritage impact assessment)
5 Yearly Electrical Inspection	6910 LI General Repairs & Maintenance - Library	£0.00		£0.00	£1,000.00	£0.00	£0.00	Pyramid March 21 (Cert £460, no remedial work required)
	<b>TOTAL</b>	<b>£0.00</b>	<b>£249,413.00</b>	<b>£0.00</b>	<b>£1,000.00</b>	<b>£0.00</b>	<b>£0.00</b>	
<b>Isambard House</b>	<b>EMF</b>							
Station refurbishment	6473 EMF Station Building (Purchase and Capital Works)	£0.00	£57,745.00					Refurb works completed March 2020 - remaining funds for works to the car park, solar PV, meter install, any change in modification (kitchenette etc)
Station retention fund held	6870 EMF Isambard House - Retention	£0.00	£18,492.00					Available balance £18,492 ( <b>retention fund</b> ) Snags including crack across floors, stained chimney slates, and tarnished door furniture still to be addressed with Cormac.
External & Internal repairs and decorations	6810 SA General Repairs & Maintenance - Isambard House	£902.00	£507.00	£2,500.00	£2,500.00	£2,500.00	£2,500.00	
5 Yearly Electrical Inspection		£300.00		£0.00	£0.00	£0.00	£0.00	TJ Electrical - Aug 23 (Cert. £300)
	<b>TOTAL</b>	<b>£1,202.00</b>	<b>£76,744.00</b>	<b>£2,500.00</b>	<b>£2,500.00</b>	<b>£2,500.00</b>	<b>£2,500.00</b>	
<b>Public Toilets</b>	<b>EMF</b>							£10,000 capital works budgeted 2022-23 less costs £1,690 Available budget 2023-24 £8,310.
<b>Waterside</b>								
External and internal repairs and decs	6580 SE Public Toilets (Capital Works)	£0.00	£8,310.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	Owned by Network Rail, no documents on record
<b>Alexandra Square</b>								
External and internal repairs and decs	6580 SE Public Toilets (Capital Works)	£0.00						Tenancy at Will. 99 years from 13-11-17 Cornwall Council. (Terms: external painting every 5 years and internally every 3 years)
<b>Longstone</b>								
External and internal repairs and decs	6580 SE Public Toilets (Capital Works)	£0.00						Leasehold 99 years from 01-02-2018 Cornwall Council.
<b>Belle Vue</b>								
External and internal repairs and decs	6580 SE Public Toilets (Capital Works)	£0.00						Leasehold 99 years from 01-02-2018 Cornwall Council.
	<b>TOTAL</b>	<b>£0.00</b>	<b>£8,310.00</b>	<b>£1,000.00</b>	<b>£1,000.00</b>	<b>£1,000.00</b>	<b>£1,000.00</b>	
<b>Heritage Building</b>	<b>EMF</b>							
External & Internal repairs and decorations as per lease agreement	6471 SE EMF Heritage Centre	£1,473.00	£6,417.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	2023/24 Actual £1,472 replace guttering including scaffolding
	<b>TOTAL</b>	<b>£1,473.00</b>	<b>£6,417.00</b>	<b>£1,000.00</b>	<b>£1,000.00</b>	<b>£1,000.00</b>	<b>£1,000.00</b>	
<b>Cemeteries</b>	<b>EMF</b>							
Joint Burial Board - St Stephens	6170 BB EMF Repairs to Cemetery Wall	£15,763.00	£0.00	£3,000.00	£3,000.00	£3,000.00	£3,000.00	Rebuilding stone wall £15,762 (May 23)
	<b>TOTAL</b>	<b>£15,763.00</b>	<b>£0.00</b>	<b>£3,000.00</b>	<b>£3,000.00</b>	<b>£3,000.00</b>	<b>£3,000.00</b>	

<div><div>Page 33 of 35</div><div><div>Item</div><div>Budget</div></div></div>		Actual	Budget					Comments
		2023/2024	2023/2024 Balance	2024/2025	2025/2026	2026/2027	2027/2028	
Burial Authority - Churchtown	6070 BA EMF Churchtown Cemetery Capital Works	£0.00	£6,204.00	£1,500.00	£1,500.00	£1,500.00	£1,500.00	Planned works - Fencing (estimated £3k)
	TOTAL	£0.00	£6,204.00	£1,500.00	£1,500.00	£1,500.00	£1,500.00	
Outdoor Land and Fences								
Victoria Gardens	6588 SE EMF Victoria Gardens		£ 10,000.00	£5,000.00	£5,000.00	£5,000.00	£5,000.00	Licence to Occupy from 17-04-23 to 17-09-23. Extended to 16-02-24. Awaiting 5 year lease from CC. £5,000 grant from CC towards the rail maintenance works.
Pillmere land - Open spaces & trees	6591 EMF SE Open Spaces & Trees NEW CODE 2024/25			£3,000.00	£3,000.00	£3,000.00	£3,000.00	Tree / Hedge / Pathway / Fencing maintenance works.
Playparks - Honeysuckle Close, Grassmere Way, Ashton Way	6571 SE EMF Saltash Recreation Areas	£502.00	£58,552.00	£25,000.00	£25,000.00	£25,000.00	£25,000.00	C/Fwd 2021/22 £39,054 + 2023/24 £20,000. CIL Expression of Interest submitted Oct 2023. £20,000 contribution from STC to awarded funding.
	TOTAL	£ 502.00	£ 68,552.00	£ 33,000.00	£ 33,000.00	£ 33,000.00	£ 33,000.00	
Waterfront Pontoon								
Pontoon Management	6584 SE EMF Pontoon Maintenance Cost	£0.00	£6,058.00	£10,000.00	£10,000.00	£10,000.00	£10,000.00	Tenancy at Will with CC. Budgeted £10k for future years to cover possible pontoon maintenance at 10 year life span.
Water supply to pontoon								on hold
New toilet toilet/shower block								on hold
	TOTAL	£0.00	£6,058.00	£10,000.00	£10,000.00	£10,000.00	£10,000.00	
GRAND TOTAL		£100,548.96	£427,420.00	£56,818.37	£64,459.29	£64,607.25	£58,762.61	

## Saltash Town Council Fees and Charges

Description	2023/2024 Charge	2024/25 Proposed Charge <a href="#">Additions/Amendments</a> <a href="#">Remove fee/charge</a>
<b>Room Hire (Non VATable)</b>	<b>Non VATable</b>	<b>Non VATable</b>
<b>Guildhall</b> (Minimum 2 hour booking)	£10.30	£10.30
Casual ph - weekends & evenings (Community Rate)	£21.50	£21.50
Casual ph - weekdays 9am - 5pm (Commercial Rate)	£15.40	£15.40
Casual ph - weekends & evenings (Commercial Rate)	£25.90	£25.90
<b>Council Chamber</b>	£10.30	£10.30
Casual ph - weekdays 9 am - 5pm (Community Rate)	£15.40	£15.40
Casual ph - weekends & evenings (Community Rate)	£15.40	£15.40
Casual ph - weekdays 9am - 5pm (Commercial Rate)	£15.40	£15.40
Casual ph - weekends & evenings (Commercial Rate)	£18.50	£18.50
<b>20% Discount for regular bookers evenings and weekends</b>		
	<b>Including VAT</b>	<b>Including VAT</b>
<b>Room Hire Extras (VATable)</b>		
Tea/coffee per cup with biscuits (Community)	£1.00	£1.00
Tea/coffee per cup with biscuits (Commercial)	£1.00	£1.00
Photocopying	20p Black 35p Colour	
<b>1-29 sheets (price per sheet)</b>		<b>Propose to match Library Charges set by CC</b>
Monochrome A4		£0.10
Monochrome A3		£0.20
Colour A4		£0.50
Colour A3		£1.00
<b>30 plus sheets (price per sheet)</b>		
Monochrome A4		£0.08
Monochrome A3		£0.16
Colour A4		£0.40
Colour A3		£0.80
High gloss colour printing on customer's own paper		£1.00 per sheet
High gloss colour printing on library paper		£1.25 per sheet
<b>Mooring Fees (VATable)</b>	<b>Including VAT</b>	<b>Including VAT</b>
Permanent Pontoon (Berth) per metre, charged per annum - minimum chargeable length 5 metres <del>£900</del> (Non Commercial)	£186.00	Increase by 10% £205.00
Permanent Pontoon (Berth) per metre, charged per annum - minimum chargeable length 5 metres <del>£1,300</del> (Commercial)	£282.00	Increase by 10% £310.00
Permanent Extra Length Pontoon (Berth) per metre, charged per annum - minimum chargeable length 9 metres (Non Commercial) <b>NEW CATEGORY</b>	£186.00	Increase by 20% £225.00
Permanent Extra Length Pontoon (Berth) per metre, charged per annum - minimum chargeable length 9 metres (Commercial) <b>NEW CATEGORY</b>	£282.00	Increase by 20% £340.00
Visiting boats - (2 hours free); charge for 24 hour period (Non Commercial)	£30.00	£30.00
Visiting boats - (2 hours free); charge for 24 hour period (Commercial)	£45.00	£45.00
Visiting boats - 3 day stay (1 Day free of charge) (Non Commercial)	£60.00	Remove
		<a href="#">Trusted Boat Scheme</a>
Trusted Boat Scheme - (casual users); charge for period of 1st September - 31st March	£48.00	£50.00
Trusted Boat scheme - (casual users); charge for period of 1st April - <del>31st August</del> 31st March	£80.00	£100.00
		Rename to "Trusted Boat Owner Scheme"
		Contract to include two hours free stay per visit and 2 nights free of charge per 12 month period and 1 night per winter season period
<b>Allotments (Non VATable)</b>	<b>Non VATable</b>	<b>Non VATable</b>
Grenfell Avenue, charge per annum	£30.00	£40.00
* Fairmead Road, charge per annum	£45.00	£55.00
* Churchtown, charge per annum	£50.00	£60.00
* Water, charge per annum	£10.00	£30.00
		Price increase agreed P&F 121/22/23 on 22-11-22. Letters sent to allotment holders 23-03-23

## Services Committee - Service Delivery Budget 23-2024

Saltash Town Council

For the 5 months ended 31 August 2023

Account	Actual 2022/23	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept 2024/2025	Notes	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
<b>Service Delivery Operating Income</b>										
<b>Service Delivery Income</b>										
<b>Grounds &amp; Premises Income</b>										
4500 SE Allotment Rents	3,432	4,000	3,957	43	5,600	Based on agreed fee increases for 2024/25	5,600	5,880	5,880	6,174
4510 SE Public Footpath Grant	1,573	1,722	415	1,307	0	LMP to be agreed for 2024/25	0	0	0	0
4511 SE Christmas Event income (Delete Code)	0	150	0	150	0	No income planned for 2024/25	0	0	0	0
4512 SE Misc Income Grounds & Premises National Grid	2,472	0	14	(14)	14	Based on Actual 2023/24	14	14	14	14
Wayleave Income (Rename Code)										
4513 SE Water Rates Income	0	3,560	952	2,608	1,714	Recharged water rates to Bowling Club. Based on YTD income (higher in summer mths)	1,886	2,074	2,282	2,510
4523 SE Service Delivery Income - Seagull Bags	1,140	2,003	686	1,317	0	CC replacing seagull bags with wheelie bins. Date TBC	0	0	0	0
<b>Total Grounds &amp; Premises Income</b>	<b>8,617</b>	<b>11,435</b>	<b>6,024</b>	<b>5,411</b>	<b>7,328</b>		<b>7,500</b>	<b>7,968</b>	<b>8,176</b>	<b>8,698</b>
<b>Town &amp; Waterfront Income</b>										
4520 SE Waterfront Income - Trusted Boat Scheme	1,945	4,265	2,440	1,825	3,000	Based on 36 users (2023/24) x £100 (incl VAT). Fees 2024/25 TBA	3,300	3,630	3,993	4,392
4521 SE Waterfront Income - Annual Mooring Fees	6,246	10,800	9,477	1,323	11,235	Fees for 2024/25 TBA				
4522 SE Waterfront Income - Daily Mooring Fees	875	2,400	2,730	(330)	3,276	Based on YTD income (higher during summer mths). Fees 2024/25 TBA	3,604	3,964	4,360	4,796
<b>Total Town &amp; Waterfront Income</b>	<b>9,066</b>	<b>17,465</b>	<b>14,647</b>	<b>2,818</b>	<b>17,511</b>		<b>6,904</b>	<b>7,594</b>	<b>8,353</b>	<b>9,189</b>
<b>Total Service Delivery Income</b>	<b>17,683</b>	<b>28,900</b>	<b>20,671</b>	<b>8,229</b>	<b>24,839</b>		<b>14,403</b>	<b>15,562</b>	<b>16,529</b>	<b>17,887</b>
<b>Total Service Delivery Operating Income</b>	<b>17,683</b>	<b>28,900</b>	<b>20,671</b>	<b>8,229</b>	<b>24,839</b>		<b>14,403</b>	<b>15,562</b>	<b>16,529</b>	<b>17,887</b>
<b>Service Delivery Operating Expenditure</b>										
<b>Service Delivery Expenditure</b>										
<b>Grounds &amp; Premises Expenditure</b>										
6209 SE Oyster Beds	3	1	0	1	1	Current Budget	1	1	1	1
6500 SE Tree Survey and Tree Maintenance	7,297	11,010	0	11,010	11,814	Current Budget + CPI 7.3%	12,676	13,602	14,595	15,660
6503 SE Allotments	1,700	1,321	138	1,183	1,418	Current Budget + CPI 7.3%	1,522	1,633	1,752	1,880
6506 SE Grounds Maintenance & Watering	5,678	10,000	5,107	4,893	10,730	Current Budget + CPI 7.3%	11,513	12,354	13,256	14,223
6508 SE Public Toilets (Operational Costs)	4,839	4,430	2,359	2,071	5,655	Based on Actual YTD + CPI 7.3% (Saving £420 Legionella testing as being carried out in-house)	6,068	6,511	6,986	7,496
6517 SE Cross (Maintenance)	417	3,303	58	3,245	3,545	Current Budget + CPI 7.3%	3,804	4,081	4,379	4,699
6525 SE Public Toilets (Repairs & Maintenance Costs)	2,048	2,753	586	2,168	2,954	Current Budget + CPI 7.3%	3,170	3,401	3,649	3,916
6526 SE Tools, Equipment & Materials (Store & All Areas)	3,287	3,303	1,271	2,032	3,545	Current Budget + CPI 7.3%	3,804	4,081	4,379	4,699
6529 SE Refuse Disposal	5,465	6,056	2,221	3,835	6,499	Current Budget + CPI 7.3%	6,973	7,482	8,029	8,615
6907 SE Seagulls Bags	1,212	2,002	304	1,698	0	CC replacing seagull bags with wheelie bins. Date TBC	0	0	0	0
6530 SE Allotment Software NEW CODE					700	Minute - Services 63/23/24	751	806	865	928
<b>Longstone Expenditure</b>										
7100 LO Rates - Longstone	2,157	2,375	(6,261)	8,636	0	CC checking if rates charge due. Recommend safeguarding balance and Vire to 6590 SE EMF Utilities & Rates	0	0	0	0
7101 LO Water Rates - Longstone	2,203	4,012	1,420	2,592	3,352	Based on Actual YTD + CPI 7.35	3,597	3,859	4,141	4,443
7103 LO Electricity - Longstone	1,086	6,153	161	5,992	1,581	Based on annual kwh at current rates + 15%	1,696	1,820	1,953	2,096
7104 LO Fire & Security Alarm - Longstone	999	1,010	794	216	1,084	Current Budget + CPI 7.3%	1,163	1,248	1,339	1,437
7107 LO Rent - Longstone	4,620	4,955	1,925	3,030	5,120	No increase to annual rent £4,500 + insurance £180	5,494	5,895	6,325	6,787
7108 LO Cleaning Materials & Equipment - Longstone	537	677	132	545	727	Current Budget + CPI 7.3%	780	837	898	964
7110 LO General Repairs & Maintenance - Longstone	456	551	751	(200)	592	Current Budget + CPI 7.3%	635	682	731	785
7114 LO Equipment - Longstone	52	1,129	0	1,129	700	As per IT plan	751	806	865	928
7121 LO IT & Office Costs - Longstone	578	750	58	692	750	Based on Actual 2022/23 & 2023/24, No need to increase Budget 2024/25	805	863	927	994
<b>Total Grounds &amp; Premises Expenditure</b>	<b>44,634</b>	<b>65,791</b>	<b>11,024</b>	<b>54,767</b>	<b>60,767</b>		<b>49,531</b>	<b>53,146</b>	<b>57,026</b>	<b>61,189</b>
<b>Town &amp; Waterfront Expenditure</b>										
6504 SE Street Furniture (Maintenance)	893	2,000	253	1,747	2,500	To include additional cost for repairs to Town Clock	2,683	2,878	3,088	3,314
6505 SE Street Lighting	160	750	69	681	750	Based on Actual 2022/23 & 2023/24, No need to increase Budget 2024/25	805	863	927	994
6511 SE Tourism & Signage	746	250	182	68	269	Current Budget + CPI 7.3%	289	310	332	357
6512 SE Bus Shelters (Maintenance)	0	565	0	565	565	Based on Actual 2022/23 & 2023/24, No need to increase Budget 2024/25	606	651	698	749
6515 SE Festive Lights Maintenance & Electricity	1,319	3,500	457	3,043	3,756	Current Budget + CPI 7.3%	4,030	4,324	4,640	4,979
6519 SE Flags & Bunting	1,780	2,753	1,543	1,210	2,954	Current Budget + CPI 7.3%	3,170	3,401	3,649	3,916
6522 SE Pontoon (Maintenance Costs) (6522)	7,484	6,606	695	5,911	3,000	therefore reduce budget for maintenance 2024/25	3,219	3,454	3,706	3,977
6524 SE Vehicle Maintenance and Repair Costs	10,775	12,600	5,248	7,352	13,520	Current Budget + CPI 7.3%	14,507	15,566	16,702	17,922
6527 SE Salt Bins Refill	188	500	0	500	537	Current Budget + CPI 7.3%	551	606	667	735
6528 SE Pontoon Accommodation	6,282	11,921	2,507	9,414	6,335	Based on Mthly rental + CPI 7.3%	13,125	14,450	15,910	17,516
<b>Total Town &amp; Waterfront Expenditure</b>	<b>29,627</b>	<b>41,445</b>	<b>10,954</b>	<b>30,491</b>	<b>34,186</b>		<b>42,984</b>	<b>46,503</b>	<b>50,320</b>	<b>54,457</b>
<b>Total Service Delivery Expenditure</b>	<b>74,261</b>	<b>107,236</b>	<b>21,978</b>	<b>85,258</b>	<b>94,953</b>		<b>92,515</b>	<b>99,650</b>	<b>107,346</b>	<b>115,646</b>
<b>Service Delivery Staffing Expenditure</b>										
Service Delivery Staffing Expenses	3,906	5,504	1,694	4,797	5,906	Current Budget + CPI 7.3%	6,337	6,800	7,296	7,829
6676 ST SE Services Delivery Staff Training	6,536	11,010	1,947	9,820	6,500	Based on Actual 2022/23	12,122	13,346	14,694	16,178
Service Delivery Staffing Costs	202,994	217,402	75,381	179,523	289,150	PROVISIONAL FIGURE – Awaiting new NJC Scale for 23/24. Figures for 24/25 based proposed 23/24 NJC Scale + similar uplift	303,608	318,788	334,727	351,464
<b>Total Service Delivery Staffing Expenditure</b>	<b>213,436</b>	<b>233,916</b>	<b>79,022</b>	<b>194,140</b>	<b>301,556</b>		<b>322,067</b>	<b>338,934</b>	<b>356,717</b>	<b>375,470</b>
<b>Total Operating Expenditure</b>	<b>287,697</b>	<b>341,152</b>	<b>101,000</b>	<b>279,398</b>	<b>396,509</b>		<b>414,581</b>	<b>438,583</b>	<b>464,063</b>	<b>491,116</b>



