



# ***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)  
8 May 2024

Dear Councillor

I write to summon you to the **Meeting of Policy and Finance Committee** to be held at the Guildhall on **Tuesday 14th May 2024 at 6.30 pm.**

The meeting is open to members of the public and press. Any member of the public requiring to put a question to the Town Council must do so by **12 noon the day before the meeting** either by email to [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk) or via The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX.

Yours sincerely,

S Burrows  
Town Clerk/ RFO

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	S Miller B Samuels B Stoyel D Yates

## Agenda

1. To elect a Chairman.
2. To elect a Vice Chairman.
3. Health and Safety Announcements.
4. Apologies.
5. Declarations of Interest:
  - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
  - b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
6. Public Questions - A 15-minute period when members of the public may ask questions of the Town Council.  
Please note: Any member of the public requiring to put a question to the Town Council must do so by email or via The Guildhall **no later than 12 noon the day before the meeting.**  
  
Members of the public are advised to review the Receiving Public Questions, Representations and Evidence at Meetings document prior to attending the meeting.
7. To receive and approve the minutes of the Policy and Finance Committee held on 12th March 2024 as a true and correct record. (Pages 5 - 15)
8. To note that all accounts and bank accounts are reconciled up to March 2024.
9. To note that petty cash is reconciled up to April 2024.
10. To receive and note a report on VAT. (Page 16)
11. To receive a report on investments and consider any actions and associated expenditure. (Page 17)
12. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Finance in line with the Councils Financial Regulations. There are no discrepancies to report.
13. To receive the current STC Committee budget statements and consider any actions and associated expenditure. (Pages 18 - 29)
14. To receive a report from the Finance Officer and consider any actions and associated expenditure. (Pages 30 - 44)

15. To receive a report on insurance claims and consider any actions and associated expenditure.
16. To receive the Town Clerks report on delegated authority to spend and consider any actions and associated expenditure.
17. To consider Risk Management reports as may be received.
18. To receive Saltash Town Council Draft Brand Guidelines and Appendices and consider any actions and associated expenditure. (Pages 45 - 86)
19. To receive a report on the Delivery of Professional Youth Work Tenders in Saltash and consider any actions and associated expenditure. (Pages 87 - 90)
20. To receive and note a report on the authorisation of the use of Town Seals and Modern Logo. (Page 91)
21. To consider Festival Fund applications:
  - a. FF122 Songs and Shanties Festival; (Pages 92 - 124)
  - b. FF123 Tincombe Tea Party; (Pages 125 - 147)
  - c. FF124 Saltash Regatta. (Pages 148 - 166)
22. To consider Community Chest Applications:
  - a. CC271 Saltash Bowls Club. (Pages 167 - 196)
23. To receive reports on funding awarded and consider any actions and associated expenditure.
  - a. CC269 Saltash Football Club (Pages 197 - 198)  
**(Pursuant to P&F held on 12.03.2023 minute nr. 181/23/24)**
  - b. FF120 Saltash Music, Speech and Drama Festival (Page 199)
24. To receive and note the revised constitution from Saltash Youth Network. (Pages 200 - 206)
25. To receive reports from Working Groups and Outside Bodies:
  - a. Neighbourhood Plan Steering Group;

b. Saltash Team For Youth;

c. Section 106 Panel. (Pages 207 - 208)

26. Public Bodies (Admission to Meetings) Act 1960:

To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

27. To consider any items referred from the main part of the agenda.

28. Public Bodies (Admission to Meetings) Act 1960:

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

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

Date of Next Meeting: Tuesday 9 July 2024 at 6.30 pm



## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 12th March 2024 at 6.30 pm**

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

**ALSO PRESENT:** H Frank (Trustee Cornwall International Choral Festival; Treasurer Saltash May Fair), S Burrows (Town Clerk / RFO) and M Thomas (Senior Policy and Data Compliance Officer)

**APOLOGIES:** J Brady, S Gillies, M Griffiths, S Martin, S Miller (Chairman) and D Yates.

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#### **162/23/24 TO APPOINT A VICE CHAIRMAN**

The Chairman informed Members that he wished to appoint a Vice Chairman for this meeting only.

It was proposed by Councillor P Samuels, seconded by Councillor Stoyel and **RESOLVED** to appoint Councillor Mortimore as Vice Chairman for this meeting only.

#### **163/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **164/23/24 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.

<b>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary/Non-Pecuniary</b>	<b>Reason</b>	<b>Left Meeting</b>
S Lennox-Boyd	19b	Non-Pecuniary	President of Saltash United FC	Yes
P Samuels	19c	Non-Pecuniary	Hosts show on Saltash Radio	Yes

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

None.

**165/23/24     QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None received.

**166/23/24     TO RECEIVE AND APPROVE THE MINUTES OF THE EXTRAORDINARY POLICY AND FINANCE COMMITTEE HELD ON 27TH FEBRUARY 2024 AS A TRUE AND CORRECT RECORD.**

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

It was proposed by Councillor P Samuels, seconded by Councillor Foster and **RESOLVED** that the minutes of the Policy and Finance Committee held on 27<sup>th</sup> February 2024 were confirmed as a true and correct record.

**167/23/24     TO NOTE THAT ALL ACCOUNTS AND BANK ACCOUNTS ARE RECONCILED UP TO JANUARY.**

It was **RESOLVED** to note.

**168/23/24     TO NOTE THAT PETTY CASH IS RECONCILED UP TO FEBRUARY.**

It was **RESOLVED** to note.

**169/23/24     TO RECEIVE AND NOTE A REPORT ON VAT.**

The Town Clerk highlighted to Members that HMRC have introduced a new policy where they pay interest on VAT repayments where payment has been delayed. The report is contained and circulated in the reports pack.

It was **RESOLVED** to note.

**170/23/24     TO RECEIVE AND NOTE A REPORT ON INVESTMENTS.**

The Town Clerk provided Members an overview of the report contained and circulated in the reports pack.

The Town Clerk asked Members to note the limit of investment and percentage rate to assist with agenda item 12 point 1 (investing funds for precept).

It was **RESOLVED** to note.

**171/23/24     TO NOTE THAT AN AUDIT ON RECENT SUPPLIER PAYMENTS WAS CONDUCTED BY THE CHAIRMAN OF POLICY & FINANCE IN LINE WITH THE COUNCILS FINANCIAL REGULATIONS. THERE ARE NO DISCREPANCIES TO REPORT.**

It was **RESOLVED** to note.

**172/23/24     TO RECEIVE THE CURRENT STC COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. Note the budget statements;
2. Vire the remaining funds at the end of the year against budget code 6661 Finance Consultancy Fee to the 2024/25 budget code not General Reserves;
3. Refer to the Burial Authority to review the overspend against budget code 6004 General Site Maintenance (-£330).

**173/23/24     TO RECEIVE A REPORT FROM THE FINANCE OFFICER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. Note the report from the Finance Officer;
2. Approve the allocation of the first instalment of the Precept 2024/25 £694,109 in the Nationwide 95 Day Notice Deposit account;

3. Approve delegated authority to the Responsible Finance Officer and Finance Officer to investigate the cost of a new card reader terminal for the Library Hub and purchase within the available budget 6921 IT and Office Cost.

**174/23/24     TO RECEIVE A REPORT ON THE TOWN COUNCIL FLEET INSURANCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor P Samuels, seconded by Councillor Foster and **RESOLVED** to ratify the Town Clerk and Finance Officers delegated authority to appoint James Hallam Council Guard to insure the Town Council vehicles for the year 2024/25 at a cost of £2,758.56 including applicable taxes, allocated to budget code 6205 Insurance.

**175/23/24     TO RECEIVE THE TOWN CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor P Samuels, seconded by Councillor Dent and **RESOLVED** to ratify the Town Clerks delegated spend up to £2,000+ VAT allocated to budget code 6214 Health & Safety.

**176/23/24     TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**177/23/24     TO RECEIVE THE EVENTS AND HIRE OF TOWN COUNCIL PREMISES POLICY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor P Samuels, seconded by Councillor Bickford and resolved to **RECOMMEND** the Hire of Town Council Premises and Events Policy to Full Council to be held on 4<sup>th</sup> April 2024 (as attached).

**178/23/24     TO RECEIVE AND CONSIDER RECOMMENDATIONS FROM THE PERSONNEL COMMITTEE HELD ON 29TH FEBRUARY 2024.**

The Chairman of the Personnel Committee was not present at the meeting.

The Chairman asked the Town Clerk to inform Members of the Personnel Committee recommendations by reading the recommendations therein.

Personnel Committee held on 29<sup>th</sup> February 2024:

**RECOMMENDATION 1:**

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

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

Members asked various questions.

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

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

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

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

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

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

## **RECOMMENDATION 2:**

### **81/23/24 TO RECEIVE REPORTS ON STAFF TRAINING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:**

#### **a. Training Budget**

It was **RESOLVED** to note.

#### **b. Training Attended**

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

It was **RESOLVED** to note.

#### **c. Training requests**

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

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

It was proposed by Councillor Stoyel, seconded by Councillor Mortimore and **RESOLVED** to approve the Finance Officer to attend the Local Government Association Employer Role training on the 16<sup>th</sup> April at a cost of £250+VAT allocated to budget code 6656 Staff Training.

## **RECOMMENDATION 3:**

### **86/23/24 TO RECEIVE A REPORT ON BRIGHTPAY SOFTWARE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. Purchase an annual licence for BrightPay 2024/25 at a cost of £289+VAT;
2. Purchase BrightPay Connect at a cost of 0.65p+VAT per employee per month;

3. **RECOMMEND** to the Policy and Finance Committee held on 12th March that the associated cost be allocated to budget code 6305 Finance Software due to the function moving back in-house.

It was proposed by Councillor P Samuels, seconded by Councillor Stoyel and **RESOLVED** to allocate the associated costs for bringing the BrightPay software function back in house to budget code 6305 Finance Software.