Account	Actual 2022/23	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept 2024/2025	Notes	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
<b>Total Service Delivery Operating Expenditure</b>	<b>287,697</b>	<b>341,152</b>	<b>101,000</b>	<b>279,398</b>	<b>396,509</b>		<b>414,581</b>	<b>438,583</b>	<b>464,063</b>	<b>491,116</b>
<b>Total Service Delivery Operating Surplus/ (Deficit)</b>	<b>(270,014)</b>	<b>(312,252)</b>	<b>(80,329)</b>	<b>(271,169)</b>	<b>(371,670)</b>		<b>(400,178)</b>	<b>(423,021)</b>	<b>(447,534)</b>	<b>(473,230)</b>
<b>Service Delivery EMF Expenditure</b>										
<b>Grounds &amp; Premises EMF Expenditure</b>										
6471 SE EMF Heritage Centre	2,071	0	1,473	6,417	1,000	As per 5 Year Plan	1,000	1,000	1,000	1,000
6571 SE EMF Saltash Recreation Areas	506	20,000	502	58,552	25,000	As per 5 Year Plan	25,000	25,000	25,000	25,000
6580 SE EMF Public Toilets (Capital Works)	1,690	0	0	8,310	1,000	As per 5 Year Plan	1,000	1,000	1,000	1,000
6588 SE EMF Victoria Gardens	0	0	0	10,000	5,000	As per 5 Year Plan	5,000	5,000	5,000	5,000
6589 SE EMF Community Tree Planting Initiatives	532	2,000	0	3,468	0		2,000	2,000	2,000	2,000
<b>6591 SE EMF Open Spaces &amp; Trees NEW CODE</b>					<b>3,000</b>	<b>As per 5 Year Plan</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
<b>Longstone EMF Expenditure</b>										
7170 LO EMF Longstone Depot Capital Works	0	2,000	0	2,500	1,000	£1k for 5yr plan	1,000	1,000	1,000	0
<b>Total Grounds &amp; Premises EMF Expenditure</b>	<b>4,800</b>	<b>22,000</b>	<b>1,974</b>	<b>86,747</b>	<b>36,000</b>		<b>37,000</b>	<b>37,000</b>	<b>37,000</b>	<b>37,000</b>
<b>Town &amp; Waterfront EMF Expenditure</b>										
6570 SE EMF Notice Boards (Repair & Replace)	685	0	220	934	0	Previous 5 year average spend £15k pa. To replace existing lights for better quality - Quote received to replace over 3 years £28k pa. Tender process to be reviewed 2024/25	0	0	0	0
6572 SE EMF Festive Lights	14,668	10,000	0	10,051	30,000		30,000	30,000	30,000	30,000
6573 SE EMF Public Art & Maintenance	0	0	0	1,443	0		0	0	0	0
6574 SE EMF Salt Bins	0	0	0	2,464	0		0	0	0	0
6575 SE EMF Street Furniture (New & Replace)	1,411	0	0	1,037	463	Increase EMF to £1,500. Members to consider replacement of benches in Victoria Gardens	0	0	0	0
6578 SE EMF Equipment and Vehicles (Capital Works)	0	0	11,084	13,665	6,335	Increase EMF to £20k towards replacement vehicle	5,000	5,000	5,000	5,000
6582 SE EMF Town War Memorial	0	0	0	1,978	0		0	0	0	0
6584 SE EMF Pontoon Maintenance Costs	73	0	0	6,058	10,000	As per 5 Year Plan	10,000	10,000	10,000	10,000
6590 SE EMF Utilities & Rates	0	0	0	2,157	0		0	0	0	0
6700 EMF Staff Contingency (Service Delivery)	0	3,207	6,421	112,169	0		0	0	0	0
<b>Total Town &amp; Waterfront EMF Expenditure</b>	<b>16,836</b>	<b>13,207</b>	<b>17,725</b>	<b>151,956</b>	<b>46,798</b>		<b>45,000</b>	<b>45,000</b>	<b>45,000</b>	<b>45,000</b>
<b>Total Service Delivery EMF Expenditure</b>	<b>21,636</b>	<b>35,207</b>	<b>19,700</b>	<b>238,702</b>	<b>82,798</b>		<b>82,000</b>	<b>82,000</b>	<b>82,000</b>	<b>82,000</b>
<b>Total Service Delivery Expenditure (Operational &amp; EMF)</b>	<b>309,333</b>	<b>376,359</b>	<b>120,700</b>	<b>518,100</b>	<b>479,307</b>		<b>496,581</b>	<b>520,583</b>	<b>546,063</b>	<b>573,116</b>
<b>Total Service Delivery Budget Surplus/ (Deficit)</b>	<b>(291,650)</b>	<b>(347,459)</b>	<b>(100,029)</b>	<b>(509,871)</b>	<b>(454,468)</b>		<b>(482,178)</b>	<b>(505,021)</b>	<b>(529,534)</b>	<b>(555,230)</b>



**Services Committee - Guildhall Budget 2023-24**  
Saltash Town Council  
For the 5 months ended 31 August 2023

Account	Actual 2022/23	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept 2024/2025	Notes	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
<b>Guildhall Operating Income</b>										
<b>Guildhall Income</b>										
4200 GH Income - Guildhall Bookings	1,916	10,261	1,383	8,878	2,371	Based on YTD Income	2,544	2,730	2,929	3,143
4201 GH Income - Guildhall Refreshments	342	257	145	112	249	Based on YTD Income	267	287	308	330
<del>4206 GH Income - Guildhall Misc Property Income -</del> <b>(Rename Code Guildhall Photocopying Income)</b>	4	232	2	230	5	Based on YTD Income	5	6	6	6
<b>Total Guildhall Income</b>	<b>2,262</b>	<b>10,750</b>	<b>1,530</b>	<b>9,220</b>	<b>2,625</b>		<b>2,816</b>	<b>3,022</b>	<b>3,243</b>	<b>3,479</b>
<b>Total Guildhall Operating Income</b>	<b>2,262</b>	<b>10,750</b>	<b>1,530</b>	<b>9,220</b>	<b>2,625</b>		<b>2,816</b>	<b>3,022</b>	<b>3,243</b>	<b>3,479</b>
<b>Guildhall Operating Expenditure</b>										
<b>Guildhall Expenditure</b>										
6400 GH Rates - Guildhall	8,608	9,808	9,899	9	10,622	Current YTD + CPI 7.3%	11,397	12,229	13,122	14,080
6401 GH Water Rates - Guildhall	517	847	103	744	909	Current Budget + CPI 7.3%	975	1,047	1,123	1,205
6402 GH Gas - Guildhall	3,819	6,500	756	5,744	5,551	Based on Annual kwh at current rate +15%	5,956	6,391	6,858	7,358
6403 GH Electricity - Guildhall	4,078	13,000	1,055	11,845	6,066	Based on Annual kwh at current rate +15%	6,509	6,984	7,494	8,041
6404 GH Fire & Security Alarm - Guildhall	743	1,396	508	888	1,498	Current Budget + CPI 7.3%	1,607	1,725	1,851	1,986
6408 GH Cleaning Materials & Equipment - Guildhall	1,270	1,129	560	569	1,212	Current Budget + CPI 7.3%	1,300	1,395	1,497	1,607
6409 GH Boiler Service & Maintenance	463	1,135	0	1,135	1,218	Current Budget + CPI 7.3%	1,307	1,402	1,505	1,615
6410 GH General Repairs & Maintenance	2,838	2,838	1,059	1,779	3,046	Current Budget + CPI 7.3%	3,268	3,507	3,763	4,038
6411 GH Entertainment Licenses	0	1,000	0	1,000	1,073	Current Budget + CPI 7.3%	1,151	1,235	1,326	1,422
6412 GH Lift Service & Maintenance	3,691	3,303	1,073	2,230	3,632	Qtrly Maint £671 + £700 for parts. + CPI 7.3%	3,897	4,182	4,487	4,814
6413 GH Refreshment Costs - Guildhall	133	414	117	297	445	Current Budget + CPI 7.3%	477	512	550	590
6414 GH Equipment - Guildhall	176	1,108	0	1,108	1,189	Current Budget + CPI 7.3%	1,276	1,369	1,469	1,576
6418 GH Professional Fees	1,950	10,000	300	9,700	10,730	Current Budget + CPI 7.3%	11,513	12,354	13,256	14,223
<del>6420 GH Legionella Risk Assessment (Guildhall) (Delete Code)</del>	<del>385</del>	<del>500</del>	<del>210</del>	<del>290</del>	<del>0</del>	<del>Testing now being carried out in-house</del>				
<b>Total Guildhall Expenditure</b>	<b>28,672</b>	<b>52,978</b>	<b>15,638</b>	<b>37,340</b>	<b>47,191</b>		<b>50,636</b>	<b>54,332</b>	<b>58,299</b>	<b>62,554</b>
<b>Guildhall Staffing Expenditure</b>										
Guildhall Staffing Expenses	218	454	45	409	488	Current Budget + CPI 7.3%	524	562	603	647
6678 ST GH Staff Training (Guildhall)	76	565	0	565	607	Current Budget + CPI 7.3%	651	699	750	805
Guildhall Staffing Costs	22,634	37,386	9,461	28,174	56,239	PROVISIONAL FIGURE – Awaiting new NJC Scale for 23/24. Figures for 24/25 based proposed 23/24 NJC Scale + similar uplift	59,051	62,004	65,104	68,359
<b>Total Guildhall Staffing Expenditure</b>	<b>22,928</b>	<b>38,405</b>	<b>9,506</b>	<b>29,148</b>	<b>57,334</b>		<b>60,226</b>	<b>63,264</b>	<b>66,456</b>	<b>69,810</b>
<b>Total Operating Expenditure</b>	<b>51,600</b>	<b>91,383</b>	<b>25,144</b>	<b>66,488</b>	<b>104,525</b>		<b>110,862</b>	<b>117,597</b>	<b>124,755</b>	<b>132,365</b>
<b>Total Guildhall Operating Expenditure</b>	<b>51,600</b>	<b>91,383</b>	<b>25,144</b>	<b>66,488</b>	<b>104,525</b>		<b>110,862</b>	<b>117,597</b>	<b>124,755</b>	<b>132,365</b>
<b>Total Guildhall Operating Surplus/ Deficit</b>	<b>(49,338)</b>	<b>(80,633)</b>	<b>(23,614)</b>	<b>(57,268)</b>	<b>(101,900)</b>		<b>(108,045)</b>	<b>(114,575)</b>	<b>(121,512)</b>	<b>(128,886)</b>
<b>Guildhall EMF Expenditure</b>										
6470 GH EMF Guildhall Maintenance	7,290	20,000	335	79,968	0	As Per 5 Year Plan	6,500	6,500	6,500	6,500
6696 ST GH EMF Staff Contingency (Guildhall)	0	739	0	15,399	0		0	0	0	0
<b>Total Guildhall EMF Expenditure</b>	<b>7,290</b>	<b>20,739</b>	<b>335</b>	<b>95,367</b>	<b>0</b>		<b>6,500</b>	<b>6,500</b>	<b>6,500</b>	<b>6,500</b>
<b>Total Guildhall Expenditure (Operational &amp; EMF)</b>	<b>58,890</b>	<b>112,122</b>	<b>25,480</b>	<b>161,855</b>	<b>104,525</b>		<b>117,362</b>	<b>124,097</b>	<b>131,255</b>	<b>138,865</b>
<b>Total Guildhall Budget Surplus/ (Deficit)</b>	<b>(56,627)</b>	<b>(101,372)</b>	<b>(23,950)</b>	<b>(152,635)</b>	<b>(101,900)</b>		<b>(114,545)</b>	<b>(121,075)</b>	<b>(128,012)</b>	<b>(135,386)</b>

**Services Committee - Maurice Huggins Budget 2023-24**  
Saltash Town Council  
For the 5 months ended 31 August 2023

Account	Actual 2022/23	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept 2024/2025	Notes	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
<b>Maurice Huggins Operating Income</b>										
<b>Maurice Huggins Income</b>										
4207 MA Maurice Huggins Room Income	1,189	1,000	525	475	810	Based on YTD income	869	933	1,001	1,074
<b>Total Maurice Huggins Income</b>	<b>1,189</b>	<b>1,000</b>	<b>525</b>	<b>475</b>	<b>810</b>		<b>869</b>	<b>933</b>	<b>1,001</b>	<b>1,074</b>
<b>Total Maurice Huggins Operating Income</b>	<b>1,189</b>	<b>1,000</b>	<b>525</b>	<b>475</b>	<b>810</b>		<b>869</b>	<b>933</b>	<b>1,001</b>	<b>1,074</b>
<b>Maurice Huggins Operating Expenditure</b>										
<b>Maurice Huggins Expenditure</b>										
7000 MA Rates	429	486	429	57	522	Current Budget + CPI 7.3%	560	601	645	692
7001 MA Water Rates	186	395	75	320	424	Current Budget + CPI 7.3%	455	488	524	562
7003 MA Electricity	(287)	2,563	722	1,841	2,185	Based on Annual kwh at current rate + 15%	2,345	2,516	2,699	2,896
7004 MA Fire & Security Alarm	201	178	127	51	235	Based on Average Actual cost over 3 Years + CPI 7.3%	252	271	290	312
7008 MA Cleaning Materials & Equipment	203	330	183	147	355	Current Budget + CPI 7.3%	381	409	439	471
7010 MA General Repairs & Maintenance	245	565	448	117	1,607	Current Budget + CPI 7.3% + £1,000 Roof Repairs	724	777	834	895
7018 MA Professional Costs	0	565	0	565	607	Current Budget + CPI 7.3%	651	699	750	805
<b>7020 MA Legionella Risk Assessment (Delete Code)</b>	<b>385</b>	<b>462</b>	<b>210</b>	<b>252</b>	<b>0</b>	<b>Tests being carried out in-house</b>				
<b>Total Maurice Huggins Expenditure</b>	<b>1,362</b>	<b>5,544</b>	<b>2,195</b>	<b>3,349</b>	<b>5,935</b>		<b>5,368</b>	<b>5,760</b>	<b>6,181</b>	<b>6,632</b>
<b>Total Maurice Huggins Operating Expenditure</b>	<b>1,362</b>	<b>5,544</b>	<b>2,195</b>	<b>3,349</b>	<b>5,935</b>		<b>5,368</b>	<b>5,760</b>	<b>6,181</b>	<b>6,632</b>
<b>Total Maurice Huggins Operating Surplus/ (Deficit)</b>	<b>(173)</b>	<b>(4,544)</b>	<b>(1,670)</b>	<b>(2,874)</b>	<b>(5,125)</b>		<b>(4,499)</b>	<b>(4,828)</b>	<b>(5,180)</b>	<b>(5,558)</b>
<b>Maurice Huggins EMF Expenditure</b>										
6472 MA EMF Maurice Huggins Room	0	0	0	214	1,000	As Per 5 Year Plan	1,000	1,000	1,000	1,000
7071 MA EMF Maurice Huggins (Furniture & Sundry Items)	0	0	0	606	0		0	0	0	0
<b>Total Maurice Huggins EMF Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>820</b>	<b>1,000</b>		<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Total Maurice Huggins Expenditure (Operational &amp; EMF)</b>	<b>1,362</b>	<b>5,544</b>	<b>2,195</b>	<b>4,169</b>	<b>6,935</b>		<b>6,368</b>	<b>6,760</b>	<b>7,181</b>	<b>7,632</b>
<b>Total Maurice Huggins Budget Surplus/ (Deficit)</b>	<b>(173)</b>	<b>(4,544)</b>	<b>(1,670)</b>	<b>(3,694)</b>	<b>(6,125)</b>		<b>(5,499)</b>	<b>(5,828)</b>	<b>(6,180)</b>	<b>(6,558)</b>

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Joint Burial Board Committee held at the Guildhall on Tuesday 24th October 2023 at 2.00 pm**

**PRESENT:** Councillors: R Bickford (Deputy Chairman), J Dent, J Peggs, L Maddock and B Jones.

**ALSO PRESENT:** S Burrows (Town Clerk) and D Joyce (Administration Officer)

**APOLOGIES:** R Bullock.

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#### **15/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

The Deputy Chairman Councillor Richard Bickford asked the PCC for an update on the position of ex-officio Chairman.

Churchwarden B Jones confirmed he will undertake the role in the absence of a Reverend.

#### **16/23/24 DECLARATIONS OF INTEREST:**

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

None.

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

None.

#### **17/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE JOINT BURIAL BOARD COMMITTEE.**

None received.

**18/23/24      TO RECEIVE AND APPROVE THE MINUTES FROM THE JOINT BURIAL BOARD MEETING HELD ON 27TH JUNE 2023 AS A TRUE AND CORRECT RECORD.**

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

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Joint Burial Board Committee held on 27<sup>th</sup> June 2023 were confirmed as a true and correct record.

**19/23/24      TO RECEIVE AND CONSIDER A REFERRAL FROM THE SERVICES COMMITTEE HELD ON 12TH OCTOBER 2023.**

Members received the referral from the Services Committee.

Consideration was to be given to Saltash Environmental Action's request under Agenda Item 13 – To receive a report from Saltash Environmental Action and consider any actions and associated expenditure.

It was **RESOLVED** to note.

**20/23/24      TO RECEIVE THE JOINT BURIAL BOARD BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Finance Officer informed Members of the current budget statement contained within the circulated reports pack.

It was proposed by Councillor Bickford, seconded by Councillor Dent and **RESOLVED** to note the budget statements and vire £250 from budget code 6101 BB Machinery Maintenance Costs and £250 from 6104 General Site Maintenance to 6170 EMF Repairs to Cemetery Wall to cover additional spend.

**21/23/24      TO SET THE FEES AND CHARGES FOR THE YEAR 2024/25 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Finance Officer reported on the proposed amendments to the Fees and Charges for the year 2024/25.

It was proposed by Councillor Bickford, seconded by Councillor Peggs and resolved to **RECOMMEND** the Joint Burial Board Fees and Charges for the year 2024/2025 to the Extraordinary Policy and Finance Committee meeting to be held on 31<sup>st</sup> October 2023, as attached.

**22/23/24      TO SET THE JOINT BURIAL BOARD BUDGET FOR THE YEAR 2024/25 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Finance Officer reported on the proposed amendments to the Joint Burial Board Budget for the year 2024/25.

It was proposed by Councillor Bickford, seconded by Councillor Dent and resolved to **RECOMMEND** the Joint Burial Board Budget Statement for the year 2024/2025 to the Extraordinary Policy and Finance Committee meeting to be held on 31st October 2023, as attached.

**23/23/24      TO CONSIDER HEALTH & SAFETY REPORTS AS MAY BE RECEIVED.**

Nothing to report.

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

Nothing to report.

**25/23/24      TO RECEIVE A VERBAL UPDATE FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Deputy Chairman confirmed the recent appointment of the Service Delivery Manager who attended St Stephens Churchyard this week. The Town Clerk confirmed contact details would be shared with PCC Members.

The Town Clerk provided a verbal overview of the ongoing maintenance works currently being undertaken and the difficulties working in the Church grounds due to the condition of the graves. The update included recent recruitment within the Service Delivery Department, a comprehensive headstone survey to be undertaken and the clearing and securing of the cemetery hut having recently been actioned.

The Town Clerk added that some trees within the Churches grounds are to be felled due to die back disease, with enquires having been made in regards to the trees located on the cemetery boundary to determine ownership and responsibility. Further information to follow at a future meeting.

It was **RESOLVED** to note.

**26/23/24      TO RECEIVE A REPORT FROM SALTASH ENVIRONMENTAL ACTION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the request received by Saltash Environmental Action to replace trees within the Churchyard grounds.

Members agreed that due to the trees being native hawthorns with minimal maintenance requirements they were more suited to the area.

Churchwarden L Maddock confirmed at a recent PCC meeting it was approved to permit the replacement of the trees with the minutes from the PCC meeting to be shared with the Town Council to confirm permission has been given for the planting.

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** to approve the planting of two hawthorn trees, at the east of the cemetery boundary wall currently at no cost to the Town Council, with permission already having been sought with PCC for the planting to go ahead.

**27/23/24      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. (As required or if necessary).

**28/23/24      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**29/23/24      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**30/23/24      TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

31/23/24 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES  
ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE  
OF THE MEETING.**

It was proposed by Councillor Bickford, seconded by L Maddock and **RESOLVED** to issue the following Press and Social Media Releases:

1. Partnership with S.E.A for tree planting within the Churchyard.

**DATE OF NEXT MEETING**

Tuesday 27 February 2024 at 6.00 pm

Rising at: 2.31 pm

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

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

## Joint Burial Board - St. Stephens Cemetery

### Fees and Charges

Description	2023/2024 (As of 1st April 2023)	2024/25 Proposed Charge <a href="#">Amendments</a>
<b><u>Interment Fees</u></b>		
Re-opening / Interment of a body (Saltash residents)	£700	£700
Re-opening / Burial of cremated remains (Saltash residents)	£335	£335
Double standard fees apply to non Saltash residents, except those who were resident until 2 years prior to their death. (Non-resident fees are at the discretion of the STC Co-Chairman of the Burial Board Committee.)	All Fees Double	All Fees Double
<b><u>Benches</u></b>	<b>Inc VAT</b>	<b>Inc VAT</b>
To supply, fit and maintain a memorial bench, <a href="#">to include plaque</a>	£420	<a href="#">Propose increase to £540</a>
(Cost for bench £350 + VAT. Cost for plaque £25.50 + VAT. Add cost for estimated installation/maintenance, say £75.00. Total cost £450 + VAT)		



Joint Burial Board Committee - Burial Board Budget 2023-24  
Saltash Town Council  
For the 5 months ended 31 August 2023

Account	Actual 2022/23	EMF Balance s B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept 2024/25	Notes	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
<b>Burial Board Operating Income</b>												
<b>Burial Board Income</b>												
4600 BB Cemetery Fees (St. Stephens)	13,833	0	0	11,000	3,440	7,560	8,863	Based on Current YTD	9,510	10,204	10,949	11,748
4605 BB SLA Payment Grass Cutting	585	0	0	621	628	(7)	628	Based on Current CC SLA	674	723	776	833
4607 BB Memorial Bench Income (St Stephens) (New Code)	0	0	0	0	0	0	450	Based on 1 x Benches @ £450	483	518	556	597
<b>Total Burial Board Income</b>	<b>14,418</b>	<b>0</b>	<b>0</b>	<b>11,621</b>	<b>4,068</b>	<b>7,553</b>	<b>9,941</b>		<b>10,184</b>	<b>10,928</b>	<b>11,725</b>	<b>12,581</b>
<b>Total Burial Board Operating Income</b>	<b>14,418</b>	<b>0</b>	<b>0</b>	<b>11,621</b>	<b>4,068</b>	<b>7,553</b>	<b>9,941</b>		<b>10,184</b>	<b>10,928</b>	<b>11,725</b>	<b>12,581</b>
<b>Burial Board Operating Expenditure</b>												
<b>Burial Board Expenditure</b>												
6100 BB Petrol	295	0	0	504	100	404	541	Current Budget + CPI 7.3%	580	623	668	717
6101 BB Machinery Maintenance Costs	0	0	0	716	0	716	769	Current Budget + CPI 7.3%	825	885	950	1,019
6103 BB Health & Safety	0	0	0	110	0	110	119	Current Budget + CPI 7.3%	128	137	147	158
6104 BB General Site Maintenance	56	0	0	1,410	339	1,071	1,513	Current Budget + CPI 7.3%	1,623	1,742	1,869	2,006
6108 BB Tree Survey & Tree Maintenance	1,370	0	0	3,647	2,400	1,247	3,914	Current Budget + CPI 7.3%	4,200	4,506	4,835	5,188
6109 BB Memorial Bench (Expenditure) (New Code)	0	0	0	0	0	0	376	Based on 1 bench to match income code 4607 Memorial Bench Income (Bench £350 + plaque £25.50)	403	432	464	498
<b>Total Burial Board Expenditure</b>	<b>1,722</b>	<b>0</b>	<b>0</b>	<b>6,387</b>	<b>2,839</b>	<b>3,548</b>	<b>7,232</b>		<b>7,759</b>	<b>8,326</b>	<b>8,934</b>	<b>9,586</b>
<b>Burial Board Staffing Expenditure</b>												
Burial Board Staff Expenses (Delete Code)	145	0	(691)	691	0	0		Staffing now carried out by Service Department	761	838	923	1,016
6670 ST BB Staff Training (St. Stephens) (Delete Code)	0	0	(530)	530	0	0			583	642	707	778
Burial Board Staffing Costs (Delete Code)	18,164	0	(20,881)	20,881	0	0			22,990	25,312	27,868	30,683
<b>Total Burial Board Staffing Expenditure</b>	<b>18,309</b>	<b>0</b>	<b>(22,102)</b>	<b>22,102</b>	<b>0</b>	<b>0</b>			<b>24,334</b>	<b>26,792</b>	<b>29,498</b>	<b>32,477</b>
<b>Total Burial Board Operating Expenditure</b>	<b>20,031</b>	<b>0</b>	<b>(22,102)</b>	<b>28,489</b>	<b>2,839</b>	<b>3,548</b>	<b>7,232</b>		<b>32,093</b>	<b>35,118</b>	<b>38,432</b>	<b>42,063</b>
<b>Total Burial Board Operating Expenditure</b>	<b>20,031</b>	<b>0</b>	<b>(22,102)</b>	<b>28,489</b>	<b>2,839</b>	<b>3,548</b>	<b>7,232</b>		<b>32,093</b>	<b>35,118</b>	<b>38,432</b>	<b>42,063</b>
<b>Total Burial Board Operating Surplus/ (Deficit)</b>	<b>(5,613)</b>	<b>0</b>	<b>22,102</b>	<b>(16,868)</b>	<b>1,230</b>	<b>4,004</b>	<b>2,710</b>		<b>(21,909)</b>	<b>(24,190)</b>	<b>(26,706)</b>	<b>(29,481)</b>
<b>Burial Board EMF Expenditure</b>												
6170 BB EMF Repairs to Cemetery Wall	0	15,286	0	0	15,763	(477)	3,000	As per 5 Year Plan	3,000	3,000	3,000	3,000
6693 ST BB EMF Staff Contingency (St Stephens) (Delete Code)	0	2,800	(2,800)	0	0	0		Staffing now being carried out by Service Department	0	0	0	0
<b>Total Burial Board EMF Expenditure</b>	<b>0</b>	<b>18,086</b>	<b>(2,800)</b>	<b>0</b>	<b>15,763</b>	<b>(477)</b>	<b>3,000</b>		<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
<b>Total Burial Board Expenditure (Operational &amp; EMF)</b>	<b>20,031</b>	<b>18,086</b>	<b>(24,902)</b>	<b>28,489</b>	<b>18,601</b>	<b>3,072</b>	<b>10,232</b>		<b>35,093</b>	<b>38,118</b>	<b>41,432</b>	<b>45,063</b>
<b>Total Burial Board Budget Surplus/Deficit</b>	<b>(5,613)</b>	<b>(18,086)</b>	<b>24,902</b>	<b>(16,868)</b>	<b>(14,533)</b>	<b>4,481</b>	<b>(290)</b>		<b>(24,909)</b>	<b>(27,190)</b>	<b>(29,706)</b>	<b>(32,481)</b>

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Burial Authority Committee held at the Guildhall on Tuesday 24th October 2023 at 6.30 pm**

**PRESENT:** Councillors: R Bullock, J Dent (Chairman), J Foster, S Lennox-Boyd and S Miller (Vice-Chairman).

**ALSO PRESENT:** 3 Members of the Public, B Austin (Chair, Churchtown Farm) and H Frank (Secretary, Churchtown Farm), S Burrows (Town Clerk), W Peters (Finance Officer) and F Morris (Planning and General Administrator)

**APOLOGIES:** M Griffiths.

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#### **28/23/24      HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **29/23/24      DECLARATIONS OF INTEREST:**

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

None.

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

None.

#### **30/23/24      QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None received.

**31/23/24      TO RECEIVE AND APPROVE THE MINUTES FROM THE BURIAL AUTHORITY MEETING HELD ON 25TH SEPTEMBER 2023 AS A TRUE AND CORRECT RECORD.**

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

It was proposed by Councillor Miller, seconded by Councillor Bullock and **RESOLVED** that the minutes of the Burial Authority Committee held on 25<sup>th</sup> September 2023 were confirmed as a true and correct record.

The Chairman announced that the next item of business to be received is Agenda Item Number 13.

**32/23/24      TO RECEIVE A REQUEST FROM ANTONY ESTATES FOR THE USE OF CHURCHTOWN CEMETERY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the proposal and implications of multiuse of Churchtown Cemetery facilities. The Town Clerk appraised Members with regard to concerns relating to administrative requirements and the limited space within the Churchtown Cemetery Car Park now and into the future, although recognised the importance of partnership working where practicable.