#### **RECOMMENDATION 4:**

89/23/24 TO REVIEW ROSEVALE ACCOUNTANTS FINANCE SERVICE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

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

The Town Clerk advised Members of an update to the existing finance agreement with Rosevale Accountants that has been notified to all Members of the Personnel Committee by email.

Due to a change in Rosevale Accountants billing system the finance agreement has been terminated with immediate effect. The Finance Officer will undertake year-end and AGAR work in-house.

To allow the Finance Officer to undertake this work, the Personnel Committee agreed by email that Rosevale Accountants continue to operate the payroll on a temporary basis up to and including June 2024 at a cost of £10 + VAT per employee to process the payroll on BrightPay and £12+VAT per employee to manage BrightHR allocated to budget code 6661 Finance Consultancy.

The purchase of an annual licence for BrightPay will take place prior to payroll moving back in-house (recommendation 3 approved – minute 178/23/24).

It was proposed by Councillor Bullock, seconded by Councillor B Samuels and **RESOLVED** that Rosevale Accountants continue to operate the payroll on a temporary basis up to and including June 2024 at a cost of £10+VAT per employee and to manage BrightHR at a cost of £12+VAT per employee, allocated to budget code 6661 Finance Consultancy Fees.

**179/23/24     TO RECEIVE AND NOTE A REPORT ON FREEDOM OF INFORMATION AND GDPR SUBJECT ACCESS REQUESTS.**

It was **RESOLVED** to note.

**180/23/24     TO CONSIDER FESTIVAL FUND APPLICATIONS:**

Councillor Bickford informed Members that the application does not meet the criteria of the Festival Fund Grant. The application complies with the Community Chest Grant.

It was proposed by Councillor Bickford, seconded by Councillor Dent and **RESOLVED** to consider the application from Cornwall International Male Choral Festival under the Community Chest Grant.

Application Number	Organisation	Amount Requested
FF120	Cornwall International Male Choral Festival	£300

It was proposed by Councillor Mortimore, seconded by Councillor Bickford and **RESOLVED** to award £300.

Application Number	Organisation	Amount Requested
FF121	Saltash May Fair	£5,000

It was proposed by Councillor Foster, seconded by Councillor Peggs and **RESOLVED** to award £5,000.

Members recognised difficult times and wished to show their thanks to the May Fair committee for their continuous work and commitment to ensure a festival comes to fruition in our town for all to enjoy.



**181/23/24     TO RECEIVE REPORTS ON FUNDING AWARDED AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:**

a. CC264 Friends of Summerfield

It was **RESOLVED** to note.

Councillor Lennox-Boyd declared an interest in the next item and left the meeting.

b. CC269 Saltash Football Club

It was proposed by Councillor P Samuels, seconded by Councillor Stoyel and **RESOLVED** to note the updated report on the project and delegate to the Receptionist to obtain a further report on the progress of the project to be received at the Policy and Finance meeting held on 14<sup>th</sup> May 2024.

Councillor Lennox -Boyd was invited and rejoined the meeting.

Councillor P Samuels declared an interest in the next item and left the meeting.

Councillor Mortimore in the Chair.

c. CC270 Saltash Radio

It was **RESOLVED** to note.

Councillor P Samuels was invited and rejoined the meeting.

Councillor P Samuels in the Chair.

d. FF119 Christmas Festival 2023

It was **RESOLVED** to note.

Members wished to thank all organisations for their commitment to various work and events under the remit of the Community Chest and Festival Fund awarded grants.

**182/23/24     TO RECEIVE AND NOTE QUARTERLY REPORTS FOR THE COMMISSIONING OF PROFESSIONAL YOUTH WORK IN SALTASH:**

a. The Core

The Town Clerk advised Members that The Core has previously reported up to the end of the funding year so there was no report to be received at this meeting.

b. Livewire

It was **RESOLVED** to note.

**183/23/24     TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:**

a. Neighbourhood Plan Steering Group

Nothing to report.

b. Saltash Team for Youth

It was proposed by Councillor Mortimore, seconded by Councillor Bullock and **RESOLVED** to note the report and look to better publish the grants awarded for professional youth work in line with the Town Council Communications Strategy.

c. Section 106 Panel

Nothing to report.

**184/23/24     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.

**185/23/24     TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**186/23/24     PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**187/23/24     TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

**188/23/24     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 Stoyel and **RESOLVED** to issue the following press and social media release:

1. Community Chest and Festival Fund grants awards.

**DATE OF NEXT MEETING**

Tuesday 14 May 2024 at 6.30 pm

Rising at: 7.36 pm

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

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

## **To receive a report on VAT**

VAT Return for the period 1<sup>st</sup> January 2024 – 31<sup>st</sup> March 2024 was submitted on 3rd May 2024. The refund amount was £20,614.70 and due to be received in the next few days.

The next VAT Return for the period 1<sup>st</sup> April 2024 – 30<sup>th</sup> June 2024 is due on 7<sup>th</sup> August 2024.

**End of Report**  
*Finance Officer*

## To receive and note a report on investments

<b>Investment Description</b>	<b>Amount</b>	<b>Limit of Investment</b>	<b>Required Period to Withdraw</b>	<b>Maturity Date</b>	<b>Percentage Rate</b>
CCLA Public Sector Deposit Fund	£500,000	£500,000	Next Day	N/A	5.22% - April 2024
Barclays Active Saver	£156,335	£500,000	Instant	N/A	1.50% - December 2023
Nationwide 95 day Notice Account – Issue 11	£500,650	£1,000,000	95 days' notice	N/A	4.30% - January 2024
Cornwall Council Deposit Fund	£979,590	£1,000,000	Before 9:30am, same day. After 9:30am, next day	N/A	5.00% - April 2024
Lloyds Fixed Term Deposit Account (12 months)	£340,000	£500,000	12 months investment	3 <sup>rd</sup> November 2024	3.60% Fixed 12 months

The precept payment of £694,109 was received from Cornwall Council in April 2024. Monies have been invested/transferred as follows:

### **Nationwide 95 Day Notice Deposit**

- £500,000 (long term investment)

### **Barclays Active Saver**

- £85,000 (short term investment, plan to use very soon for Library curtain wall & Guildhall external maintenance)

### **Barclays E-Payments (Business Current account)**

- £109,109 (equates to 1 month expenditure and salaries)

*Finance Officer*  
**End of Report**

Account	Actual 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Operating Income										
Total Operating Income										
Burial Authority Income	16,994	0	0	22,862	18,455	4,407	13,004	13,954	14,972	16,065
Burial Board Income	14,418	0	0	11,621	7,813	3,808	9,941	10,667	11,445	12,281
P&F Income	28,014	0	0	8,362	73,263	(64,901)	37,140	37,140	37,140	37,140
Guildhall Income	2,262	0	0	10,750	2,173	8,577	2,625	2,816	3,023	3,243
Library Income	2,485	0	0	1,868	1,725	143	1,550	1,664	1,788	1,921
Maurice Huggins Income	1,189	0	0	1,000	938	63	810	869	933	1,001
Station Income	3,820	0	0	15,500	5,226	10,274	8,075	8,665	9,298	9,978
Service Delivery Income	17,683	0	0	28,900	26,254	2,646	24,840	14,404	15,562	16,529
Total Total Operating Income	86,866	0	0	100,863	135,848	(34,985)	97,985	90,179	94,161	98,158
Total Operating Income	86,866	0	0	100,863	135,848	(34,985)	97,985	90,179	94,161	98,158
Operating Expenditure										
Operating Expenditure										
Burial Authority Expenditure	23,753	0	1,025	25,143	24,878	1,290	25,878	15,515	5,173	5,552
Burial Authority Staffing Expenditure	7,556	0	(9,472)	9,472	0	0	0	0	0	0
Burial Board Expenditure	1,722	0	(500)	6,387	3,557	2,330	7,232	7,759	8,325	8,933
Burial Board Staffing Expenditure	18,309	0	(22,102)	22,102	0	0	0	0	0	0
P&F Expenditure	137,929	0	6,722	216,184	168,522	54,384	247,879	236,386	252,902	270,744
P&F Staffing Expenditure	290,631	0	33,257	329,561	345,774	17,044	365,274	397,407	426,537	457,805
Guildhall Expenditure	28,672	0	0	52,978	34,134	18,844	47,191	50,633	54,332	58,301
Guildhall Staffing Expenses	22,928	0	1,660	38,405	26,368	13,697	57,334	60,226	63,265	66,457
Library Expenditure	42,216	0	4,005	82,062	65,446	20,621	88,059	94,493	101,398	108,807
Library Staffing Expenses	131,778	0	10,875	139,434	144,456	5,853	172,760	181,479	190,640	200,265
Maurice Huggins Expenses	1,362	0	(252)	5,544	3,099	2,193	5,935	5,368	5,761	6,181
Station Expenditure	13,578	0	0	28,761	12,373	16,388	31,792	34,472	36,814	39,325
Station Staffing Expenses	0	0	(1,411)	1,411	0	0	0	0	0	0
Service Delivery Expenditure	74,261	0	(11,574)	107,236	82,506	13,156	126,953	142,524	153,308	164,921
Service Delivery Staffing Expenditure	213,436	0	39,246	233,916	224,846	48,316	301,556	322,067	338,934	356,717
Personnel Expenditure	15,013	0	2,700	11,975	13,959	716	12,015	12,875	13,797	14,787
Total Operating Expenditure	1,023,144	0	54,179	1,310,571	1,149,918	214,832	1,489,858	1,561,204	1,651,186	1,758,795
Total Operating Expenditure	1,023,144	0	54,179	1,310,571	1,149,918	214,832	1,489,858	1,561,204	1,651,186	1,758,795
Total Operating Surplus/ (Deficit)										
(936,278) 0 (54,179) (1,209,708) (1,014,070) (249,817) (1,391,873) (1,471,025) (1,557,025) (1,660,637)										
EMF Expenditure										
Burial Authority EMF Expenditure	2,264	26,571	(2,225)	0	2,882	21,464	1,500	1,500	1,500	1,500
Burial Board EMF Expenditure	0	18,086	(2,300)	0	15,763	23	3,000	3,000	3,000	3,000
P&F EMF Expenditure	28,344	214,552	89,047	29,418	165,057	167,960	4,381	15,000	10,000	10,000
Guildhall EMF Expenditure	7,290	63,303	13,660	20,739	1,415	96,287	0	6,500	6,500	6,500
Library EMF Expenditure	12,911	264,065	(13,923)	10,000	76,056	184,086	15,550	591	1,635	682
Maurice Huggins EMF Expenditure	0	820	252	0	0	1,072	1,000	1,000	1,000	1,000
Station EMF Expenditure	35,286	83,331	(2,035)	0	2,458	78,838	0	0	0	0
Service Delivery EMF Expenditure	21,636	126,846	109,011	37,207	51,998	221,066	50,798	83,000	83,000	83,000
Personnel EMF Expenditure	2,019	7,941	6,000	685	9,910	4,716	15,000	0	0	0
Total EMF Expenditure	109,748	805,515	197,487	98,049	325,540	775,511	91,229	110,591	106,635	105,682
Total Overall Expenditure (Operational & EMF)										
1,132,892 805,515 251,666 1,408,620 1,475,457 990,344 1,581,087 1,671,795 1,757,821 1,864,477										
Total Overall Budget Surplus/ Defecit										
(1,046,026) (805,515) (251,666) (1,307,757) (1,339,609) (1,025,329) (1,483,102) (1,581,616) (1,663,660) (1,766,319)										