At the request of the Chairman, members agreed that the Chair of Friends of Churchtown Farm would be permitted to speak.

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

1. To refuse the request for storage and shared parking at Churchtown Cemetery, due to lack of contact or information on how a booking system would successfully operate from Antony Estates since the last Burial Authority Meeting held on 25<sup>th</sup> September 2023;
2. To offer further discussions around the potential management of the site.

**33/23/24      TO RECEIVE THE BURIAL AUTHORITY COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Finance Officer informed Members of the current budget statement contained within the circulated reports pack.

It was proposed by Councillor Lennox-Boyd seconded by Councillor Foster and **RESOLVED** to note the budget statement and vire £500 from 6071 EMF Replace Machinery and Equipment to 6004 General Site Maintenance to cover expenditure for a replacement bench at Churchtown Cemetery.

**34/23/24      TO SET THE BURIAL AUTHORITY FEES AND CHARGES FOR THE YEAR 2024/25 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Finance Officer informed Members of the Fees and Charges for the year 2024/25 contained within the circulated reports pack.

It was proposed by Councillor Dent, seconded by Councillor Foster and resolved to **RECOMMEND** the Burial Authority Fees and Charges for the year 2024/25 to the Extraordinary Policy and Finance Committee meeting to be held on the 31st October 2023, as attached.

**35/23/24      TO SET THE BURIAL AUTHORITY BUDGET FOR THE YEAR 2024/25 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Finance Officer informed Members of the budget statement for the year 2024/25 contained within the circulated reports pack.

It was proposed by Councillor Lennox-Boyd, seconded by Councillor Dent and resolved to **RECOMMEND** the Burial Authority Committee budget for the year 2024/25 including amendments to the Extraordinary Policy and Finance Committee meeting to be held on the 31st October 2023, as attached.

**36/23/24      TO CONSIDER HEALTH & SAFETY REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**37/23/24      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**38/23/24      TO RECEIVE A VERBAL UPDATE FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman confirmed the recent appointment of the Service Delivery Manager who joined the team this week.

The Town Clerk provided a verbal overview of the ongoing maintenance works currently being undertaken. The update included recent recruitment within the Service Delivery Department, grass cutting, bark laying to suppress the weeds, fencing works to the compound area, wood treatment to the toilet block, and burials and memorials have taken place with no concerns to report.

The Town Clerk asked Members to consider promoting the Memorials at Churchtown Cemetery.

The Town Clerk added that the Town Council Cornish Wall between the beehive section of the allotments and the Churchtown development remains unfinished and that there seem to be other loose parts of the wall. The developer is in touch with the office but the appointment of a specialist contractor to undertake the work has proven difficult. Recently, details of further specialist contractors have been provided to the developer. Further information to follow at a future meeting.

It was **RESOLVED** to note.

**39/23/24      TO RECEIVE QUOTES FOR CHURCHTOWN CEMETERY COMPOUND FENCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Foster, seconded by Councillor Bullock and **RESOLVED** to delegate to the Service Delivery Manager to procure fencing materials within budget for the works to be completed in-house and the cost to be allocated to Budget Code 6070 EMF Churchtown Cemetery Capital Works.

**40/23/24      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. (As required or if necessary).

**41/23/24      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**42/23/24      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**43/23/24      TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

**44/23/24      TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was proposed by Councillor Foster, seconded by Councillor Miller and **RESOLVED** to issue the following Press and Social Media release:

1. To promote the Churchtown Cemetery Memorial Services.

**DATE OF NEXT MEETING**

To be confirmed.

Rising at: 7.23 pm

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

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

# Minute Item 34/23/

## Burial Authority - Churchtown Cemetery

### Fees and Charges

Description	2023/2024 (As of 1st April 2023)	2024/25 Proposed Charge <u>Amendments</u>
<b><u>Interment Fees</u></b>		
Interment under the age of 18 years - (Saltash residents only)	No Charge	No Charge
1st Interment over the age of 18 years - (triple depth plot)	£700	£700
2nd & 3rd Interment over the age of 18 years - (ERB determined)	£700	£700
1st Interment of ashes in a casket - (double depth plot)	£333	£333
2nd Interment of ashes in a casket - (ERB determined)	£333	£333
1st Interment of loose ashes - (double depth plot)	£167	£167
2nd Interment of loose ashes - (ERB determined)	£167	£167
Interment of ashes in Garden of Remembrance	£333	£333
Service Men and Emergency Service Personnel killed in active service - Saltash Residents Only.	No Charge	No Charge
<b><u>Exclusive Right of Burial including Plot Deed (Exclusive Right of Burial must be purchased with 1st Interment) - Length of Exclusive Right of Burial - 10 Years</u></b>		
Exclusive Right of Burial under the age of 18 years	No Charge	No Charge
Exclusive Right of Burial 1st Interment over the age of 18 years	£333	£333
Exclusive Right of Burial 1st Interment of ashes in a casket	£111	£111
Exclusive Right of Burial 1st Interment of loose ashes	£111	£111
Service Men and Emergency Service Personnel killed in active service - Saltash Residents Only.	No Charge	No Charge
<b><u>Memorial Permissions - Length of Right to Erect a Memorial - 10 years</u></b>		
Permission to erect headstone including first inscription	£111	£111
Additional inscriptions	£56	£56
Permission to place cremated remains tablet	£56	£56
Removal of a headstone & cremation tablet other than for an additional inscription	£56	£56
Renewal of Grant of Right to Erect a Memorial	£28	£28
Permission to erect/place monument CWG/MOD	No Charge	No Charge
Cremation foundation slab and tablet to be supplied by ERB owner		
<b><u>Renewal of Exclusive Rights of Burial - Length of Exclusive Right of Burial - 10 Years</u></b>		
Single grave for the interment under the age of 18 years - (Saltash resident only)	No Charge	No Charge
Renewal of Exclusive Rights of Burial	£28	£28
Renewal of Exclusive Rights of Cremated Remains	£28	£28
Issue & registration of duplicate deed of grant of grave space	£28	£28
Inspection of Burial Register	£28	£28
Transfer of ERB certificate up to a maximum of 2 hours, and then charged on an hourly basis at £25 per hour	£51	£51
Transfer of ERB certificate by Statutory Declaration up to a maximum of 2 hours, and then charged at an hourly basis at £25 per hour	£84	£84
Permission of right to CWG Commission or MOD	No Charge	No Charge
Permission to place a war grave marker	No Charge	No Charge
Exhumations of coffins or cremated remains casket/loose ashes	Price on Application	Price on Application
Search of Registers by our staff (per search)	£28	£28
Search of Registers by our staff (non resident)	£56	£56
Double standard fees apply to non Saltash residents, except those who were resident until 2 years prior to their death. (Non-resident fees are at the discretion of the Chairman of the Burial Authority Committee)	All Fees Double	All Fees Double
<b><u>Benches &amp; Other Memorials - 10 Years Lease (Residents &amp; Non Residents) (VATABLE)</u></b>		
Rose Bush - Permission to place a rose bush and memorial plaque at Churchtown Cemetery in the memorial garden	£100 inc. VAT	£100 inc. VAT
Memorial Plaque on a bench at Churchtown Cemetery ( <b>Propose increase to £450 + VAT = £540. This will cover the cost for bench &amp; plaque £375.50 + estimated maintenance over 10 years £74.50 = £450 + VAT</b> )	£420 inc. VAT	Propose increase to £540 inc. VAT

Burial Authority Committee - Burial Authority Budget 2023-24  
Saltash Town Council  
For the 5 months ended 31 August 2023

Account	Actual 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept 2024/25 Notes	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
<b>Operating Income</b>											
<b>Burial Authority Income</b>											
4612 BA Cemetery Fees (Churchtown)	16,411	0	0	21,862	5,043	16,819	12,104 Based on Current YTD	12,988	13,936	14,953	16,045
4614 BA Memorial Bench Income (Churchtown)	583	0	0	1,000	700	300	900 Based on 2 x Benches @ £450	966	1,036	1,112	1,193
<b>Total Burial Authority Income</b>	<b>16,994</b>	<b>0</b>	<b>0</b>	<b>22,862</b>	<b>5,743</b>	<b>17,119</b>	<b>13,004</b>	<b>13,953</b>	<b>14,972</b>	<b>16,065</b>	<b>17,238</b>
<b>Total Operating Income</b>	<b>16,994</b>	<b>0</b>	<b>0</b>	<b>22,862</b>	<b>5,743</b>	<b>17,119</b>	<b>13,004</b>	<b>13,953</b>	<b>14,972</b>	<b>16,065</b>	<b>17,238</b>
<b>Operating Expenditure</b>											
<b>Burial Authority Expenditure</b>											
6000 BA Petrol	126	0	0	378	25	354	406 Current Budget + CPI 7.3%	436	467	502	538
6001 BA Machinery Maintenance Costs	0	0	0	275	0	275	296 Current Budget + CPI 7.3%	318	341	366	392
6003 BA Health & Safety	0	0	0	55	0	55	60 Current Budget + CPI 7.3%	64	69	74	80
6004 BA General Site Maintenance	557	0	0	613	642	(29)	658 Current Budget + CPI 7.3% Note: 23/24 Actual includes £525 for one off cost for hire of mower	706	758	813	872
6005 BA Fire Extinguishers	41	0	0	90	0	90	97 Current Budget + CPI 7.3%	104	112	120	129
6008 BA Tree Survey & Tree Maintenance	818	0	0	791	0	791	849 Current Budget + CPI 7.3%	911	977	1,049	1,125
6009 BA Electricity Costs	230	0	0	690	44	646	394 Based on annual kwh at current rates + 15%	423	454	487	522
6010 BA PWLB Loan Repayment & Interest	21,385	0	0	21,385	10,692	10,693	21,385 Based on Repayment Loan Schedule (Last payment due 30- 07-25)	10,692	0	0	0
6011 BA Water	0	0	0	364	0	364	391 Current Budget + CPI 7.3%	420	450	483	518
6012 BA Memorial Bench (Expenditure)	147	0	0	0	0	0	751 Based on 2 benches to match income code 4614 Memorial Benches (Bench £350 + plaque £25.50)	806	865	928	995
6013 BA Security Alarm Maintenance	159	0	0	173	124	49	186 Current Budget + CPI 7.3%	200	214	230	247
6014 BA Cemetery Software Subscription	288	0	0	329	377	(48)	405 Current Actual YTD + CPI 7.3%	435	466	500	537
<b>Total Burial Authority Expenditure</b>	<b>23,753</b>	<b>0</b>	<b>0</b>	<b>25,143</b>	<b>11,903</b>	<b>13,240</b>	<b>25,878</b>	<b>15,513</b>	<b>5,173</b>	<b>5,551</b>	<b>5,956</b>
<b>Burial Authority Staffing Expenditure</b>											
Burial Authority Staffing Expenses (Delete Code)	62	0	(296)	296	0	0	0 Staffing now carried out by	326	359	395	435
6666 ST BA Staff Training (Churchtown) (Delete Code)	0	0	(227)	227	0	0	0 Service Department	250	275	303	333
Burial Authority Staffing Costs (Delete Code)	7,494	0	(8,949)	8,949	0	0	0	9,853	10,848	11,944	13,150
<b>Total Burial Authority Staffing Expenditure</b>	<b>7,556</b>	<b>0</b>	<b>(9,472)</b>	<b>9,472</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,429</b>	<b>11,482</b>	<b>12,642</b>	<b>13,918</b>
<b>Total Operating Expenditure</b>	<b>31,309</b>	<b>0</b>	<b>(9,472)</b>	<b>34,615</b>	<b>11,903</b>	<b>13,240</b>	<b>25,878</b>	<b>25,942</b>	<b>16,655</b>	<b>18,193</b>	<b>19,874</b>
<b>Total Burial Authority Operating Expenditure</b>	<b>31,309</b>	<b>0</b>	<b>(9,472)</b>	<b>34,615</b>	<b>11,903</b>	<b>13,240</b>	<b>25,878</b>	<b>25,942</b>	<b>16,655</b>	<b>18,193</b>	<b>19,874</b>
<b>Total Burial Authority Operating Surplus/ (Deficit)</b>	<b>(14,314)</b>	<b>0</b>	<b>9,472</b>	<b>(11,753)</b>	<b>(6,160)</b>	<b>3,879</b>	<b>(12,874)</b>	<b>(11,989)</b>	<b>(1,683)</b>	<b>(2,128)</b>	<b>(2,636)</b>
<b>Burial Authority EMF Expenditure</b>											
6070 BA EMF Churchtown Cemetery Capital Works	1,464	6,204	0	0	0	6,204	1,500 As per 5 Year Plan	1,500	1,500	1,500	1,500
6071 BA EMF Replace Machinery & Equipment	0	14,967	0	0	0	14,967	0 To be Agreed at Committee Meeting	0	0	0	0
6073 BA EMF Memorial Garden	800	4,200	0	0	250	3,950	0 To be Agreed at Committee Meeting	0	0	0	0
6692 ST BA EMF Staff Contingency (Churchtown) (Delete Code)	0	1,200	(1,200)	0	0	0	0 Staffing now being carried out by Service Department	0	0	0	0
<b>Total Burial Authority EMF Expenditure</b>	<b>2,264</b>	<b>26,571</b>	<b>(1,200)</b>	<b>0</b>	<b>250</b>	<b>25,121</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
<b>Total Burial Authority Expenditure (Operational &amp; EMF)</b>	<b>33,573</b>	<b>26,571</b>	<b>(10,672)</b>	<b>34,615</b>	<b>12,153</b>	<b>38,361</b>	<b>27,378</b>	<b>27,442</b>	<b>18,155</b>	<b>19,693</b>	<b>21,374</b>
<b>Total Burial Authority Budget Surplus/ Deficit</b>	<b>(16,578)</b>	<b>(26,571)</b>	<b>10,672</b>	<b>(11,753)</b>	<b>(6,410)</b>	<b>(21,242)</b>	<b>(14,374)</b>	<b>(13,489)</b>	<b>(3,183)</b>	<b>(3,628)</b>	<b>(4,136)</b>



## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Personnel Committee held at the Guildhall on Thursday 26th October 2023 at 6.30 pm**

**PRESENT:** Councillors: J Dent, S Martin (Chairman), S Miller, J Peggs (Vice-Chairman) and B Stoyel.

**ALSO PRESENT:** S Burrows (Town Clerk), W Peters (Finance Officer).

**APOLOGIES:** J Foster.

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#### **45/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **46/23/24 DECLARATIONS OF INTEREST:**

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

None.

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

None.

#### **47/23/24 TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 29TH JUNE 2023 AS A TRUE AND CORRECT RECORD.**

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

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Personnel Committee Meeting held on 29<sup>th</sup> June 2023 were confirmed as a true and correct record.

**48/23/24     TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**49/23/24     TO CONSIDER HEALTH AND SAFETY REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**50/23/24     TO RECEIVE THE CURRENT COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Finance Officer informed Members of the current budget statement contained within the circulated reports pack.

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

1. To vire £2,000 from budget code 6691 EMF Legal Fees to 6701 EMF Staff Recruitment to cover associated recruitment fees;
2. To note the budget statement.

**51/23/24      TO CONSIDER THE PERSONNEL COMMITTEE PRIORITIES FOR THE NEXT THREE YEARS WORKING WITHIN THE SIX TOWN COUNCIL STRATEGIC PRIORITIES.**

Members considered the Personnel strategic priorities to form part of the Town Council's Business Plan Appendix – Activity Plan.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** to approve the Personnel Committee priorities as follows:

Boosting Jobs and Economic Prosperity

- To continue to be a good employer and invest in Officer growth by supporting relevant professional development;
- Real Living Wage Employer;
- Local Government Pension Scheme;
- Operate in accordance with our Civility and Respect Pledge;
- Provide a protocol to advise Officers of the appropriate working relations with Members.

Health and Wellbeing

- Provide excellent welfare facilities;
- Provide occupational health assessments as required to support staff at work;
- Robust risk assessments and health surveillance checks available to appropriate officers to protect them at work.

**52/23/24      TO RECEIVE HEALTH SURVEILLANCE QUOTES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk advised Members under Health and Safety Law that employers are responsible for managing Health and Safety risks to their staff.