Notes

To/From Reserves & Budget Virements 2023/24

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

Burial Authority Committee - Burial Authority Budget 2023-24  
Saltash Town Council  
For the year ended 31 March 2024

Account	Actual 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Operating Income										
Burial Authority Income										
4612 BA Cemetery Fees (Churchtown)	16,411	0	0	21,862	17,505	4,357	12,104	12,988	13,936	14,953
4614 BA Memorial Bench Income (Churchtown)	583	0	0	1,000	950	50	900	966	1,036	1,112
Total Burial Authority Income	16,994	0	0	22,862	18,455	4,407	13,004	13,954	14,972	16,065
Total Operating Income	16,994	0	0	22,862	18,455	4,407	13,004	13,954	14,972	16,065
Operating Expenditure										
Burial Authority Expenditure										
6000 BA Petrol	126	0	0	378	117	261	406	436	467	502
6001 BA Machinery Maintenance Costs	0	0	0	275	121	154	296	318	341	366
6003 BA Health & Safety	0	0	0	55	0	55	60	64	69	74
6004 BA General Site Maintenance	557	0	1,525	613	2,132	6	658	706	758	813
6005 BA Fire Extinguishers	41	0	0	90	0	90	97	104	112	120
6008 BA Tree Survey & Tree Maintenance	818	0	(500)	791	0	291	849	911	977	1,049
6009 BA Electricity Costs	230	0	0	690	396	294	394	423	454	487
6010 BA PWLB Loan Repayment & Interest	21,385	0	0	21,385	21,385	0	21,385	10,692	0	0
6011 BA Water	0	0	(48)	364	0	316	391	420	450	483
6012 BA Memorial Bench (Expenditure)	147	0	0	0	187	(187)	751	806	865	928
6013 BA Security Alarm Maintenance	159	0	0	173	164	9	186	200	214	230
6014 BA Cemetery Software Subscription	288	0	48	329	377	0	405	435	466	500
Total Burial Authority Expenditure	23,753	0	1,025	25,143	24,878	1,290	25,878	15,515	5,173	5,552
Burial Authority Staffing Expenditure										
Burial Authority Staffing Expenses	62	0	(296)	296	0	0	0	0	0	0
6666 ST BA Staff Training (Churchtown)	0	0	(227)	227	0	0	0	0	0	0
Burial Authority Staffing Costs	7,494	0	(8,949)	8,949	0	0	0	0	0	0
Total Burial Authority Staffing Expenditure	7,556	0	(9,472)	9,472	0	0	0	0	0	0
Total Operating Expenditure	31,309	0	(8,447)	34,615	24,878	1,290	25,878	15,515	5,173	5,552
Total Burial Authority Operating Expenditure	31,309	0	(8,447)	34,615	24,878	1,290	25,878	15,515	5,173	5,552
Total Burial Authority Operating Surplus/ (Deficit)	(14,314)	0	8,447	(11,753)	(6,423)	3,117	(12,874)	(1,561)	9,799	10,513
Burial Authority EMF Expenditure										
6070 BA EMF Churchtown Cemetery Capital Works	1,464	6,204	0	0	2,279	3,925	1,500	1,500	1,500	1,500
6071 BA EMF Replace Machinery & Equipment	0	14,967	(1,025)	0	127	13,815	0	0	0	0
6073 BA EMF Memorial Garden	800	4,200	0	0	476	3,724	0	0	0	0
6692 ST BA EMF Staff Contingency (Churchtown)	0	1,200	(1,200)	0	0	0	0	0	0	0
Total Burial Authority EMF Expenditure	2,264	26,571	(2,225)	0	2,882	21,464	1,500	1,500	1,500	1,500
Total Burial Authority Expenditure (Operational & EMF)	33,573	26,571	(10,672)	34,615	27,760	22,754	27,378	17,015	6,673	7,052
Total Burial Authority Budget Surplus/ Deficit	(16,578)	(26,571)	10,672	(11,753)	(9,305)	(18,347)	(14,374)	(3,061)	8,299	9,013

To/From Reserves & Budget Virements 2023/24

1. Virement from General Reserves to Burial Authority Staffing Costs - £56 - PE 99/22/23
2. Virement from General Reserves to 6692 ST BA EMF Staff Contingency (Churchtown) - £2,874 - FTC 58/23/24
3. Virement from 6615 ST BA Cemetery Warden Gross Pay to 6618 ST SE Services Delivery Gross Pay - £7,038 - BA 24/23/24
4. Virement from 6616 ST BA Cemetery Warden Empers NI to 6619 ST SE Services Delivery Empers NI - £595 - BA 24/23/24
5. Virement from 6617 ST BA Cemetery Warden Empers Pension to 6620 ST SE Services Delivery Empers Pension - £1,372 - BA 24/23/24
6. Virement from 6663 ST BA Cemetery Staff Clothing (Churchtown) to 6673 ST SE Services Delivery Clothing - £59 - BA 24/23/24
7. Virement from 6664 ST BA Cemetery Staff Mobile Phones (Churchtown) to 6674 ST SE Services Delivery Mobiles - £203 - BA 24/23/24
8. Virement from 6665 ST BA Staff Travelling Costs (Churchtown) to 6675 ST SE Services Delivery Staff Travelling Expenses - £34 - BA 24/23/24
9. Virement from 6666 ST BA Staff Training (Churchtown) to 6676 ST SE Services Delivery Staff Training - £227 - BA 24/23/24
10. Virement from 6692 ST BA EMF Staff Contingency (Churchtown) to 6700 ST SE Services Delivery Staff Contingency - £4,074 - BA 24/23/24
11. Virement from 6071 BA EMF Replace Machinery & Equipment to 6004 BA General Site Maintenance - £525 - BA 24/23/24
12. Virement from 6011 BA Water to 6014 BA Cemetery Software Subscription - 48 - BA 24/23/24
13. Virement from 6071 BA EMF Replace Machinery & Equipment to 6004 BA General Site Maintenance - £500 - BA 33/23/24
14. Virement from 6008 BA Tree Survey & Tree Maintenance to 6004 BA General Site Maintenance - £500 - BA 5/24/25
15. 6012 BA Memorial Bench (Expenditure) -£187 offset by income 4614 BA Memorial Bench Income £950

Account	Actual 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
<b>Burial Board Operating Income</b>										
<b>Burial Board Income</b>										
4600 BB Cemetery Fees (St. Stephens)	13,833	0	0	11,000	7,185	3,815	8,863	9,510	10,204	10,949
4605 BB SLA Payment Grass Cutting	585	0	0	621	628	(7)	628	674	723	776
4607 BB Memorial Bench Income (St Stephens)	0	0	0	0	0	0	450	483	518	556
<b>Total Burial Board Income</b>	<b>14,418</b>	<b>0</b>	<b>0</b>	<b>11,621</b>	<b>7,813</b>	<b>3,808</b>	<b>9,941</b>	<b>10,667</b>	<b>11,445</b>	<b>12,281</b>
<b>Total Burial Board Operating Income</b>	<b>14,418</b>	<b>0</b>	<b>0</b>	<b>11,621</b>	<b>7,813</b>	<b>3,808</b>	<b>9,941</b>	<b>10,667</b>	<b>11,445</b>	<b>12,281</b>
<b>Burial Board Operating Expenditure</b>										
<b>Burial Board Expenditure</b>										
6100 BB Petrol	295	0	0	504	272	232	541	580	623	668
6101 BB Machinery Maintenance Costs	0	0	(250)	716	94	372	769	825	885	950
6103 BB Health & Safety	0	0	0	110	0	110	119	128	137	147
6104 BB General Site Maintenance	56	0	(250)	1,410	541	619	1,513	1,623	1,742	1,869
6108 BB Tree Survey & Tree Maintenance	1,370	0	0	3,647	2,650	997	3,914	4,200	4,506	4,835
6109 BB Memorial Bench (Expenditure)	0	0	0	0	0	0	376	403	432	464
<b>Total Burial Board Expenditure</b>	<b>1,722</b>	<b>0</b>	<b>(500)</b>	<b>6,387</b>	<b>3,557</b>	<b>2,330</b>	<b>7,232</b>	<b>7,759</b>	<b>8,325</b>	<b>8,933</b>
<b>Burial Board Staffing Expenditure</b>										
Burial Board Staff Expenses	145	0	(691)	691	0	0	0	0	0	0
6670 ST BB Staff Training (St. Stephens)	0	0	(530)	530	0	0	0	0	0	0
Burial Board Staffing Costs	18,164	0	(20,881)	20,881	0	0	0	0	0	0
<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>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Burial Board Operating Expenditure</b>	<b>20,031</b>	<b>0</b>	<b>(22,602)</b>	<b>28,489</b>	<b>3,557</b>	<b>2,330</b>	<b>7,232</b>	<b>7,759</b>	<b>8,325</b>	<b>8,933</b>
<b>Total Burial Board Operating Expenditure</b>	<b>20,031</b>	<b>0</b>	<b>(22,602)</b>	<b>28,489</b>	<b>3,557</b>	<b>2,330</b>	<b>7,232</b>	<b>7,759</b>	<b>8,325</b>	<b>8,933</b>
<b>Total Burial Board Operating Surplus/ (Deficit)</b>	<b>(5,613)</b>	<b>0</b>	<b>22,602</b>	<b>(16,868)</b>	<b>4,256</b>	<b>1,478</b>	<b>2,709</b>	<b>2,908</b>	<b>3,120</b>	<b>3,348</b>
<b>Burial Board EMF Expenditure</b>										
6170 BB EMF Repairs to Cemetery Wall	0	15,286	500	0	15,763	23	3,000	3,000	3,000	3,000
6693 ST BB EMF Staff Contingency (St Stephens)	0	2,800	(2,800)	0	0	0	0	0	0	0
<b>Total Burial Board EMF Expenditure</b>	<b>0</b>	<b>18,086</b>	<b>(2,300)</b>	<b>0</b>	<b>15,763</b>	<b>23</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>19,320</b>	<b>2,353</b>	<b>10,232</b>	<b>10,759</b>	<b>11,325</b>	<b>11,933</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>(11,506)</b>	<b>1,454</b>	<b>(291)</b>	<b>(92)</b>	<b>120</b>	<b>348</b>

- To/From Reserves & Budget Virements**
1. Virement from General Reserves to Burial Board Staffing Costs - £131 - PE 99/22/23
  2. Virement from General Reserves to 6693 ST BB EMF Staff Contingency (St. Stephens) - £6,030 - FTC 58/23/24
  3. Virement from 6624 ST BB Cemetery Staff Gross Pay (St Stephens) to 6618 ST SE Services Delivery Gross Pay - £16,422 - BB 5/23/24
  4. Virement from 6625 ST BB Cemetery – Employers NI to 6619 ST SE Services Delivery Employers NI - £1,387 - BB 5/23/24
  5. Virement from 6626 ST BB Cemetery Staff – Employers Pension (St. Stephens) to 6620 ST SE Services Delivery Employers Pension - £3,203 - BB 5/23/24
  6. Virement from 6667 ST BB Cemetery Staff – Clothing (St. Stephens) to 6673 ST SE Services Delivery – Clothing - £138.00 - BB 5/23/24
  7. Virement from 6668 ST BB Cemetery Staff – Mobiles (St. Stephens) to 6674 ST SE Services Delivery – Mobiles - £473.00 - BB 5/23/24
  8. Virement from 6669 ST BB Staff Travelling Expenses (St. Stephens) to 6675 ST SE Services Delivery Staff Travelling Expenses - £80.00 - BB 5/23/24
  9. Virement from budget code 6670 ST BB Staff Training (St. Stephens) to 6676 ST SE Services Delivery Staff Training - £530.00 - BB 5/23/24
  10. Virement from budget code 6693 ST BB EMF Staff Contingency (St. Stephens) to 6700 ST SE Services Delivery Staff Contingency - £8,830.00 - BB 5/23/24
  11. Virement from 6101 BB Machinery Maintenance to 6170 BB EMF Repairs to Cemetery Wall - £250 - BB 20/23/24
  12. Virement from 6104 BB General Maintenance to 6170 BB EMF Repairs to Cemetery Wall - £250 - BB 20/23/24



Account	Actual 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
P&F Operating Income										
P&F Income										
4901 PF Bank Interest Received	27,789	0	0	8,362	72,874	(64,512)	37,140	37,140	37,140	37,140
4908 PF Misc Income	225	0	0	0	390	(390)	0	0	0	0
Total P&F Income	28,014	0	0	8,362	73,263	(64,901)	37,140	37,140	37,140	37,140
Total P&F Operating Income	28,014	0	0	8,362	73,263	(64,901)	37,140	37,140	37,140	37,140
P & F Operating Expenditure										
P&F Expenditure										
6200 PF Bank Charges	845	0	1,647	1,220	1,590	1,277	1,866	2,002	2,148	2,305
6201 PF Audit	3,100	0	0	4,000	3,300	700	4,000	4,292	4,605	4,942
6202 PF Civic Occasions (including Road Closures)	5,764	0	0	5,354	1,498	3,856	6,500	6,975	7,484	8,030
6203 PF Mayors' Allowance	4,959	0	0	5,160	5,160	(0)	5,418	5,689	5,973	6,272
6204 PF Councillors' Allowance	1,391	0	0	3,663	1,374	2,289	2,952	3,100	3,255	3,417
6205 PF Insurance	14,913	0	0	24,367	16,824	7,543	26,146	28,055	30,103	32,300
6206 PF Youth Council	4,000	0	0	4,404	4,000	404	4,726	5,071	5,441	5,838
6208 PF Subscriptions	14,270	0	0	16,515	14,947	1,568	18,006	19,320	20,731	22,244
6210 PF Community Chest	4,704	0	0	10,000	1,080	8,920	10,000	10,000	10,000	10,000
6211 PF Website Maintenance	675	0	0	1,101	105	996	1,000	1,073	1,151	1,235
6213 PF Councillor Training & Expenses	623	0	0	3,019	773	2,246	3,019	3,239	3,476	3,730
6214 PF Health & Safety	5,117	0	0	8,258	7,705	553	8,861	9,508	10,202	10,947
6217 PF Data Protection	115	0	0	200	55	145	200	215	230	248
6220 PF Festival Fund	6,793	0	0	15,000	7,040	7,960	15,000	15,000	15,000	15,000
6221 PF Town Messenger	3,188	0	0	5,505	3,960	1,545	4,250	4,560	4,893	5,250
6222 PF Commissioning Youth Work	35,517	0	4,828	55,050	59,876	2	59,069	63,381	68,008	72,972
6224 PF Professional Costs	1,586	0	10,000	2,257	7,571	4,686	20,000	2,485	2,736	3,012
6227 PF Town Speakers PRS Licence	2,855	0	(947)	3,303	2,356	(0)	0	0	0	0
6229 PF CCTV Annual Maintenance	0	0	(6,907)	7,000	93	(0)	7,511	8,059	8,648	9,279
6514 PF Town Leaflets/ Reprinting	36	0	0	593	46	547	100	107	115	124
6516 PF Road Safety Grant	0	0	0	215	0	215	215	215	215	215
P&F IT/Office Costs	27,479	0	(1,899)	40,000	29,169	8,932	49,040	44,040	48,488	53,385
Total P&F Expenditure	137,929	0	6,722	216,184	168,522	54,384	247,879	236,386	252,902	270,745
P&F Staffing Expenditure										
6652 ST PF Employers Pension - Monthly Fee	5,305	0	0	6,095	500	5,595	500	500	500	500
6659 ST PF Town Sergeant & Mace Bearer Fees	738	0	0	792	385	407	450	483	518	556
6661 ST PF Finance Consultancy Fees	36,173	0	18,701	5,000	23,701	1	0	5,505	6,061	6,673
P&F Staffing Expenses	358	0	0	2,657	393	2,264	800	858	921	988
6656 ST PF Staff Training	1,214	0	0	4,542	2,288	2,254	2,000	2,146	2,303	2,471
P&F Staffing Costs	246,844	0	14,556	310,475	318,508	6,523	361,524	387,915	416,233	446,618
Total P&F Staffing Expenditure	290,631	0	33,257	329,561	345,774	17,044	365,274	397,407	426,536	457,806
Total P & F Operating Expenditure	428,560	0	39,979	545,745	514,296	71,428	613,153	633,793	679,438	728,551
Total P & F Operating Expenditure	428,560	0	39,979	545,745	514,296	71,428	613,153	633,793	679,438	728,551
Total P&F Operating Surplus/ (Deficit)	(400,546)	0	(39,979)	(537,383)	(441,033)	(136,329)	(576,013)	(596,653)	(642,298)	(691,411)
P&F EMF Expenditure										
6270 PF EMF Crime Reduction	0	51,550	6,907	0	97	58,360	0	0	0	0
6271 PF EMF Election	265	17,942	0	20,000	11,485	26,457	0	10,000	10,000	10,000
6272 PF EMF Robes & Civic Regalia	1,430	570	0	0	45	525	4,000	0	0	0
6273 PF EMF Legal Fees	400	5,601	0	0	0	5,601	0	5,000	0	0
6275 PF EMF Neighbourhood Plan	135	6,267	0	0	637	5,630	0	0	0	0
6278 PF EMF CIL Planning Income	0	6,060	6,818	0	0	12,878	0	0	0	0
6279 PF EMF Restart Business Support Gant	0	7,581	0	0	0	7,581	0	0	0	0
6280 PF EMF Town Vision	0	10,450	0	0	355	10,095	0	0	0	0
6281 PF EMF Town Vitality Funding Grant	14,242	69,758	0	0	66,282	3,476	0	0	0	0
6282 PF EMF Funding Bids (Consultancy Fees)	1,500	8,500	10,000	0	5,000	13,500	0	0	0	0
6283 PF EMF Events	0	500	0	0	0	500	0	0	0	0
6284 PF EMF Consultations	0	1,500	0	0	0	1,500	0	0	0	0
6285 PF EMF Twinning	0	119	0	0	0	119	381	0	0	0
6286 PF EMF CLUP Waterside Connectivity Project	0	0	34,519	0	79,597	(45,078)	0	0	0	0
6370 PF EMF Computer Equipment Renewal	10,371	11,675	2,233	0	1,559	12,349	0	0	0	0
6694 ST PF EMF Staff Contingency (P&F)	0	16,479	28,570	9,418	0	54,467	0	0	0	0
Total P&F EMF Expenditure	28,344	214,552	89,047	29,418	165,057	167,960	4,381	15,000	10,000	10,000
Total P&F Expenditure (Operational & EMF)	456,904	214,552	129,026	575,163	679,353	239,388	617,534	648,793	689,438	738,551
Total P&F Budget Surplus/ (Deficit)	(428,890)	(214,552)	(129,026)	(566,801)	(606,090)	(304,289)	(580,394)	(611,653)	(652,298)	(701,411)