The Town Clerk informed Members of the recent Annual Health and Safety Audit advising Saltash Town Council to undertake Health Surveillance tests to evidence safety measures are in place to protect staff at work.

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

1. To appoint Company B to undertake relevant staff Health Surveillance tests in the year 2024-2025 at a cost of £625;
2. To precept accordingly to cover the associated cost allocated to budget code 6654 Staff Welfare.

**53/23/24      TO SET THE PERSONNEL COMMITTEE BUDGET FOR THE YEAR 2024/25 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Finance Officer provided an overview of the proposed budget for the year 2024/25 received and contained within the circulated reports pack.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved to **RECOMMEND** the Personnel Committee Budget Statement including amendments for the year 2024/25 to the Extraordinary Policy and Finance Committee meeting to be held on the 31st October 2023, as attached.

The Chairman thanked the Finance Officer for her guidance and support. The Finance Officer left the meeting.

The Chairman confirmed that agenda item 11 is to be received under Part Two - To receive the training budget, report back on training attended and consider training requests and any associated expenditure.

**54/23/24      TO NOTE THE APPOINTMENT OF A SERVICE DELIVERY MANAGER.**

It was **RESOLVED** to note the appointment of a Service Delivery Manager.

**55/23/24      TO NOTE THE APPOINTMENT OF A SERVICE DELIVERY GENERAL ASSISTANT AND RATIFY ANY ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED** to note the appointment of a Service Delivery General Assistant and ratify the recruitment cost of £3,355.35 allocated against budget code 6701 EMF Staff Recruitment.

**56/23/24      TO RECEIVE THE SERVICE DELIVERY CHRISTMAS HOURS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Stoyel, seconded by Councillor Miller and **RESOLVED** to approve the Service Delivery Department Christmas hours during the period of 22.12.23 to 01.01.24.

The Personnel Committee thanked the Service Delivery Department for their commitment during the festive period.

**57/23/24      TO REVIEW THE CHRISTMAS PAYROLL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Stoyel, seconded by Councillor Peggs and **RESOLVED** to approve the change in date for December's payroll from 29<sup>th</sup> December to 21<sup>st</sup> December 2023 due to the Christmas shutdown.

**58/23/24      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** 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 and in accordance with Saltash Town Council Standing Orders and Terms of Reference.

The Chairman informed Members that the meeting is now in Part Two.

The Chairman reminded Members that items discussed are of the **strictest confidence** and must **not** be discussed or shared with others.

The Chairman asked Members to refrain from taking notes in part two confidential session, reports have been provided.

All Members are subject to GDPR, Data Protection Regulations and the Code of Conduct.

The Chairman asked Members to note the statement - Members in attendance noted the Chairman's statement.

**TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** to support a member of staff for a period of time in the year 2024 relating to a personal matter only, by:

1. Approving to book annual leave in hours not full or half days;
2. Approving annual leave with less than two weeks' notice, subject to operational needs;
3. Delegating to the line manager to manage the above process and ensure BrightHR software remains accurate at all times;
4. Receiving an update at the next Personnel Committee meeting.

The Town Clerk informed Members of the need to appoint an Occupational Health Assessor.

It was proposed by Councillor Stoyel, seconded by Councillor Martin and **RESOLVED** to ratify the cost of £150 allocated to budget code 6654 Staff Welfare.

The Town Clerk informed Members the Real Living Wage increased by 10% (£12.00 an hour UK) as cost of living continues to hit low paid workers the hardest.

The Town Clerk reminded Members Saltash Town Council is a Real Living Wage Employer therefore needs to be paying staff at least £12.00 an hour. The Living Wage foundation advises that hourly rates are implemented and backdated at the employer's earliest opportunity.

The Town Clerk confirmed there is sufficient staffing contingency budgets to allocate the additional cost.

The Town Clerk further informed Members that scales 7-9 would need to be reviewed and any change implemented due to the impact of the Real Living Wage increase, reporting the outcome at the next Personnel Committee meeting.

It was proposed by Councillor Dent, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council to approve the increase of the Real Living Wage (£12.00 an hour) and delegate authority to the Town Clerk to update the relevant salaries and scales reporting back at the next Personnel Committee meeting.

It was **RESOLVED** to note the remainder of the staffing report received from the Town Clerk.

**60/23/24      TO RECEIVE AND CONSIDER A RECOMMENDATION FROM THE SERVICES COMMITTEE HELD ON 12TH OCTOBER 2023.**

Members received the public conveniences recommendation from the Services Committee.

The Town Clerk reported that the Service Delivery staff have been included in the potential outsourcing of the public toilet operations and are in support of the Town Council's resolution to date.

The Town Clerk reported that she recognises the importance of the task remaining within relevant staff job descriptions to cover as required or should the outsourcing not be successful.

It was proposed by Councillor Martin seconded by Councillor Miller and **RESOLVED** to delegate to the Town Clerk to undertake the necessary employment law requirements with relevant staff and work with the Service Delivery Manager to ascertain weekend duties ensuring all Town Council services remain covered, reporting back at a future Personnel Committee meeting.

**61/23/24      TO RECEIVE THE ORGANISATIONAL STRUCTURE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk informed Members of the need to recruit new positions within the existing Town Council Organisation Structure to be able to continue to support the business of the Town Council and to consider retitling some job titles to better fit the role.

The Town Clerk further informed Members that the Draft Business Plan also highlights the need to expand the existing Town Council Organisation Structure to better support and improve efficiencies across the board.

Members discussed in length potential posts.

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** to delegate to the Town Clerk to prepare job descriptions, person specifications, and salary grades for potential new posts to be further considered at a future Personnel Committee meeting.

**62/23/24      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

To receive the training budget, report back on training attended and consider training requests and any associated expenditure

It was **RESOLVED** to note the training budget and training attended.

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** that the By-Standing Training is not appropriate for front of house staff due to the training aimed at the night-time economy such as pubs, clubs, bars and taxis.

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** to delegate authority to the Assistant Town Clerk to seek appropriate SharePoint training for relevant staff within this financial year, working within the following budget codes:

6682 Staff Training (Library)  
6656 Staff Training (Guildhall/Finance)  
6676 Services Delivery Training

It was proposed by Councillor Miller, seconded by Councillor Martin and **RESOLVED** to refuse the City and Guilds Electrical 2365-02 Level 2 Diploma training request.

**63/23/24      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** that the public and press be re-admitted to the meeting.

**64/23/24      TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

**65/23/24      TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.



**DATE OF NEXT MEETING**

Thursday 29 February 2024 at 6.30 pm

Rising at: 20:20.

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

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

**Personnel Committee - Personnel Budget 2023-24**  
Saltash Town Council  
For the 5 months ended 31 August 2023

Account	Actual 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept 2024/202 5	Notes	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
<b>Personnel Operating Expenditure</b>												
<b>Personnel Expenditure</b>												
6654 ST PE Staff Welfare	627	0	0	1,693	85	1,608	2,385	£1,200 for vaccinations. £800 Occupational health surveillance checks. 5 eye test vouchers £85 + Contingency £300	2,560	2,747	2,948	3,164
<b>6660 ST Staff Recognition (Re-instate Code)</b>							250	Reinstate code	250	250	250	250
6662 ST PE HR Professional Fees	14,386	0	2,700	10,282	4,756	8,226	9,380	HR Consultancy £8,800. DBS Checks £580 (Vire Balance at Year End to 6691 ST PE EMF Legal Fees)	10,065	10,800	11,589	12,435
<b>Total Personnel Expenditure</b>	<b>15,013</b>	<b>0</b>	<b>2,700</b>	<b>11,975</b>	<b>4,841</b>	<b>9,834</b>	<b>12,015</b>		<b>12,875</b>	<b>13,797</b>	<b>14,787</b>	<b>15,849</b>
<b>Total Personnel Operating Expenditure</b>	<b>15,013</b>	<b>0</b>	<b>2,700</b>	<b>11,975</b>	<b>4,841</b>	<b>9,834</b>	<b>12,015</b>		<b>12,875</b>	<b>13,797</b>	<b>14,787</b>	<b>15,849</b>
<b>Total Personnel Operating Surplus/ (Deficit)</b>	<b>(15,013)</b>	<b>0</b>	<b>(2,700)</b>	<b>(11,975)</b>	<b>(4,841)</b>	<b>(9,834)</b>	<b>(12,015)</b>		<b>(12,875)</b>	<b>(13,797)</b>	<b>(14,787)</b>	<b>(15,849)</b>
<b>EMF Personnel Expenditure</b>												
6691 ST PE EMF Legal Fees (Staffing)	1,072	5,713	0	685	0	6,398	0	No increase agreed. (Vire at Year End Balance from 6662 ST Professional Fees to 6691 Legal Fees) (Virement recommended Oct 23 £2k from 6691 Legal Fees to 6701 Recruitment to cover Oct inv £3.4k)	0	0	0	0
6701 ST PE EMF Staff Recruitment	947	2,228	6,000	0	6,555	1,673	15,000	£15k agreed at meeting (Virement recommended Oct 23 £2k from 6691 Legal Fees to 6701 Recruitment to cover Oct inv £3.4k)	0	0	0	0
<b>Total EMF Personnel Expenditure</b>	<b>2,019</b>	<b>7,941</b>	<b>6,000</b>	<b>685</b>	<b>6,555</b>	<b>8,071</b>	<b>15,000</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Personnel Expenditure (Operational &amp; EMF)</b>	<b>17,031</b>	<b>7,941</b>	<b>8,700</b>	<b>12,660</b>	<b>11,396</b>	<b>17,905</b>	<b>12,015</b>		<b>12,875</b>	<b>13,797</b>	<b>14,787</b>	<b>15,849</b>
<b>Total Personnel Budget Surplus/ (Deficit)</b>	<b>(17,031)</b>	<b>(7,941)</b>	<b>(8,700)</b>	<b>(12,660)</b>	<b>(11,396)</b>	<b>(17,905)</b>	<b>(27,015)</b>		<b>(12,875)</b>	<b>(13,797)</b>	<b>(14,787)</b>	<b>(15,849)</b>

# Agenda Item 7

**Policy & Finance (P&F) Committee - P & F Budget 2023-24**  
Saltash Town Council  
For the 6 months ended 30 September 2023

Account	Actual 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept 2024/2025	Notes	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
<b>P&amp;F Operating Income</b>												
<b>P&amp;F Income</b>												
4901 PF Bank Interest Received	27,789	0	0	8,362	27,303	(18,941)	37,140	Estimated based on Current investments and future planned expenditure	37,140	37,140	37,140	37,140
4908 PF Misc Income	225	0	0	0	184	(184)	0	Prior Years - Donations, sale of assets, recharged photocopying, recharged training	0	0	0	0
<b>Total P&amp;F Income</b>	<b>28,014</b>	<b>0</b>	<b>0</b>	<b>8,362</b>	<b>27,487</b>	<b>(19,125)</b>	<b>37,140</b>		<b>37,140</b>	<b>37,140</b>	<b>37,140</b>	<b>37,140</b>
<b>Total P&amp;F Operating Income</b>	<b>28,014</b>	<b>0</b>	<b>0</b>	<b>8,362</b>	<b>27,487</b>	<b>(19,125)</b>	<b>37,140</b>		<b>37,140</b>	<b>37,140</b>	<b>37,140</b>	<b>37,140</b>
<b>P &amp; F Operating Expenditure</b>												
<b>P&amp;F Expenditure</b>												
6200 PF Bank Charges	845	0	0	1,220	1,009	211	1,866	Based on Actual YTD + CPI 7.3%	2,002	2,148	2,305	2,473
6201 PF Audit	3,100	0	0	4,000	0	4,000	4,000	No budget increase required	4,292	4,605	4,942	5,302
6202 PF Civic Occasions (including Road Closures)	5,764	0	0	5,354	539	4,815	6,500	Prior year's average spend £2k + £4.5k for DD Day 80	6,975	7,484	8,030	8,616
6203 PF Mayors' Allowance	4,959	0	0	5,160	2,064	3,096	5,418	<b>PROVISIONAL FIGURE</b> Current Budget + 5% NJC	5,689	5,973	6,272	6,586
6204 PF Councillors' Allowance	1,391	0	0	3,663	0	3,663	2,952	<b>PROVISIONAL FIGURE</b> Actual 2023/24 + 5% NJC	3,100	3,255	3,417	3,588
6205 PF Insurance	14,913	0	0	24,367	21,293	3,074	26,146	Current Budget + CPI 7.3%	28,055	30,103	32,300	34,658
6206 PF Youth Council	4,000	0	0	4,404	0	4,404	4,726	Current Budget + CPI 7.3%	5,071	5,441	5,838	6,265
6208 PF Subscriptions	14,270	0	0	16,515	14,566	1,949	18,006	Actual + Nitro £1.5 + £2k	19,320	20,731	22,244	23,868
6210 PF Community Chest	4,704	0	0	10,000	800	9,200	10,000	No budget increase required. Same as previous years	10,000	10,000	10,000	10,000
6211 PF Website Maintenance	675	0	0	1,101	90	1,011	1,000	Based on prior years spend, propose reduction in budget	1,073	1,151	1,235	1,326
6213 PF Councillor Training & Expenses	623	0	0	3,019	614	2,405	3,019	Based on prior years spend no budget increase required	3,239	3,476	3,730	4,002
6214 PF Health & Safety	5,117	0	0	8,258	2,578	5,680	8,861	Current Budget + CPI 7.3%	9,508	10,202	10,947	11,746
6217 PF Data Protection	115	0	0	200	55	145	200	Based on prior years spend no budget increase required	215	230	247	265
6220 PF Festival Fund	6,793	0	0	15,000	5,540	9,460	15,000	No budget increase required. Same as previous years	15,000	15,000	15,000	15,000
6221 PF Town Messenger	3,188	0	0	5,505	2,310	3,195	4,250	£330 x 12 + CPI7.3%	4,560	4,893	5,250	5,634
6222 PF Commissioning Youth Work	35,517	0	4,828	55,050	29,938	29,940	59,069	Current Budget + CPI 7.3%	63,381	68,008	72,972	78,299
6224 PF Professional Costs	1,586	0	10,000	2,257	6,005	6,252	20,000	Based on estimated spend for 2024/25	2,485	2736	3,012	3317
<b>6227 PF Town Speakers PRS Licence (Delete code and vire balance to 6280 PF EMF Town Vision at year end )</b>	<b>2,855</b>	<b>0</b>	<b>0</b>	<b>3,303</b>	<b>2,356</b>	<b>947</b>	<b>0</b>	<b>No licence planned in future (vire balance to 6200 Bank Charges)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
6229 PF CCTV Annual Maintenance	0	0	0	7,000	0	7,000	7,511	Current Budget + CPI 7.3% ( <b>Vire unused balance at year end to 6270 PF EMF Crime Reduction</b> )	8,059	8,648	9,279	9,956
6514 PF Town Leaflets/ Reprinting	36	0	0	593	7	586	100	Based on prior years spend, propose reduction in budget	107	115	124	133
6516 PF Road Safety Grant	0	0	0	215	0	215	215	Payment for administrator to attend meetings	215	215	215	215
P&F IT/Office Costs	27,479	0	6,009	40,000	14,770	31,239	49,040	See breakdown below	44,040	48,488	53,385	58,777
<b>Total P&amp;F Expenditure</b>	<b>137,929</b>	<b>0</b>	<b>20,837</b>	<b>216,184</b>	<b>104,534</b>	<b>132,487</b>	<b>247,879</b>		<b>236,386</b>	<b>252,902</b>	<b>270,745</b>	<b>290,025</b>
<b>P&amp;F Staffing Expenditure</b>												
6652 ST PF Employers Pension - Monthly Fee	5,305	0	0	6,095	500	5,595	500	CC confirm £500 pa 2023/24, 2024/25, 2025/26.	500	500	500	500
6659 ST PF Town Sergeant & Mace Bearer Fees	738	0	0	792	225	567	450	Based on 6 civic occasions (3 usual + 1 D Day + 2 extraordinary)	483	518	556	597
6661 ST PF Finance Consultancy Fees	36,173	0	27,797	5,000	19,894	12,903	0	No plan to budget for further training	5,505	6,061	6,673	7,347
P&F Staffing Expenses	358	0	0	2,657	336	2,321	800	Based on prior years spend, propose reduction in budget	858	921	988	1,060
6656 ST PF Staff Training	1,214	0	0	4,542	777	3,765	2,000	Based on prior years spend, propose reduction in budget	2,146	2,303	2,471	2,651
P&F Staffing Costs	246,844	0	14,556	310,475	144,368	180,663	361,524	<b>PROVISIONAL FIGURE</b> -- Awaiting new NJC Scale for 23/24, Figures for 24/25 based proposed 23/24 NJC Scale + similar uplift	387,915	416,233	446,618	479,221
<b>Total P&amp;F Staffing Expenditure</b>	<b>290,631</b>	<b>0</b>	<b>42,353</b>	<b>329,561</b>	<b>166,100</b>	<b>205,814</b>	<b>365,274</b>		<b>397,408</b>	<b>426,536</b>	<b>457,806</b>	<b>491,376</b>
<b>Total P &amp; F Operating Expenditure</b>	<b>428,560</b>	<b>0</b>	<b>63,190</b>	<b>545,745</b>	<b>270,634</b>	<b>338,301</b>	<b>613,153</b>		<b>633,794</b>	<b>679,438</b>	<b>728,551</b>	<b>781,402</b>
<b>Total P &amp; F Operating Expenditure</b>	<b>428,560</b>	<b>0</b>	<b>63,190</b>	<b>545,745</b>	<b>270,634</b>	<b>338,301</b>	<b>613,153</b>		<b>633,794</b>	<b>679,438</b>	<b>728,551</b>	<b>781,402</b>
<b>Total P&amp;F Operating Surplus/ (Deficit)</b>	<b>(400,546)</b>	<b>0</b>	<b>(63,190)</b>	<b>(537,383)</b>	<b>(243,147)</b>	<b>(357,426)</b>	<b>(576,013)</b>		<b>(596,654)</b>	<b>(642,298)</b>	<b>(691,411)</b>	<b>(744,262)</b>
<b>P&amp;F EMF Expenditure</b>												
6270 PF EMF Crime Reduction	0	51,550	0	0	0	51,550	0	<b>Recommend vire from 6229 PF CCTV Annual Maintenance £7k if not used at end of year</b>	0	0	0	0
6271 PF EMF Election	265	17,942	0	20,000	11,485	26,457	0	TBA at committee meeting	10,000	10,000	10,000	10,000
6272 PF EMF Robes & Civic Regalia	1,430	570	0	0	45	525	4,000	Town Crier Uniform £4k	0	0	0	0
6273 PF EMF Legal Fees	400	5,601	0	0	0	5,601	0	TBA at committee meeting	0	0	0	0
6275 PF EMF Neighbourhood Plan	135	6,267	0	0	499	5,768	0	TBA at committee meeting	0	0	0	0
6278 PF EMF CIL Planning Income	0	6,060	4,563	0	0	10,623	0	Funding received for project.	0	0	0	0
6279 PF EMF Restart Business Support Gant	0	7,581	0	0	0	7,581	0	COVID Grant. No increase required	0	0	0	0
6280 PF EMF Town Vision	0	10,450	0	0	0	10,450	0	TBA at committee meeting	0	0	0	0
6281 PF EMF Town Vitality Funding Grant	14,242	69,758	0	0	58,238	11,520	0	Funding received for project.	0	0	0	0