- To/From Reserves & Budget Virements 2023/24**
1. Virement from General Reserves to 6222 Commissioning of Professional Youth Work - £4,828 - P&F 142/22/23
  2. Virement from 6370 PF EMF Computer Equipment Renewal to 6306 PF IT Maintenance - £4,975 - P&F 17/23/24
  3. Virement from General Reserves to 6224 Professional Costs - £10,000 - P&F 23/23/24
  4. Virement from General Reserves to P&F Staffing Costs - £1,935 - PE 99/22/23
  5. Virement from General Reserves to 6661 ST PF Finance Consultancy Fees - £6,310 - PE 100/22/23
  6. Virement from General Reserves to 6694 ST PF EMF Staff Contingency - £63,316 - FTC 58/23/24
  7. Virement from 6694 ST PF Staff Contingency - P&F to P&F Staffing Costs - £12,621 - FTC 58/23/24

8. Virement from 6694 ST PF Staff Contingency (P&F) to 6661 ST P&F Finance Consultancy Fees - £21,487 - P&F 43/23/24
9. Virement from 6694 ST PF Staff Contingency (P&F) to 6662 PE HR Professional Fees - £2,700 - P&F 43/23/24
10. Virement from 6694 ST PF Staff Contingency (P&F) to 6305 PF Finance Software - £1,034 - P&F 43/23/24
11. Virement from 6694 ST PF Staff Contingency (P&F) to 6701 PE Staff Recruitment - £6,000 - P&F 43/23/24
12. Virement from General Reserves to 6282 PF Funding Bids (Consultancy Fees) - £10,000 - FTC 132/23/24
13. Virement from General Reserves to 6286 PF EMF CLUP Waterside Connectivity Project - £5,000 - FTC 354/22/23
14. Virement from 6301 PF Stationery/Postage/Printing to 6200 PF Bank Charges - £700 - P&F - 126/23/24
15. Virement from 6301 PF Stationery/Postage/Printing to 6300 Telephone - £800 - P&F - 126/23/24
16. Virement from 6227 PF Town Speakers PRS Licence to 6200 PF Bank Charges - £947 - FTC 264/23/24
17. Virement from 6229 PF CCTV Annual Maintenance to 6270 PF EMF Crime Reduction - £6,907 - FTC 264/23/24
18. Virement from 6302 Office and IT Equipment to 6370 PF EMF Computer Equipment Renewal - £7,208 - FTC 264/23/24
19. Virement from 6661 ST PF Finance Consultancy Fees to 6694 ST PF EMF Staff Contingency - £9,096 - FTC 264/23/24
20. Income Received for 6278 PF EMF CIL Planning Income - April 2023 Income - £4,563
21. Income Received for 6278 PF EMF CIL Planning Income - October 2023 Income - £2,255
22. Income Received from CC for 6286 PF EMF CLUP Waterside Connectivity Project - £29,519
23. 6286 PF EMF CLUP Waterside Connectivity Project - Overspent -£45,078 - Funding due from CC £44,981

#### 1. P&F IT/Office Costs

Nominal Code	Budget 2023/24	Virements	Total Budget	Actual YTD 2023/24	Budget Available 2023/24
6300 Telephone	£2,670	£800	£3,470	2956.42	£514
6301 Stationery	£4,748	-£1,500	£3,248	2543.95	£704
6302 Office and IT Equipment	£7,716	-7208	£508	507.46	£1
6303 Copier Maintenance	£6,054		£6,054	3482.95	£2,571
6304 Broadband	£546		£546	304.67	£241
6305 Finance Software	£3,782	£1,034	£4,816	4993.04	-£177
6306 IT Maintenance	£14,484	£4,975	£19,459	14380.22	£5,079
<b>TOTALS</b>	<b>£40,000</b>	<b>-£1,899</b>	<b>£38,101</b>	<b>£29,169</b>	<b>£8,932</b>

Account	Actual 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Guildhall Operating Income										
Guildhall Income										
4200 GH Income - Guildhall Bookings	1,916	0	0	10,261	1,897	8,364	2,371	2,544	2,730	2,929
4201 GH Income - Guildhall Refreshments	342	0	0	257	272	(15)	249	267	287	308
4206 GH Income - Guildhall Misc Property Income	4	0	0	232	4	228	5	5	6	6
Total Guildhall Income	2,262	0	0	10,750	2,173	8,577	2,625	2,816	3,023	3,243
Total Guildhall Operating Income	2,262	0	0	10,750	2,173	8,577	2,625	2,816	3,023	3,243
Guildhall Operating Expenditure										
Guildhall Expenditure										
6400 GH Rates - Guildhall	8,608	0	100	9,808	9,899	9	10,622	11,397	12,229	13,122
6401 GH Water Rates - Guildhall	517	0	0	847	584	263	909	975	1,047	1,123
6402 GH Gas - Guildhall	3,819	0	0	6,500	3,632	2,868	5,551	5,956	6,391	6,858
6403 GH Electricity - Guildhall	4,078	0	(2,100)	13,000	9,444	1,456	6,066	6,509	6,984	7,494
6404 GH Fire & Security Alarm - Guildhall	743	0	0	1,396	982	414	1,498	1,607	1,725	1,851
6408 GH Cleaning Materials & Equipment - Guildhall	1,270	0	500	1,129	1,107	522	1,212	1,300	1,395	1,497
6409 GH Boiler Service & Maintenance	463	0	0	1,135	608	527	1,218	1,307	1,402	1,505
6410 GH General Repairs & Maintenance	2,838	0	1,500	2,838	4,012	326	3,046	3,268	3,507	3,763
6411 GH Entertainment Licenses	0	0	0	1,000	0	1,000	1,073	1,151	1,235	1,326
6412 GH Lift Service & Maintenance	3,691	0	0	3,303	2,636	667	3,632	3,897	4,182	4,487
6413 GH Refreshment Costs - Guildhall	133	0	0	414	183	231	445	477	512	550
6414 GH Equipment - Guildhall	176	0	0	1,108	0	1,108	1,189	1,276	1,369	1,469
6418 GH Professional Fees	1,950	0	290	10,000	600	9,690	10,730	11,513	12,354	13,256
6420 GH Legionella Risk Assessment (Guildhall)	385	0	(290)	500	210	0	0	0	0	0
Total Guildhall Expenditure	28,672	0	0	52,978	33,897	19,081	47,191	50,633	54,332	58,301
Guildhall Staffing Expenditure										
Guildhall Staffing Expenses	218	0	282	454	98	638	488	524	562	603
6678 ST GH Staff Training (Guildhall)	76	0	1,129	565	0	1,694	607	651	699	750
Guildhall Staffing Costs	22,634	0	249	37,386	26,270	11,365	56,239	59,052	62,004	65,104
Total Guildhall Staffing Expenditure	22,928	0	1,660	38,405	26,368	13,697	57,334	60,227	63,265	66,457
Total Operating Expenditure	51,600	0	1,660	91,383	60,266	32,777	104,525	110,860	117,597	124,758
Total Guildhall Operating Expenditure	51,600	0	1,660	91,383	60,266	32,777	104,525	110,860	117,597	124,758
Total Guildhall Operating Surplus/ Deficit	(49,338)	0	(1,660)	(80,633)	(58,093)	(24,200)	(101,900)	(108,044)	(114,574)	(121,515)
Guildhall EMF Expenditure										
6470 GH EMF Guildhall Maintenance	7,290	60,303	0	20,000	1,415	78,888	0	6,500	6,500	6,500
6696 ST GH EMF Staff Contingency (Guildhall)	0	3,000	13,660	739	0	17,399	0	0	0	0
Total Guildhall EMF Expenditure	7,290	63,303	13,660	20,739	1,415	96,287	0	6,500	6,500	6,500
Total Guildhall Expenditure (Operational & EMF)	58,890	63,303	15,320	112,122	61,681	129,064	104,525	117,360	124,097	131,258
Total Guildhall Budget Surplus/ (Deficit)	(56,627)	(63,303)	(15,320)	(101,372)	(59,508)	(120,487)	(101,900)	(114,544)	(121,074)	(128,015)

To/From Reserves & Budget Virements 2023/24

- 1. Virement from General Reserves to Guildhall Staffing Costs - £249 - PE 99/22/23
- 2. Virement from General Reserves to 6696 ST GH EMF Staff Contingency - £11,660 - FTC 58/23/24
- 3. Virement from 6403 Guildhall Electricity to 6400 Guildhall Rates - £100 - SE 51/23/24
- 4. Virement from 6420 GH Legionella Risk Assessment to 6418 GH Professional Fees - £290 - FTC 264/23/24
- 5. Virement from 6671 ST SA Staff Expenses - Isambard House to 6677 ST GH Staff Travelling & Mobile Phone Expenses - 282 - FTC 264/23/24
- 6. Virement from 6672 ST SA Staff Training - Isambard House to 6678 ST GH Staff Training (Guildhall) - £1,129 - FTC 264/23/24
- 7. Virement from 6695 ST SA EMF Staff Contingency - Isambard House to 6696 ST GH EMF Staff Contingency (Guildhall)

Account	Actual 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Service Delivery Operating Income										
Service Delivery Income										
Grounds & Premises Income										
4500 SE Allotment Rents	3,432	0	0	4,000	4,079	(79)	5,600	5,600	5,880	5,880
4510 SE Public Footpath Grant	1,573	0	0	1,722	804	918	0	0	0	0
4511 SE Christmas Event income	0	0	0	150	0	150	0	0	0	0
4512 SE Misc Income Grounds & Premises	2,472	0	0	0	602	(602)	14	14	14	14
4513 SE Water Rates Income	0	0	0	3,560	1,113	2,447	1,714	1,886	2,074	2,282
4523 SE Service Delivery Income - Seagull Bags	1,140	0	0	2,003	919	1,084	0	0	0	0
Total Grounds & Premises Income	8,617	0	0	11,435	7,517	3,918	7,328	7,500	7,968	8,176
Town & Waterfront Income										
4520 SE Waterfront Income - Trusted Boat Scheme	1,945	0	0	4,265	2,560	1,705	3,000	3,300	3,630	3,993
4521 SE Waterfront Income - Annual Mooring Fees	6,246	0	0	10,800	9,477	1,323	11,235	0	0	0
4522 SE Waterfront Income - Daily Mooring Fees	875	0	0	2,400	6,700	(4,300)	3,276	3,604	3,964	4,360
Total Town & Waterfront Income	9,066	0	0	17,465	18,737	(1,272)	17,511	6,904	7,594	8,353
Total Service Delivery Income	17,683	0	0	28,900	26,254	2,646	24,839	14,404	15,562	16,529
Total Service Delivery Operating Income	17,683	0	0	28,900	26,254	2,646	24,839	14,404	15,562	16,529
Service Delivery Operating Expenditure										
Service Delivery Expenditure										
Grounds & Premises Expenditure										
6209 SE Oyster Beds	3	0	0	1	0	1	1	1	1	1
6500 SE Tree Survey and Tree Maintenance	7,297	0	(6,660)	11,010	4,350	0	11,814	12,676	13,602	14,595
6503 SE Allotments	1,700	0	0	1,321	373	948	1,418	1,522	1,633	1,752
6506 SE Grounds Maintenance & Watering	5,678	0	1,300	10,000	11,112	188	10,730	11,513	12,354	13,256
6508 SE Public Toilets (Operational Costs)	4,839	0	3,500	4,430	6,845	1,085	5,655	6,068	6,511	6,986
6517 SE Cross (Maintenance)	417	0	3,000	3,303	5,780	523	3,545	3,804	4,081	4,379
6525 SE Public Toilets (Repairs & Maintenance Costs)	2,048	0	0	2,753	2,691	62	2,954	3,170	3,401	3,649
6526 SE Tools, Equipment & Materials (Store & All Areas)	3,287	0	2,000	3,303	5,162	141	3,545	3,804	4,081	4,379
6529 SE Refuse Disposal	5,465	0	0	6,056	5,446	610	6,499	6,973	7,482	8,029
6530 SE Allotment Software Subscription	0	0	0	0	0	0	700	751	806	865
6531 SE Public Toilet Commercial Cleaning	0	0	3,115	0	3,115	0	32,000	34,336	36,843	39,532
6907 SE Seagulls Bags	1,212	0	(1,300)	2,002	608	94	0	0	0	0
Longstone Expenditure										
7100 LO Rates - Longstone	2,157	0	(2,500)	2,375	(125)	0	0	0	0	0
7101 LO Water Rates - Longstone	2,203	0	(2,282)	4,012	1,730	1	3,352	3,597	3,859	4,141
7103 LO Electricity - Longstone	1,086	0	(3,300)	6,153	1,418	1,435	1,581	1,696	1,820	1,953
7104 LO Fire & Security Alarm - Longstone	999	0	2,000	1,010	1,845	1,165	1,084	1,163	1,248	1,339
7107 LO Rent - Longstone	4,620	0	0	4,955	4,620	335	5,120	5,494	5,895	6,325
7108 LO Cleaning Materials & Equipment - Longstone	537	0	0	677	274	403	727	780	837	898
7110 LO General Repairs & Maintenance - Longstone	456	0	1,000	551	1,547	4	592	635	682	731
7114 LO Equipment - Longstone	52	0	(500)	1,129	407	222	700	751	806	865
7121 LO IT & Office Costs - Longstone	578	0	0	750	745	5	750	805	863	927
Total Longstone Expenditure	12,687	0	(5,582)	21,612	12,461	3,569	13,906	14,921	16,010	17,179
Total Grounds & Premises Expenditure	44,634	0	(627)	65,791	57,943	7,221	92,767	99,539	106,805	114,602
Town & Waterfront Expenditure										
6504 SE Street Furniture (Maintenance)	893	0	449	2,000	2,444	5	2,500	2,683	2,878	3,088
6505 SE Street Lighting	160	0	0	750	276	474	750	805	863	927
6511 SE Tourism & Signage	746	0	500	250	429	321	269	289	310	332
6512 SE Bus Shelters (Maintenance)	0	0	0	565	0	565	565	606	651	698
6515 SE Festive Lights Maintenance & Electricity	1,319	0	0	3,500	2,734	766	3,756	4,030	4,324	4,640
6519 SE Flags & Bunting	1,780	0	0	2,753	1,717	1,036	2,954	3,170	3,401	3,649
6522 SE Pontoon (Maintenance Costs)	7,484	0	(5,284)	6,606	1,322	0	3,000	3,219	3,454	3,706
6524 SE Vehicle Maintenance and Repair Costs	10,775	0	0	12,600	9,948	2,652	13,520	14,507	15,566	16,702
6527 SE Salt Bins Refill	188	0	0	500	383	117	537	551	606	667
6528 SE Pontoon Accommodation	6,282	0	(6,612)	11,921	5,309	0	6,335	13,125	14,450	15,910
Total Town & Waterfront Expenditure	29,627	0	(10,947)	41,445	24,563	5,935	34,186	42,985	46,503	50,319
Total Service Delivery Expenditure	74,261	0	(11,574)	107,236	82,506	13,156	126,953	142,524	153,308	164,921
Service Delivery Staffing Expenditure										
Service Delivery Staffing Expenses	3,906	0	987	5,504	4,885	1,606	5,906	6,337	6,800	7,296
6676 ST SE Services Delivery Staff Training	6,536	0	757	11,010	7,091	4,676	6,500	12,122	13,346	14,694
Service Delivery Staffing Costs	202,994	0	37,502	217,402	212,870	42,034	289,150	303,608	318,788	334,728
Total Service Delivery Staffing Expenditure	213,436	0	39,246	233,916	224,846	48,316	301,556	322,067	338,934	356,718
Total Operating Expenditure	287,697	0	27,672	341,152	307,352	61,472	428,509	464,591	492,242	521,639
Total Service Delivery Operating Expenditure	287,697	0	27,672	341,152	307,352	61,472	428,509	464,591	492,242	521,639
Total Service Delivery Operating Surplus/ (Deficit)	(270,014)	0	(27,672)	(312,252)	(281,098)	(58,826)	(403,670)	(450,187)	(476,680)	(505,110)
Service Delivery EMF Expenditure										
Grounds & Premises EMF Expenditure										
6471 SE EMF Heritage Centre	2,071	7,889	0	0	1,473	6,417	1,000	1,000	1,000	1,000
6571 SE EMF Saltash Recreation Areas	506	39,054	2,282	20,000	11,531	49,805	25,000	25,000	25,000	25,000
6580 SE EMF Public Toilets (Capital Works)	1,690	8,310	6,612	0	337	14,585	1,000	1,000	1,000	1,000
6588 SE EMF Victoria Gardens	0	10,000	0	0	0	10,000	5,000	5,000	5,000	5,000
6589 SE EMF Community Tree Planting Initiatives	532	1,468	0	2,000	322	3,146	0	2,000	2,000	2,000
6591 SE EMF Open Spaces & Trees	0	0	6,660	0	0	6,660	3,000	3,000	3,000	3,000
Longstone EMF Expenditure										



Account	Actual 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
7170 LO EMF Longstone Depot Capital Works	0	500	0	2,000	0	2,500	1,000	1,000	1,000	1,000
<b>Total Longstone EMF Expenditure</b>	<b>0</b>	<b>500</b>	<b>0</b>	<b>2,000</b>	<b>0</b>	<b>2,500</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Total Grounds &amp; Premises EMF Expenditure</b>	<b>4,800</b>	<b>67,221</b>	<b>15,554</b>	<b>24,000</b>	<b>13,663</b>	<b>93,112</b>	<b>36,000</b>	<b>38,000</b>	<b>38,000</b>	<b>38,000</b>
<b>Town &amp; Waterfront EMF Expenditure</b>										
6570 SE EMF Notice Boards (Repair & Replace)	685	1,154	939	0	587	1,506	0	0	0	0
6572 SE EMF Festive Lights	14,668	51	0	10,000	9,062	989	30,000	30,000	30,000	30,000
6573 SE EMF Public Art & Maintenance	0	1,443	0	0	0	1,443	0	0	0	0
6574 SE EMF Salt Bins	0	2,464	0	0	96	2,368	0	0	0	0
6575 SE EMF Street Furniture (New & Replace)	1,411	1,037	0	0	0	1,037	463	0	0	0
6578 SE EMF Equipment and Vehicles (Capital Works)	0	24,749	25,385	0	16,145	33,989	6,335	5,000	5,000	5,000
6582 SE EMF Town War Memorial	0	1,978	0	0	0	1,978	0	0	0	0
6584 SE EMF Pontoon Maintenance Costs	73	6,058	2,284	0	6,024	2,318	10,000	10,000	10,000	10,000
6590 SE EMF Utilities & Rates	0	2,157	0	0	0	2,157	0	0	0	0
6700 EMF Staff Contingency (Service Delivery)	0	18,534	64,849	3,207	6,421	80,169	(32,000)	0	0	0
<b>Total Town &amp; Waterfront EMF Expenditure</b>	<b>16,836</b>	<b>59,625</b>	<b>93,457</b>	<b>13,207</b>	<b>38,336</b>	<b>127,953</b>	<b>14,798</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>126,846</b>	<b>109,011</b>	<b>37,207</b>	<b>51,998</b>	<b>221,066</b>	<b>50,798</b>	<b>83,000</b>	<b>83,000</b>	<b>83,000</b>
<b>Total Service Delivery Expenditure (Operational &amp; EMF)</b>	<b>309,333</b>	<b>126,846</b>	<b>136,683</b>	<b>378,359</b>	<b>359,350</b>	<b>282,538</b>	<b>479,307</b>	<b>547,591</b>	<b>575,242</b>	<b>604,639</b>
<b>Total Service Delivery Budget Surplus/ (Deficit)</b>	<b>(291,650)</b>	<b>(126,846)</b>	<b>(136,683)</b>	<b>(349,459)</b>	<b>(333,096)</b>	<b>(279,892)</b>	<b>(454,468)</b>	<b>(533,187)</b>	<b>(559,680)</b>	<b>(588,110)</b>