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 2024/2025	Notes	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
6282 PF EMF Funding Bids (Consultancy Fees)	1,500	8,500	10,000	0	0	18,500	0	TBA at committee meeting	0	0	0	0
6283 PF EMF Events	0	500	0	0	0	500	0	No increase required	0	0	0	0
6284 PF EMF Consultations	0	1,500	0	0	0	1,500	0	TBA at committee meeting	0	0	0	0
6285 PF EMF Twinning	0	119	0	0	0	119	381	Top up to £500	0	0	0	0
6370 PF EMF Computer Equipment Renewal	10,371	11,675	(4,975)	0	1,559	5,141	0	£2.6k required to replace 4 computers	0	0	0	0
6694 ST PF EMF Staff Contingency (P&F)	0	16,479	19,474	9,418	0	45,371	0	No increase required	0	0	0	0
<b>Total P&amp;F EMF Expenditure</b>	<b>28,344</b>	<b>214,552</b>	<b>29,062</b>	<b>29,418</b>	<b>71,826</b>	<b>201,206</b>	<b>4,381</b>		<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>Total P&amp;F Expenditure (Operational &amp; EMF)</b>	<b>456,904</b>	<b>214,552</b>	<b>92,252</b>	<b>575,163</b>	<b>342,460</b>	<b>539,507</b>	<b>617,534</b>		<b>643,794</b>	<b>689,438</b>	<b>738,551</b>	<b>791,402</b>
<b>Total P&amp;F Budget Surplus/ (Deficit)</b>	<b>(428,890)</b>	<b>(214,552)</b>	<b>(92,252)</b>	<b>(566,801)</b>	<b>(314,973)</b>	<b>(558,632)</b>	<b>(580,394)</b>		<b>(606,654)</b>	<b>(652,298)</b>	<b>(701,411)</b>	<b>(754,262)</b>

<u>1. P&amp;F IT/Office Costs</u>	To/From Reserves & Budget Virements	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept 2024/2025	Notes	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
<b>Nominal Code</b>										
6300 Telephone		2,670	1,182	1,488	2,865	Current Budget + CPI 7.3%	3,074	3,299	3,539	3,798
6301 Stationery		4,748	445	4,303	3,000	Based on prior years spend, propose reduction in budget	3,219	3,454	3,706	3,977
6302 Office and IT Equipment		7,716	322	7,394	2,000	Based on prior years spend, propose reduction in budget <b>(Vire unused balance at year end to 6370 PF EMF Computer Equipment Renewal)</b>	2,146	2,303	2,471	2,651
6303 Copier Maintenance		6,054	2,592	3,462	3,756	Based on prior years spend, propose reduction in budget £3.5k + CPI 7.3%	4,030	4,324	4,640	4,979
6304 Broadband		546	203	343	859	Based on prior years spend, propose increase in budget £800 + CPI 7.3%	922	989	1,061	1,139
6305 Finance Software	1,034	3,782	2,997	1,819	6,560	Bright Pay £3.9k, Xero £360, Zahara £2.3k	7,039	7,553	8,104	8,696
6306 IT Maintenance	4,975	14,484	7,032	12,427	30,000	Moving to MS Office 365 Sharepoint Cloud Services & Hosting, + Annual IT (SOS)	25,000	26,825	28,783	30,884
<b>TOTALS</b>		<b>6,009</b>	<b>40,000</b>	<b>14,773</b>	<b>31,236</b>	<b>49,040</b>	<b>45,430</b>	<b>48,746</b>	<b>52,305</b>	<b>56,123</b>

Services Committee held on 12<sup>th</sup> October 2023

**88/23/24      TO CONSIDER AMENDMENTS TO THE TOWN COUNCIL PLAYPARK  
MATCH FUNDING POLICY RECOMMENDING TO THE POLICY AND  
FINANCE COMMITTEE.**

It was proposed by Councillor Gillies, seconded by Councillor Miller and resolved to **RECOMMEND** the Town Council Playpark Match Funding Policy, including amendments, to the Extraordinary Policy and Finance Committee meeting to be held on 31<sup>st</sup> October, as attached.

# Match Funding for Play Parks

RESPONSIBLE COMMITTEE: POLICY & FINANCE

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

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

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
01/2022	1	AJT	FTC 13.04.2023	18/23/24a	New policy (Ref Services 08.12.2022 Min no 98/22/23)
05/2023	2023	AJT	ATM 04.05.2023	65/23/24c(xi)	Readopted
10/2023	10/2023 DRAFT	AJT	Services 12.10.2023	88/23/24	Revised document approved for recommendation to P&F 10.2023
10/2023	10/2023 DRAFT	AJT	P&F 31.10.2023		

Document Retention Period
Until superseded

# **Match Funding for Play Parks**

## **Background**

Saltash Town Council is committed to investment in suitably equipped public play parks designed for children to play in, usually outside with suitable equipment, for the use of residents and visitors within the town. A fund has been established to offer up to £10,000 as match funding to enable local groups and organisations to enhance and improve play facilities in their area.

## **What is match funding?**

Match funding is a straightforward concept. It involves a funder (in this case Saltash Town Council) agreeing to match or partially match an amount of funding already raised to a project up to a capped level.

## **Eligibility**

Applications should be submitted by Local Community Organisations with a formal constitution.

The play park should be within the Saltash Town Council boundary, open at no cost and accessible to all users.

Only one application per site will be permitted and match funding will not be provided retrospectively. Any unused funds must be returned to the Town Council on completion of the project.

Applications to other Saltash Town Council grant schemes for the same project will not be accepted.

There is no time limit for submitting applications but if the fund is oversubscribed, the Town Council will look to award a higher number of projects requesting lower amounts of funding, rather than those requesting funds at the top of the limit. Once all the available funds have been allocated, no further applications will be accepted and the application form will be withdrawn from the website.

## **Application criteria**

An application form is available on the Town Council website or from the Guildhall or community library hub during opening hours. Applicants should submit applications no later than six weeks prior to the next scheduled Services Committee meeting.

The applicant should provide the following:

- A copy of the organisations constitution.
- Proof of bank account and up to date statement(s). The available balance shown will be the value that is considered as part of the matching funding application.
- Evidence of local consultation demonstrating local need and community support.



- Accurate project costs with a detailed project plan.
  - Full costs for equipment with ongoing maintenance requirements included.
  - Materials and equipment to be from responsibly sourced materials.
  - Details of any planning requirements.
- Written confirmation of permission and support from the landowner for the scheme.
- Written confirmation that ongoing maintenance will be undertaken by the owner of the land/play park.
- Evidence of secured funds raised by the organisation and any confirmed partnership funding.

Submitted applications will be reviewed by the Town Clerk or a delegated Officer. Applications missing key information or not meeting the criteria will be rejected and the applicant offered guidance to enable a revised application to be submitted.

### **Evaluation of applications**

Applications fulfilling the criteria will be reviewed by the Chair and Vice Chair of the Services Committee against the following benchmarks before being added to the agenda.

1. Accessibility and suitability of equipment.
2. Sustainability of equipment with long-term management and maintenance identified.
3. Filling strategic gaps in provision.
4. Deliverability of the project.
5. Local support for the project.
6. Funding requirements met.

Applicants will be invited to attend the meeting where the application is considered to answer questions (five working days' notice will be given). However, all evidence should be in writing and provided at the time of application.

The Services Committee will consider and score applications against the benchmarks using the scoring matrix<sup>1</sup>. The level of the award by the Services Committee will be based on the evidence before them at the meeting.

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<sup>1</sup> Scoring matrix - page 17

### **Post-application process**

The project should be completed within 12 months with an interim report submitted to the Town Council after six months have elapsed. On completion of the project a final report should be submitted together with receipts.

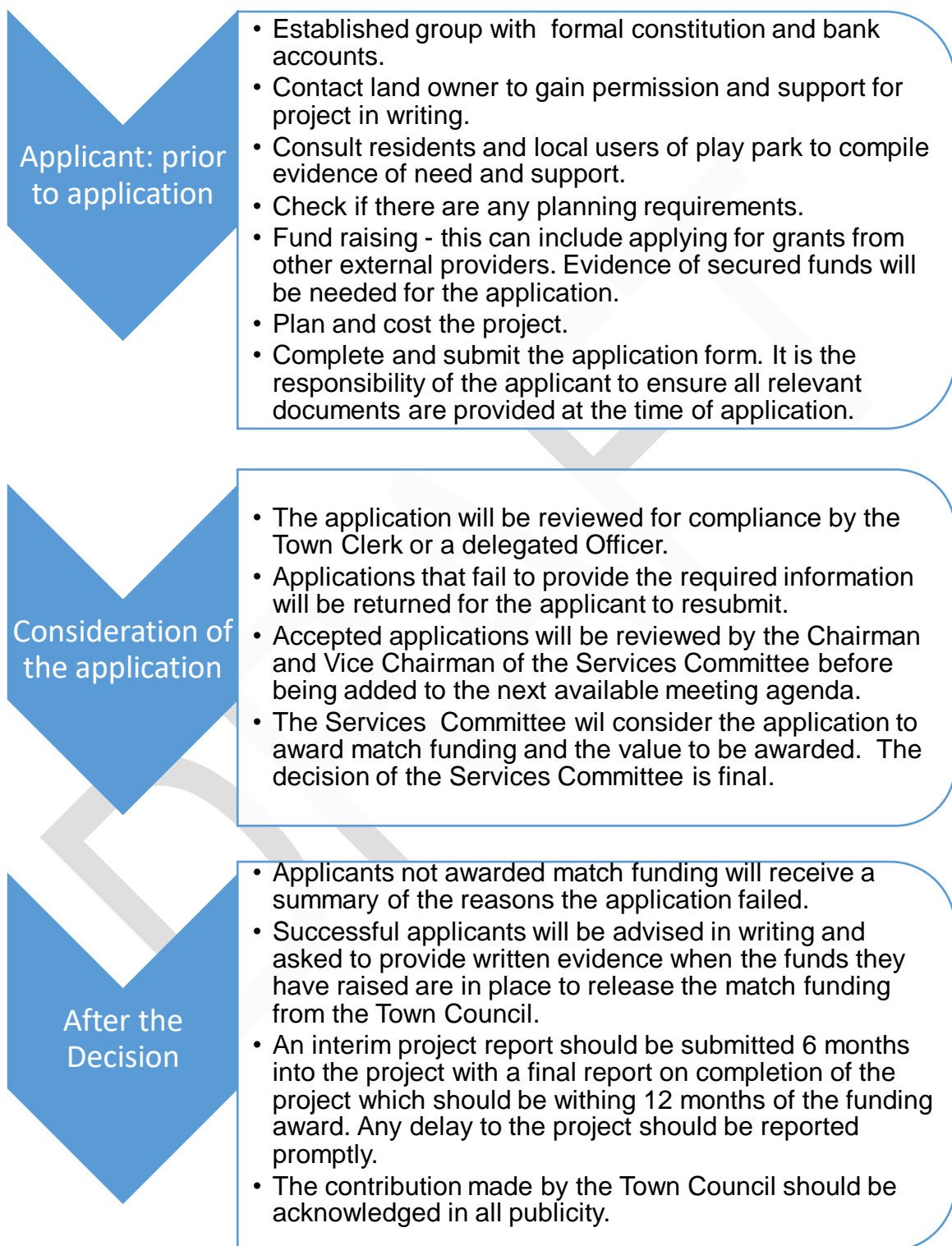
If there is a delay to the project this should be reported to the Town Council immediately in writing with details of the reason for the delay and the revised estimation for completion.

Any equipment or materials removed from a play park as part of the refurbishment should be recycled or disposed of in a sustainable manner or considered for use in other areas where still in a usable condition.

The installation of all equipment must be in line with the Royal Society for the Prevention of Accidents (RoSPA) regulations to ensure user safety. This will need to be signed off by the landowner and form part of ongoing risk assessments.

The contribution to the project by the Town Council should be acknowledged in any publicity.

## Applying for Match Funding



# ***Saltash Town Council***

## **Play Parks – Match Funding Application Form**

**DATE APPLICATION SUBMITTED:**

<b>Contact Name:</b>	
<b>Position:</b>	
<b>Organisation:</b>	
<b>Contact Address:</b>	
<b>Telephone Number:</b>	
<b>E-mail:</b>	
<b>Status of Organisation:</b>	
<b>Charity/Company number (if applicable)</b>	<b>Charity No:</b> <b>Company No:</b>
<b>How long has your organisation been in existence?</b>	

**Please note that a representative of your organisation may be asked to attend a meeting of the Services Committee to answer questions on your application.**

Application continues on next page

## 1. Organisation Background

	Date Applied	Project	Amount Applied for	Successful Y/N
<b>Have you applied for a grant from Saltash Town Council within the last <u>5 Years</u>?</b>  (Please list – continue on a separate sheet if necessary)				
<b>Please list the aims and objectives of your organisation</b>				
<b>What are the main activities of your organisation?</b>				

Are you part of a religious group?	Yes / No or N/A
Is the application is for a Church, School, education, health or social service establishment?	Yes / No or N/A

2. **Your project** - a detailed project plan should be supplied to include:
- Full costs for equipment with ongoing maintenance (this will fall to with the owner of the land/specific play park) requirements included .
  - Materials and equipment which should be from responsibly sourced materials.
  - Details of any planning requirements.