**To/From Reserves & Budget Virements 2023/24**

- 1. Virement from General Reserves to Service Delivery Staffing Costs - £1,366 PE 99/22/23
- 2. Virement from General Reserves to 6700 ST SE EMF Staff Contingency - £89,865 - FTC 58/23/24
- 3. Virement from 6700 ST SE Staff Contingency to Service Delivery Staffing Costs - £5,920 - FTC 58/23/24
- 4. Virement from 6624 ST BB Cemetery Staff Gross Pay to 6618 ST SE Service Delivery Gross Pay - £16,622 - BB 5/23/24
- 5. Virement from 6625 ST BB Cemetery Empers NI to 6619 ST SE Service Delivery Empers NI - £1,387 - BB 5/23/24
- 6. Virement from 6626 ST BB Cemetery Staff Empers Pension to 6620 ST SE Service Delivery Empers Pension - £3,202 - BB 5/23/24
- 7. Virement from 6667 ST BB Cemetery Staff Clothing to 6673 ST SE Service Delivery Clothing - £138 - BB 5/23/24
- 8. Virement from 6668 ST BB Cemetery Staff Mobiles to 6674 ST SE Service Delivery Mobiles - £473 - BB 5/23/24
- 9. Virement from 6669 ST BB Staff Travelling Expenses to 6675 ST SE Service Delivery Travelling Expenses - £80 - BB 5/23/24
- 10. Virement from 6670 ST BB Staff Training to 6676 ST SE Services Staff Training - £530 - BB 5/23/24
- 11. Virement from 6693 ST BB EMF Staff Contingency to 6700 ST SE Service Delivery Staff Contingency - £8,830 - BB 5/23/24
- 12. Virementfrom 6615 ST BA Cemetery Warden Gross Pay to 6618 ST SE Services Delivery GrossPay - £7,038 - BA 24/23/24
- 13. Virement from 6616 ST BA Cemetery Warden Empers NI to 6619 ST SEServices Delivery Empers NI - £595 - BA 24/23/24
- 14. Virementfrom 6617 ST BA Cemetery Warden Empers Pension to 6620 ST SE Services DeliveryEmpers Pension - £1,372 - BA 24/23/24
- 15. Virementfrom 6663 ST BA Cemetery Staff Clothing (Churchtown) to 6673 ST SE ServicesDelivery Clothing - £59 - BA 24/23/24
- 16. Virementfrom 6664 ST BA Cemetery Staff Mobile Phones (Churchtown) to 6674 ST SEServices Delivery Mobiles - £203 - BA 24/23/24
- 17. Virement from 6665 ST BA Staff Travelling Costs (Churchtown) to 6675 STSE Services Delivery Staff Travelling Expenses - £34 - TBA 24/23/24
- 18. Virementfrom 6666 ST BA Staff Training (Churchtown) to 6676 ST SE Services DeliveryStaff Training - £227 - BA 24/23/24
- 19. Virement from 6692 ST BA EMF Staff Contingency (Churchtown) to 6700 STSE Services Delivery Staff Contingency - £4,074 - BA 24/23/24
- 20. Virement from 7100 LO Rates Longstone to 7104 LO Fire & Security Alarm - £2,000 - SE 76/23/24
- 21. Virement from 7103 LO Electricity Longstone to 7110 LO General Repairs & Maintenance Longstone - £500 - SE 76/23/24
- 22. Virement from 7100 LO Rates Longstone to 6511 SE Tourism and Signage - £500 - SE 76/23/24
- 23. Virement from 6700 ST SE Staff Contingency to 6531 SE Public Toilet Commercial Cleaning - £32,000 - SE 84/23/24
- 24. Virement from 6907 SE Seagull Bags to 6506 SE Grounds Maintenance & Watering - £1,300 - SE 104/23/24
- 25. Virement from 6531 SE Public Toilet Commercial Cleaning to 6508 SE Public Toilet (Operational Costs) - £1,500 - SE 104/23/24
- 26. Virement from 7114 LO Equipment - Longstone to 7110 LO General Repairs & Maintenance - £500 - SE 104/23/24
- 27. Virement from 6531 SE Public Toilet Commercial Cleaning to 6508 SE Public Toilet (Operational Costs) - £2,000 - SE 123/23/24
- 28. Virement from 6522 SE Pontoon Maintenance Cost to 6517 SE Cross Maintenance - £3,000 - SE 123/23/24
- 29. Virement from 7103 LO Electricity - Longstone to 6526 SE Tools, Equipment & Materials - £2,000 - SE 123/23/24
- 30. Virement from 7103 LO Electricity - Longstone to 6504 SE Street Furniture (Maintenance) - £800 - SE 123/23/24
- 31. Virement from 6500 SE Tree Survey and Tree Maintenance to 6591 SE EMF Open Spaces & Trees - £6,660 - SE 128/23/24
- 32. Virement from 6531 SE Public Toilet Commercial Cleaning to 6578 SE EMF Equipment and Vehicles (Capital Works) - £25,385 - SE 128/23/24
- 33. Virement from 7101 LO Water Rates - Longstone to 6571 SE EMF Saltash Recreation Areas - £2,282 - SE 128/23/24
- 34. Virement from 6522 SE Pontoon (Maintenance Costs) to 6584 SE EMF Pontoon Maintenance Costs - £2,284 - SE 128/23/24
- 35. Virement from 6528 SE Pontoon Accommodation to 6580 SE EMF Public Toilets (Capital Works) - £6,612 - SE 128/23/24
- 36. Virement from 6504 SE Street Furniture (Maintenance) to 6570 SE EMF Notice Boards (Repair & Replace) - 3939 - SE 128/23/24
- 37. 6524 SE Vehicle Maintenance & Repairs Cost - Cost of £923.99 relates to 2022/23 - Vincent Tractors
- 38. Income Received from CC for Community Chest grant - 6504 SE Street Furniture - £587.69 - replace bench and gate

Personnel Committee - Personnel Budget 2023-24  
Saltash Town Council  
For the year ended 31 March 2024

Account	Actual 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Personnel Operating Expenditure										
Personnel Expenditure										
6654 ST PE Staff Welfare	627	0	(100)	1,693	886	707	2,385	2,560	2,747	2,948
6662 ST PE HR Professional Fees	14,386	0	2,800	10,282	13,073	9	9,380	10,065	10,800	11,589
Total Personnel Expenditure	15,013	0	2,700	11,975	13,959	716	11,765	12,625	13,547	14,537
6660 ST PE Staff Recognition	0	0	0	0	0	0	250	250	250	250
Total Personnel Operating Expenditure	15,013	0	2,700	11,975	13,959	716	12,015	12,875	13,797	14,787
Total Personnel Operating Surplus/ (Deficit)	(15,013)	0	(2,700)	(11,975)	(13,959)	(716)	(12,015)	(12,875)	(13,797)	(14,787)
EMF Personnel Expenditure										
6691 ST PE EMF Legal Fees (Staffing)	1,072	5,713	(2,000)	685	0	4,398	0	0	0	0
6701 ST PE EMF Staff Recruitment	947	2,228	8,000	0	9,910	318	15,000	0	0	0
Total EMF Personnel Expenditure	2,019	7,941	6,000	685	9,910	4,716	15,000	0	0	0
Total Personnel Expenditure (Operational & EMF)	17,031	7,941	8,700	12,660	23,869	5,432	26,765	12,625	13,547	14,537
Total Personnel Budget Surplus/ (Deficit)	(17,031)	(7,941)	(8,700)	(12,660)	(23,869)	(5,432)	(27,015)	(12,875)	(13,797)	(14,787)

To/From Reserves & Budget Virements 2023/24

1. Virement from 6694 P&F Staff Contingency to 6701 PE Staff Recruitment - £6,000 - P&F 43/23/24
2. Virement from 6694 P&F Staff Contingency to 6662 ST PE HR Professional Fees - £2,700 - P&F 43/23/24
3. Virement from 6691 ST PE EMF Legal Fees to 6701 ST PE EMF Staff Recruitment - £2,000 - PE 50/23/24
4. Virement from 6654 ST PE Staff Welfare to 6662 ST PE HR Professional Fees - £100 - FTC 264/23/24

Account	Actual 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Library Operating Income										
Library Income										
4517 LI Library - Replacement Membership Cards	656	0	0	48	320	(272)	50	54	58	63
4518 LI Library - Photocopying Fees	999	0	0	600	964	(364)	600	644	692	743
4524 LI Library Book Sales	481	0	0	320	261	59	300	322	346	372
4526 LI Library Activity Income	0	0	0	250	180	70	0	0	0	0
4527 LI Library Vending Machines Income	0	0	0	50	0	50	0	0	0	0
4529 LI Library Activities Funding Income	350	0	0	600	0	600	600	644	692	743
Total Library Income	2,485	0	0	1,868	1,725	143	1,550	1,664	1,788	1,921
Total Library Operating Income	2,485	0	0	1,868	1,725	143	1,550	1,664	1,788	1,921