<b>Project</b>	<b>Start Date</b>	/ /
	<b>Finish Date</b>	/ /
	<b>Total Cost</b>	£
	<b>Grant Applied For</b>	£

<b>Project title:</b>	
<b>Description of project</b> (please continue on a separate sheet if necessary):	
<b>Where will the project take place?</b>	

<b>Who owns the land the play park is situated on and do you have written permission for the works?</b>	
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<p><b>Who will benefit from the project?</b> (What groups will benefit and approximately how many people will benefit in total)</p>	
<p><b>What evidence do you have that this project is required?</b> (This might be survey work or statistical evidence)</p>	
<p><b>What support have you received for this project?</b> (Please tell us about any expressions of support you have received from outside your organisation including Consultation with Community)</p>	
<p><b>How will the project be managed and how will you measure its success?</b></p>	
<p><b>Please give the timescale and key milestones for your project, including a start date and finish date.</b> <b>Note:</b> <b>The project should be completed within 12 months with an interim report submitted after six months have elapsed.</b></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)**

### 3. How you will pay for your project.

**What will the money be spent on?**  
(Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)

How will you promote STC once application and project are complete?

#### Partnership funding.

Please provide evidence of secured funds raised and any confirmed partnership funding.

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)



**Other secured funds raised:**

Source of funds eg. Donations, fundraising activity	Amount

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

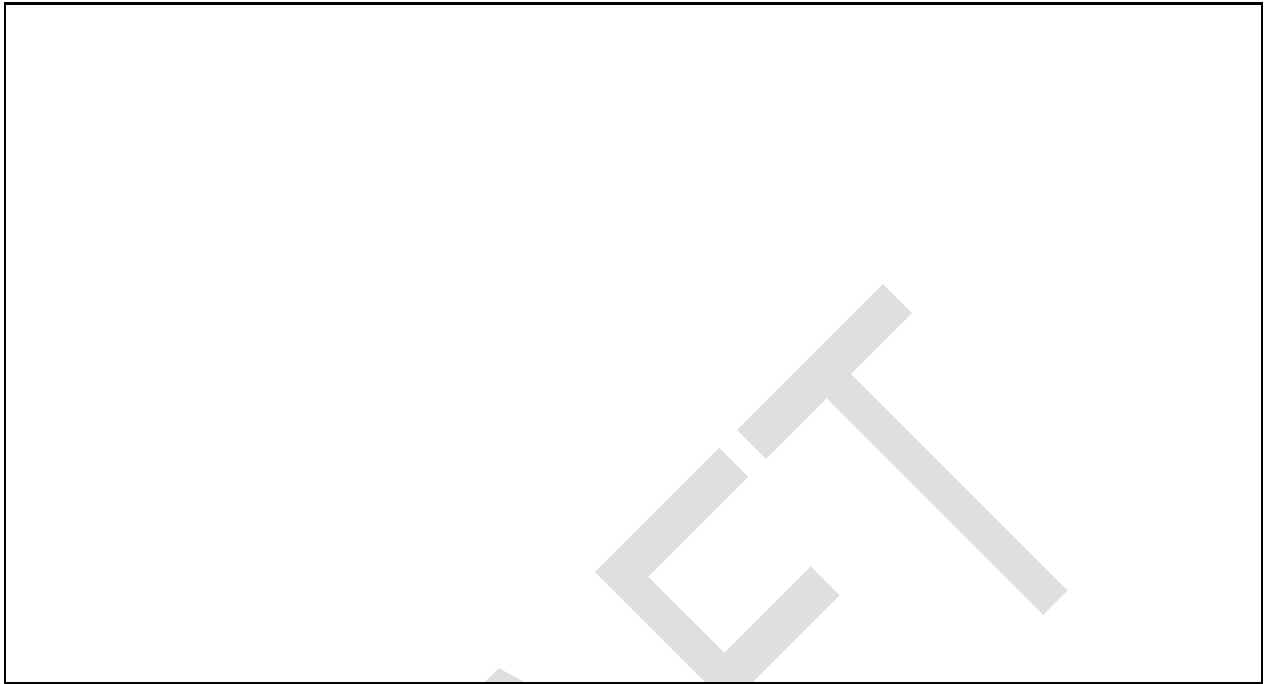
Application continues on next page

#### 4. Further information enclosed Checklist.

	Enclosed (please tick)
<b>A copy of your organisation's most recent bank statements</b> (mandatory)	
<b>Evidence of local consultation demonstrating local need and community support</b>	
<b>A letter head showing the organisation's address and contact details</b>	
<b>A copy of your constitution and articles of association</b>	
<b>Accurate project costs with a detailed project plan</b> <ul style="list-style-type: none"> <li>• Full costs for equipment with ongoing maintenance<sup>2</sup> requirements included.</li> <li>• Materials and equipment to be from responsibly sourced materials.</li> <li>• Details of any planning requirements.</li> </ul>	
<b>A copy of your organisation's latest set of accounting statements</b> (if any exist)	
<b>Evidence of secured funds raised by the organisation and any confirmed partnership funding</b>	
<b>Written confirmation of permission and support from the landowner for the scheme</b>	
<b>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</b>	
<b>Other</b> (please list)	

<sup>2</sup> Ongoing maintenance will fall with the owner of the land/specific play park.

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

A large, empty rectangular box with a thin black border, intended for the user to provide reasons if any of the above documents have not been enclosed. A large, light gray 'DRAFT' watermark is visible diagonally across the page.

Application continues on next page

## 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 Match Funding for Play Parks Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

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 as required by the Policy;
- (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.

<b>Signed:</b>		
<b>Print Name(s):</b>		
<b>Position(s):</b>		
<b>Date:</b>		

Applicants should refer to the Privacy Notice on the Town Council Website [www.saltash.gov.uk](http://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](mailto:enquiries@saltash.gov.uk)

<b>OFFICE USE ONLY:</b>	
Date received	
Received by	
Application reference	
Date to Services Chairman/Vice Chairman	
Approved to go to Committee	
Committee date	
Decision/Minute number	
Amount awarded	
Notes	

## Match Funding Application scoring matrix

### Evaluation Criteria

Match funding applications are scored against the listed evaluation criteria detailed in the Match Funding for Playparks policy:

1	Accessibility and suitability of equipment.	
2	Sustainability of equipment with long-term management and maintenance identified.	
3	Filling strategic gaps in provision.	
4	Deliverability of the project.	
5	Local support for the project.	
6	Funding requirements met.	
Total		/12

### Scoring:

- 0 Does not meet criteria
- 1 Partially meets criteria
- 2 Meets criteria



# Saltash Town Council



## Grant Application Form

**APPLYING FOR:**

(Tick one box)

Community Chest Grant

☐

Festival Fund Grant

☒

**DATE APPLICATION SUBMITTED:**

5<sup>th</sup> September 2023

<b>Contact Name:</b>	[REDACTED]
<b>Position:</b>	Chair of Christmas Festival Organising Committee, Saltash Chamber of Commerce
<b>Organisation:</b>	Saltash Chamber of Commerce
<b>Contact Address:</b>	[REDACTED]
<b>Telephone Number:</b>	[REDACTED]
<b>E-mail:</b>	[REDACTED]
<b>Status of Organisation:</b>	Chamber of Commerce
<b>Charity/Company number (if applicable)</b>	N/A
<b>What geographical area does your organisation cover?</b>	Saltash
<b>How long has your organisation been in existence?</b>	Since 1950

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
<b>Have you applied for a grant from Saltash Town Council within the last 5 Years?</b>  (Please list – continue on a separate sheet if necessary)	2022	Saltash Christmas Festival	£1,500	Yes £1,500
	2021	No application made to Town Council		
	2020	No application made to Town Council		
	2019	Saltash Christmas Festival	£1,500	No £0
<b>Please list the aims and objectives of your organization</b>	<p><b>Aims of the Chamber:</b></p> <ul style="list-style-type: none"> <li>to further and protect the interests of traders/professionals within Saltash and District, and of Chamber members in particular</li> <li>to discuss any matter affecting the interests of members</li> <li>to take actions to support and promote the welfare of the general body of traders and professions</li> <li>to promote measures for the economic advancement of the town of Saltash and District.</li> <li>to be proactive with other organisations within Saltash and District to enable the promotion/enhancement of members' interests.</li> <li>to keep members up to date on matters that could potentially have an impact on their trade or business.</li> </ul> <p><b>Aims of the Christmas Festival:</b>            To deliver a Christmas event in the town centre that is free admission, and involves a range of local traders, charities, community groups and schools, boosting footfall, promoting the retail heart of the town, providing opportunities for creative art in schools and promoting community cohesion and pride.</p> <p>Saltash Christmas Festival has joined the "Festival Vision 2025" initiative, working towards an environmentally sustainable festival. We aim to reduce waste wherever and whenever possible, reducing the amount of single use plastics, remove plastic straws and cutlery. We will work with audiences to positively influence travel choices to reduce travel-related emissions.</p>			



<b>What are the main activities of your organisation?</b>	The Chamber's Christmas Festival Committee has responsibility for organising and delivering the town's annual Christmas Festival and Lantern Parade.	
		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

<b>Project</b>	<b>Start Date</b>	Saturday 2 <sup>nd</sup> Dec 2023
	<b>Finish Date</b>	Saturday 2 <sup>nd</sup> Dec 2023
	<b>Total Cost</b>	£ 9665
	<b>Grant Applied For</b>	£ 1500

<b>Project title:</b>	Saltash Christmas Festival and Lantern Parade Saturday 2 <sup>nd</sup> December 2023
<b>Description of project</b>	<p>The Chamber of Commerce took on the mantle of organising the Christmas Festival and Lantern Parade in 2017, and have continued to grow the event ever since.</p> <p><b>Highlights of 2023 Festival:</b></p> <ul style="list-style-type: none"> <li>• Street Market on Fore Street</li> <li>• Rides, inflatables and carousel on Fore Street</li> <li>• Santas on Bikes parking on Fore Street en route to Children's Hospice</li> <li>• Santa Fun Run across the Tamar Bridge and back (thanks to collaboration with the Tamar Trotters)</li> <li>• Treasure Hunt (thanks to collaboration with Redeemer Church and Fore Street retailers)</li> <li>• Lantern Parade (with lantern workshops in all four primary schools as well as local groups)</li> </ul> <p>All this helps to celebrate community and promote community cohesion, as well as bringing people to the town's retail heart.</p>

<b>Where will it take place?</b>	Fore Street, Saltash
<b>Who will benefit from the project?</b>  <b>(What groups will benefit and approx. how many people will benefit in total)</b>	<p>The Festival has a positive impact on local businesses, promotes our town to a wider audience, and boosts community cohesion.</p> <p>Visitors: approx. 5,000  Local charities with a stall: approx. 30  Local business taking a stall: approx. 40</p> <p>Specific groups that will benefit:</p> <ul style="list-style-type: none"> <li>• Town centre retailers, through the boost in footfall</li> <li>• Local charities and organisations, through opportunities to raise funds and awareness</li> <li>• Primary schools, through the creativity, sense of fun and pride of place delivered by the lantern workshops and Lantern Parade</li> </ul>
<b>What evidence do you have that this project is required?</b>	<p>Saltash Christmas Festival has been staged in its current format for over 10 years, and is always well attended. It has consistently attracted positive feedback from local shops, businesses, the community and visitors.</p> <p>Specific evidence:</p> <ul style="list-style-type: none"> <li>• Thousands of people who attend each year</li> <li>• Surveys from previous Christmas festivals</li> <li>• High numbers of bookings from stall holders</li> </ul>
<b>What support have you received for this project?</b> (Please tell us about any expressions of support you have received from outside your organisation)	<p>The Christmas Festival enjoys the support of local businesses, charities, community groups, volunteers and schools.</p> <p>Specific support for this year's event includes:</p> <ul style="list-style-type: none"> <li>• Offers of sponsorship from local businesses</li> <li>• 37 stalls booked so far (as of 29<sup>th</sup> August.)</li> <li>• Commitment from primary schools to take part in the lantern workshops</li> <li>• Commitment from local youth groups to volunteer at the event</li> <li>• Commitment from Tamar Trotters to deliver the Santa Fun Run</li> <li>• Support from Saltash Air Cadets in the Lantern Parade</li> </ul>
<b>How will the project be managed and how will you measure its success?</b>	<p>The event is managed by a volunteer committee within the Saltash Chamber of Commerce, with logistical support provided by Diverse Events, a local not-for-profit Community Interest Company, to ensure the event runs safely and meets HSE regulations. The volunteers and the CIC have a wealth of experience in delivering events and festivals in Saltash.</p> <p>We will use visitor numbers as one measure to judge the success of the event.</p>
<b>Please give the timescale and key milestones for your project, including a start and finish date.</b>	<p>The Saltash Christmas Festival is always held on the first Saturday of December, which this year falls on 2<sup>nd</sup> December.</p> <p>Paperwork for road closures is about to be submitted, along with risk assessments.</p> <p>Raffle tickets will go on sale in November.</p>

<b>What arrangements do you have in place to ensure safeguarding of children and /or young people and/or vulnerable people?</b>	<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, the event plan is also sent to the Local Event Safety Advisory Group.</p>
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### 3. How you will pay for your project.

<b>What will the money be spent on?</b> (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)	<p>Entertainment (stilt walkers etc) £1,000</p> <p>Licenses and Insurance £500</p> <p>Raffle printing £75</p> <p>Medical £550</p> <p>Traffic Management £1,500</p> <p>Event Management £2,000</p> <p>Volunteer expenses £250</p> <p>Marketing &amp; Publicity £500</p> <p>Barriers &amp; fire trolley £150</p> <p>Fireworks £950</p> <p>Lantern Parade £2000</p> <p>Treasure Hunt £100</p> <p>Photography £90</p> <p><b>Total costs</b> £9665</p> <p>STC grant will be used to cover:</p> <ul style="list-style-type: none"> <li>• Road Closures</li> </ul>
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How will you promote STC once application and project are complete?	Saltash Town Council will be promoted in editorial pieces and flyers as well as through social media, including our FB page, which has over 2,000 followers.
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**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:**

<b>Organisation</b>	<b>Contribution Sought (£)</b>	<b>Applied</b> (please tick as appropriate)	<b>Granted</b> (please tick as appropriate)
Business Sponsorship	£1000		Too early for confirmation
Stall Bookings	£2000 (Currently £1500)	✓	Assumption based on previous years
Fundraising	£1000 (Crowdfunder, Raffle etc.)		Raffle tickets will go on sale in Nov.
Cornwall Council Community Chest Fund	£500		
Scrapstore (for Lantern Parade)	£2000		✓
Santa Fun Run	Approx. £500		Assumption based on previous years
Cornwall Community Foundation	£1000	✓	

<b>Please confirm the bank account your project is using is in the project's name/organization name</b>	Yes.
---	------

#### 4. Further information enclosed Checklist.

	Enclosed (please tick)
<b>A copy of your organization's most recent bank statements</b> (mandatory)	✓
<b>Copies of all <u>relevant</u> Employer's, Building &amp; Public Liability Insurance Certificates &amp; Title Deeds if appropriate</b> (mandatory)	To follow
<b>A letter head showing the organization's address and contact details</b>	✓
<b>A copy of your constitution and articles of association</b> (or similar documents if the above do not exist, showing the organization's status)	✓
<b>A copy of your organization's latest set of accounting statements</b> (if any exist)	
<b>Copies of any letters of support for your project</b>	
<b>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</b>	✓
<b>Other</b> (please list)	Please find attached quotes for: <ul style="list-style-type: none"> <li>• Road Closure (£1500)</li> </ul> <b>TOTAL REQUESTED : £1500</b>

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

**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.

<b>Signed:</b>			
<b>Print Name(s):</b>			
<b>Position(s):</b>	Committee Member, Chair of Chamber of Commerce Festival Committee		
<b>Date:</b>	5 <sup>th</sup> September 2023		



SALTASH CHAMBER OF  
COMMERCE EVENTS

Issued on 22 February 2023

## Your Community Account

## At a glance

### 21 Jan - 21 Feb 2023

Date	Description	Money out £	Money in £	Balance £
21 Jan	Start Balance			3,783.51
27 Jan			1,500.00	5,283.51
6 Feb		754.50		4,529.01
		1,385.22		3,143.79
		1,700.00		1,443.79
9 Feb		1,784.44		-340.65
			720.00	379.35
21 Feb	Balance carried forward			379.35
	Total Payments/Receipts	5,624.16	2,220.00	

Start balance	£3,783.51
Money out	£5,624.16
Commission charges	£0.00
Money in	£2,220.00
Gross interest earned	£0.00
End balance	£379.35

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.





# GRAHAM SYKES

37 Rolle Street  
Exmouth Devon EX8 2SN

Tel: 01395 255 100

Email: [event@graham-sykes.co.uk](mailto:event@graham-sykes.co.uk)

Web: [www.graham-sykes.co.uk](http://www.graham-sykes.co.uk)

## Confirmation of Cover

Thank you for insuring with Graham Sykes Insurance, and we acknowledge receipt of your payment £482.80. This payment includes an admin fee of £10.00.

We have pleasure in confirming the details of your cover as follows:

Policy Type:	Multiple	Turnover:	£20,000
Event Name:	Not Applicable	Held in Open:	Yes
No. of Events:	2	Max. Attendance:	Limit 10,000
Venue:	Not Applicable	Generators:	£3,000
Event Type:	Community Fun Day	Generators Excess:	£500.00
Public Liability:	£5,000,000	Marquees:	Not Required
P/Lia. Excess:	£250.00	Marquees Excess:	Not Applicable
Banners:	Not Required	Stock:	Not Required
Banners Excess:	Not Applicable	Stock Excess:	Not Applicable
Employers Liability:	£10,000,000	Money with Assault:	Not Required
No. of Employees:	10	Money Excess:	Not Applicable
Products Liability:	No	Cancellation Cover:	Not Applicable
Prod. Lia. Excess:	Not Applicable	Cancellation Excess:	Not Applicable
Property Cover:	£2,500	Member to Member:	No
P/Cover Excess:	£250.00	Number of Members:	-

No advice or recommendation has been made in relation to this policy.

### IMPORTANT NOTES

- Cover is based on the information supplied and it is essential that YOU check the above information and the enclosed documents to ensure that the details quoted are correct.

### HOW TO PROCEED

- Check the enclosed Statement of Fact form, contact us immediately if you find any errors
- Please keep your documents in a safe place

If you have any queries, please do not hesitate to contact us.

Graham Sykes

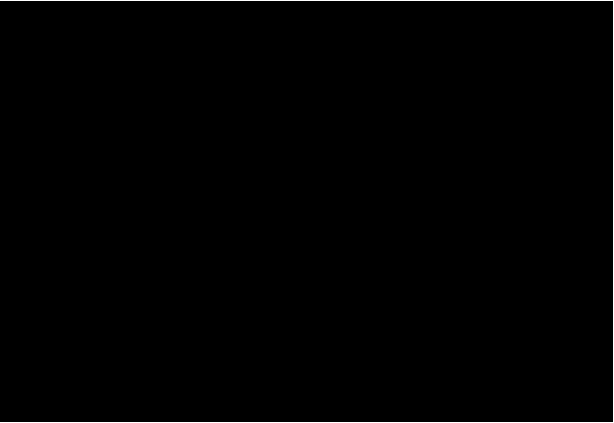
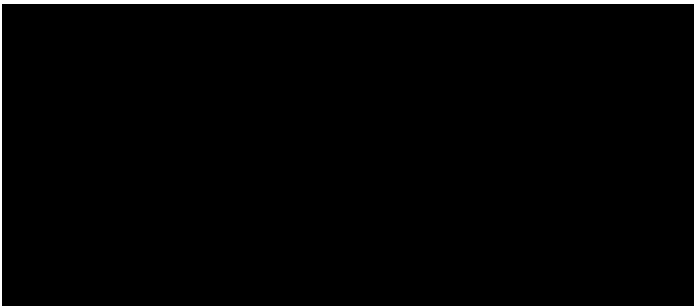
Graham Sykes Insurance

### Our Terms and Conditions of Business are attached

Graham Sykes Limited is authorised and regulated by the Financial Conduct Authority.  
Registered in England Number 4623595 Registered Office: 28 Alexandra Terrace Exmouth Devon EX8 1BD

Version 5.0.0

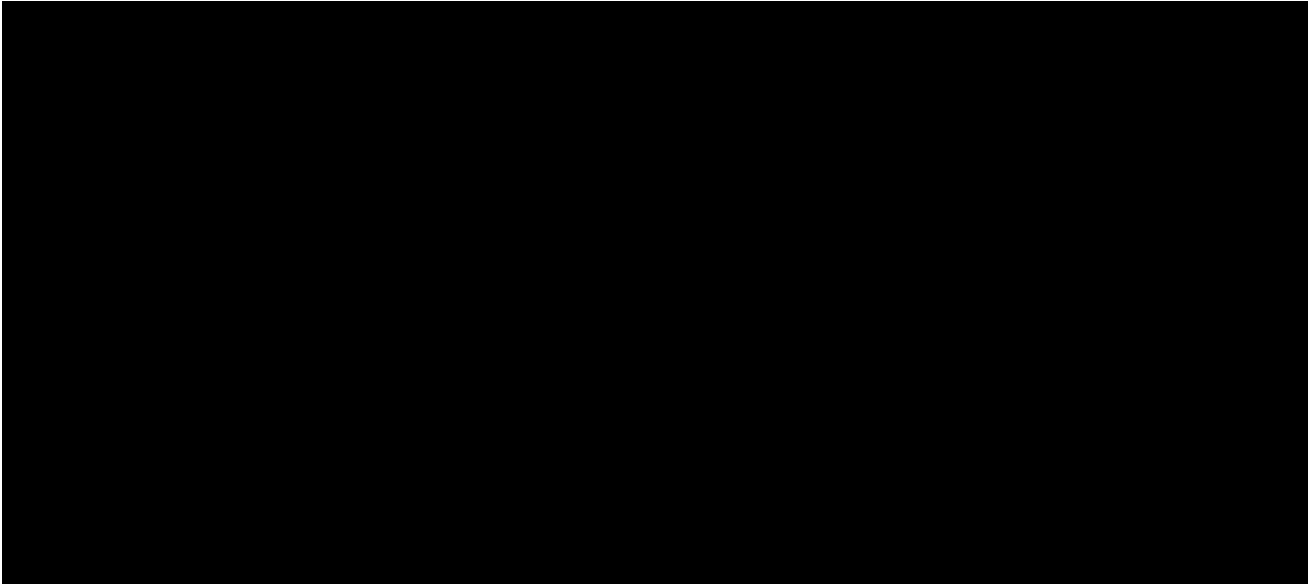




Invoice number: QUOTE  
Invoice date: N/A  
Due date N/A

Saltash Chamber of Commerce  
Saltash  
PL12

Description		Total
Saltash Christmas Festival 2023 – Custom Quote		
- Site survey		£10.00
- Closure		£48.00
- Traffic management plan		£75.00
- Advance notice signage		£25.00
- No waiting cones		£180.00
- Traffic cones		£85.00
- Diversion signs		£45.00
- Diverted traffic signs		£30.00
- Road closed signs		£30.00
- Road ahead closed signs		£40.00
- Temporary obstruction signs		£30.00
- Sandbags		£20.00
- Staffing		£568.78
- Insurances, vehicles, overheads, storage & miscellaneous costs		£40.00
- Slipway Closure		£273.22
Total		£1500.00



# CONSTITUTION

## SALTASH AND DISTRICT CHAMBER OF COMMERCE

As approved at the Annual General  
Meeting dated 1<sup>st</sup> October 2012



Hon. Secretary

6. The Committee have the power to request any Member to resign or terminate any Membership without explanation upon the vote of not less than two thirds of the whole

Committee. At the discretion of the Committee upon termination of the Membership under this Rule the subscription paid for the current year and may be returned to the Member wholly or in part (determined by the Committee)

7. Upon nomination by two Members, a general Meeting may elect any Member who has

rendered the Club exceptional service to be an Honorary Member. Such Member shall

be exempt from the Membership subscriptions.

8. The management of the Chamber shall be controlled by a Committee made up of Chairman, Vice Chairman, Hon. Secretary, Hon. Treasurer, Membership Secretary and a Committee of up to seven full members representing the traders, professions and

associations in the area with power to co-opt. Four shall form a quorum over which at least two shall be the Chairman, Vice Chairman, Hon. Secretary or Hon. Treasurer.

9. All officers and all Members of the Committee shall retire annually but shall be eligible

for re-election

10. The Annual General Meeting of the Association shall be held not earlier than the First

day of October nor later than the Thirtieth day of October in every year to transact the following business:-

(a) To receive a report by the Chairman as to the state of the Association's affairs and of the past year's activities



- (b) To consider and approve and adopt a statement of the Association's accounts for the preceding financial year
  - (c) To elect a Chairman and Vice Chairman
  - (d) To elect the Honorary Secretary and Honorary Treasurer and Members of the Committee
  - (e) To appoint the Auditors
  - (f) To consider resolutions requiring the approval of the Members in General Meeting
  - (g) To deal with any special matter that the Committee desires to bring before the Members
  - (h) To determine the amount of the Annual Subscription
  - (i) To agree any changes to the Constitution
11. If any officer of the Association is unable to complete his/her term of office the Committee may appoint a Member to serve in his/her place but any officer so appointed shall retire at the next Annual General Meeting but may stand for re-election
12. Ordinary Meetings will be held on the first Monday of each month or other such day as determined by the committee. The committee will meet after the ordinary meeting if necessary.
13. Nominations for Chairman Vice Chairman Hon. Secretary and Hon. Treasurer together with any resolutions to be discussed at the Annual General Meeting must be submitted in writing to the Hon. Secretary not less than ten days prior to the date of the Annual General Meeting. The nominations must include written confirmation by the nominees that they are prepared to stand for election
14. The Hon. Secretary shall maintain a true record of all proceedings at each/every Meeting and by way of e-mail communicate such minutes to members and conduct



1. The Association shall be named the Saltash and District Chamber of Commerce.

2. The aim of the Association shall be:-

- (a) To promote the feeling of goodwill between traders/professionals generally
- (b) To further and protect the interest of traders/professionals within the Saltash and District, and of members in particular
- (c) To discuss any matter affecting the interests of such traders etc. and to take such action thereon whether local or Parliamentary or otherwise as may be conducive to the welfare of the general body of traders and professions etc.
- (d) To promote by all possible means any measure for the advancement of the general interests of the town of Saltash and District
- (e) To be proactive with other organisations which exist within Saltash and District that enable the promotion/enhancement of members interests
- (e) To provide a facility for promotion of trade within Saltash and District
- (f) To keep members up to date on matters that potentially will have an impact on their trade/business

### 3. MEMBERSHIP

(a) FULL MEMBERSHIP - Entitles members to access all facilities of the Chamber as shall be determined at time to time by the Committee and to be able to vote at all/any meetings of the Association

(b) ASSOCIATE MEMBERSHIP - Entitles members to limited facilities of the Chamber as shall be determined at time to time by the Committee and will have no voting power at any/all meetings of the Association nor will



be eligible to be a member of the Committee

(c) Membership shall be open to any individual, company, partnership, association or professional practice which carries out trade, business or professional representation in the town and/or its surrounding district or represents either in part or in whole the business interests of Saltash and the surrounding district. Application shall be made for membership on the requisite form prescribed by the Committee from time to time and give such undertakings as may be required by them from time to time. Such application must be proposed and seconded by two members of the Association and such application discussed and voted upon by the Committee hereinafter referred to no later than the second Committee Meeting after the receipt of such application.

The Committee may reject any application without explanation.

4. The Membership subscription shall be such amount as is fixed by the Association from

time to time at its Annual General Meeting, or such other general meeting that is called

to consider such, subject as follows:-

(a) The subscription shall be payable on the First day of November in each year

(b) Subscriptions of Members joining at or after the Annual General Meeting in the year shall cover Membership from the First day of November to the following year

(c) Members whose subscriptions have not been paid by the First day of January shall after having been given a further twenty one days written notice shall cease to be

Members

(d) Those whose Membership has lapsed may rejoin during the same year without loss

of continuity on payment of a rejoining fee which shall be determined from time to time by the Committee

5. A Member wishing to withdraw from the Association shall give written notice to the

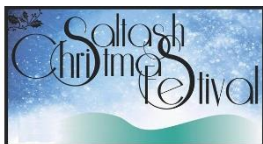


which may be regarded as being to the detriment of another member of the Association

20 Changes to this Constitution can be made at the Annual general meeting or at an Extraordinary General Meeting if required

21. If the Chamber should enter dissolution then any assets should be either vested in a like minded organisation to continue the aims of the Chamber Of Commerce, or with Saltash Heritage to maintain the History of the Chamber of Commerce.

This CONSTITUTION was agreed at the Annual General Meeting dated 1st October 2012



SALTASH CHRISTMAS FESTIVAL COMMITTEE  
c/o SALTASH CHAMBER OF COMMERCE

Saturday 3rd December, 2022

## REPORT TO SALTASH TOWN COUNCIL

The volunteer team at the Saltash Chamber of Commerce that organises and delivers the Saltash Christmas Festival is delighted to celebrate another successful event, bringing the community together in the retail heart of the town.

Total expenditure on the Festival amounts to just under £9,000. This is a large sum for the Chamber to raise, so we are extremely grateful to the Town Council for their grant of £1,500. Saltash Scrapstore was our other major sponsor this year, with a donation of £2,000 to cover the Lantern Parade and the sale of goods at the Pop-up Christmas shop organised by Scrapstore volunteers raising over £1,200.

It was the logos of the Chamber, Town Council and Scrapstore that featured on the poster and leaflets:





### **Christmas Market 1pm – 7pm**

The market proved to be extremely popular with exhibitors as well as the general public, with spaces selling out by the beginning of October, generating over £2,000 in income for the Festival.

### **Santas on Bikes 1pm**

Over 200 Santas on Bikes parked up on Fore Street in their annual ride to Little Harbour Children's Hospice. A total of £5,600 was raised for the charity.

### **Santa Fun Run 2pm**

Excellent organisation from Tamar Trotters Running Club ensured that the town's second Santa Fun Run was another jolly success, with 200 Santas running across the Tamar Bridge and back.

### **Pop-up Carols 5pm**

Collaboration with Redeemer Church delivered an outdoor Pop-up Carol Service, which was greatly enjoyed by all. A QR code linking to carol song sheets publicised on social media meant we could reduce the number of paper copies printed. Redeemer Church also delivered a popular Treasure Hunt with clues in Fore Street shops.

### **Lantern Parade**

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 primary schools, delivering an opportunity to spread the word about Scrapstore's efforts to minimise the amount going to landfill. The Parade was led by a blue and yellow Dove of Peace, carried by members of Saltash Wesley Youth Club and Ukrainians living in Saltash, who had made the lantern together in a workshop at the Church. The 'Saltash Bull', made before Covid, made a welcome reappearance, carried by submariners from HMS Drake.

### **Fireworks**

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

### **Window Dressing Competition**

Children from Saltash primary schools judged the window dressing competition, with the Chamber Cup being presented to Eclectic Interiors and the Children's Champion trophy going to West Country Embroidery.

## Post on Facebook following the Festival:

Another HUGE thank you to those who contributed to this year's Saltash Christmas Festival, from sponsors, supporters, funders, stall holders, and of course all of you for purchasing raffle tickets (which really do help fund the event!)

The Saltash Christmas Festival would not be possible without the grants from Saltash Town Council and Cornwall Council, as well as donations from Saltash Scrapstore, sponsorship from All Home Improvements Cornwall, Carlton Plastics - SW Ltd, The Bookshelf.

In addition to our sponsors and funders, the Saltash Christmas Festival 2022 wouldn't happen without the countless hours of donated time, energy, and support from many supporting organisations and people:

- ❤️ Saltash Chamber of Commerce members (for delivering the event)
- 👉 Tamar Trotters Running Club Saltash (for the Saltash Santa Fun Run 2022)
- 👉 Saltash Air Cadets (in supporting raffle sales and event stewarding and hosting the lanterns)
- 💚 Redeemer Church:Saltash (for the pop up carol singing and Treasure Hunt)
- 💙 Community Enterprises PL12 (for providing electric and housing the PA)
- 💜 FTaS Group Traffic Management (for road closures)
- 👉 Diverse Events CIC (for event support and production)
- 💙 Saltash Town Council (for use of the PA system)
- ❤️ Devon and Cornwall Cycle Marshals (for marshalling support)