Library Operating Expenditure										
Library Expenditure										
6900 LI Rates - Library	13,473	0	(1,320)	15,804	13,099	1,385	16,958	18,196	19,525	20,951
6901 LI Water Rates - Library	558	0	0	364	312	52	391	420	451	484
6902 LI Gas - Library	4,788	0	0	5,623	5,196	427	6,034	6,475	6,948	7,456
6903 LI Electricity - Library	1,494	0	0	5,000	3,946	1,054	5,365	5,757	6,178	6,629
6904 LI Fire & Security Alarm - Library	629	0	500	1,033	1,016	517	1,109	1,190	1,277	1,371
6908 LI Cleaning Materials & Equipment - Library	1,072	0	0	1,854	483	1,371	1,990	2,136	2,292	2,460
6909 LI Boiler Service & Maintenance - Library	858	0	0	1,135	405	730	1,218	1,307	1,403	1,506
6910 LI General Repairs & Maintenance - Library	991	0	2,075	2,270	4,324	21	2,436	2,614	2,805	3,010
6911 LI TV License & PRS - Library	0	0	0	428	132	296	460	494	531	570
6913 LI Refreshment Costs - Library	0	0	0	284	187	97	305	328	352	378
6914 LI Equipment - Library	155	0	0	750	383	367	805	864	928	996
6918 LI Professional Fees (Private Contractors)	11	0	0	20,000	6,900	13,100	21,460	23,027	24,708	26,512
6920 LI Legionella Risk Assessment - Library	385	0	0	495	210	285	532	571	613	658
6921 LI IT & Office Costs - Library	2,498	0	500	1,652	1,778	374	1,773	1,903	2,042	2,192
6922 LI Library Activities	2,883	0	250	2,370	2,597	23	2,544	2,730	2,930	3,144
6975 LI Home Library Service	0	0	402	0	304	98	550	591	635	682
6923 LI PWLB Loan Repayment & Interest	12,420	0	2,000	23,000	24,477	523	24,679	26,481	28,415	30,490
Total Library Expenditure	42,216	0	4,407	82,062	65,751	20,718	88,609	95,084	102,033	109,489
Library Staffing Expenditure										
Library Staff Expenses	103	0	0	2,144	24	2,120	2,301	2,469	2,650	2,844
6682 ST LI Staff Training (Library)	0	0	0	1,101	371	730	1,182	1,269	1,362	1,462
Library Staffing Costs	131,675	0	10,875	136,189	144,061	3,003	169,277	177,741	186,628	195,959
Total Library Staffing Expenditure	131,778	0	10,875	139,434	144,456	5,853	172,760	181,479	190,640	200,265
Total Operating Expenditure	173,994	0	15,282	221,496	210,206	26,572	261,369	276,563	292,673	309,754

Total Library Operating Expenditure	173,994	0	15,282	221,496	210,206	26,572	261,369	276,563	292,673	309,754
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Total Library Operating Surplus/ Deficit	(171,508)	0	(15,282)	(219,628)	(208,481)	(26,429)	(259,819)	(274,899)	(290,885)	(307,833)
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Library EMF Expenditure										
6971 LI EMF Saltash Library Property Refurbishment	10,741	213,363	21,000	10,000	74,859	169,504	15,000	0	1,000	0
6972 LI EMF Library Equipment & Furniture	830	11,522	(2,075)	0	893	8,554	0	0	0	0
6973 LI EMF Loan Repayments	0	23,000	(23,000)	0	0	0	0	0	0	0
6974 LI EMF Library Funding	1,340	1,180	(250)	0	0	930	0	0	0	0
6698 ST LI EMF Staff Contingency (Library)	0	15,000	(10,000)	0	0	5,000	0	0	0	0
Total Library EMF Expenditure	12,911	264,065	(14,325)	10,000	75,752	183,988	15,000	0	1,000	0

Total Library Expenditure (Operational & EMF)	186,905	264,065	957	231,496	285,958	210,560	276,369	276,563	293,673	309,754
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Total Library Budget Surplus/ (Deficit)	(184,420)	(264,065)	(957)	(229,628)	(284,233)	(210,417)	(274,819)	(274,899)	(291,885)	(307,833)
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To/From Reserves & Budget Virements 2023/24

1. Virement from General Reserves to Library Staffing Costs - £875 - PE 99/22/23
2. Virement from 6974 EMF Library Funding to 6922 Library Activities - £250 - LI 64/22/23
3. Virement from 6973 EMF Loan Repayment to 6923 PWLB Loan Repayment & Interest - £2,000 - LI 26/23/24
4. Virement from 6900 Rates - Library to 6975 EMF Home Library Service - £220 - LI 26/23/24
5. Virement from 6973 EMF Loan Repayment to 6971 EMF Saltash Library Property Refurbishment - £21,000 - LI 30/23/24
6. Virement from 6972 EMF Library Equipment & Furniture to 6910 General Repairs & Maintenance - £1,000 - LI 34/23/24
7. Virement from 6900 Rates - Library to 6904 Fire & Security Alarm - Library - £500 - LI 45/23/24
8. Virement from 6972 EMF Library Equipment & Furniture to 6910 General Repairs & Maintenance - £1,075 - LI 50/23/24
9. Virement from 6900 LI Rates - Library to 6921 LI IT & Office Costs - Library - £500 - SE 123/23/24
10. Virement from 6900 LI Rates - Library to 6975 LI Home Library Services - £100 - SE 123/23/24
11. Virement from 6698 ST LI EMF Staff Contingency (Library) to 6633 ST LI Library Staff - Gross Pay - £10,000 - SE 123/23/24
12. 6904 LI Fire & Security Alarm - Library. Actual 23/24 includes costs of £185 relating to 22/23
13. 6975 LI Home Library Service - includes £82 received from CC for mileage reimbursement

Account	Actual 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
<b>Maurice Huggins Operating Income</b>										
<b>Maurice Huggins Income</b>										
4207 MA Maurice Huggins Room Income	1,189	0	0	1,000	938	63	810	869	933	1,001
<b>Total Maurice Huggins Income</b>	<b>1,189</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>938</b>	<b>63</b>	<b>810</b>	<b>869</b>	<b>933</b>	<b>1,001</b>
<b>Total Maurice Huggins Operating Income</b>	<b>1,189</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>938</b>	<b>63</b>	<b>810</b>	<b>869</b>	<b>933</b>	<b>1,001</b>
<b>Maurice Huggins Operating Expenditure</b>										
<b>Maurice Huggins Expenditure</b>										
7000 MA Rates	429	0	0	486	429	57	522	560	601	645
7001 MA Water Rates	186	0	0	395	171	224	424	455	488	524
7003 MA Electricity	(287)	0	0	2,563	1,462	1,101	2,185	2,345	2,516	2,699
7004 MA Fire & Security Alarm	201	0	0	178	167	11	235	252	271	290
7008 MA Cleaning Materials & Equipment	203	0	0	330	211	119	355	381	409	439
7010 MA General Repairs & Maintenance	245	0	0	565	448	117	1,607	724	777	834
7018 MA Professional Costs	0	0	0	565	0	565	607	651	699	750
7020 MA Legionella Risk Assessment	385	0	(252)	462	210	0	0	0	0	0
<b>Total Maurice Huggins Expenditure</b>	<b>1,362</b>	<b>0</b>	<b>(252)</b>	<b>5,544</b>	<b>3,099</b>	<b>2,193</b>	<b>5,935</b>	<b>5,368</b>	<b>5,761</b>	<b>6,181</b>
<b>Total Maurice Huggins Operating Expenditure</b>	<b>1,362</b>	<b>0</b>	<b>(252)</b>	<b>5,544</b>	<b>3,099</b>	<b>2,193</b>	<b>5,935</b>	<b>5,368</b>	<b>5,761</b>	<b>6,181</b>
<b>Total Maurice Huggins Operating Surplus/ (Deficit)</b>	<b>(173)</b>	<b>0</b>	<b>252</b>	<b>(4,544)</b>	<b>(2,161)</b>	<b>(2,131)</b>	<b>(5,125)</b>	<b>(4,499)</b>	<b>(4,828)</b>	<b>(5,180)</b>
<b>Maurice Huggins EMF Expenditure</b>										
6472 MA EMF Maurice Huggins Room	0	214	252	0	0	466	1,000	1,000	1,000	1,000
7071 MA EMF Maurice Huggins (Furniture & Sundry Items)	0	606	0	0	0	606	0	0	0	0
<b>Total Maurice Huggins EMF Expenditure</b>	<b>0</b>	<b>820</b>	<b>252</b>	<b>0</b>	<b>0</b>	<b>1,072</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>820</b>	<b>0</b>	<b>5,544</b>	<b>3,099</b>	<b>3,265</b>	<b>6,935</b>	<b>6,368</b>	<b>6,761</b>	<b>7,181</b>
<b>Total Maurice Huggins Budget Surplus/ (Deficit)</b>	<b>(173)</b>	<b>(820)</b>	<b>0</b>	<b>(4,544)</b>	<b>(2,161)</b>	<b>(3,203)</b>	<b>(6,125)</b>	<b>(5,499)</b>	<b>(5,828)</b>	<b>(6,180)</b>

**To/From Reserves & Budget Virements 2023/24**

- 1. 7003 MA Electricity Actual includes £971 relating to 2022/23
- 2. 7004 MA Fire & Security Alarm overspent -£123 - Actual YTD £301 includes future costs £160 to be adjusted at year-end
- 3. Virement from 7020 MA Legionella Risk Assessment to 6472 MA EMF Maurice Huggins Room - £252 - FTC 264/23/24



Services Committee - Isambard House (Station Building) Budget 2023-24  
Saltash Town Council  
For the year ended 31 March 2024

Account	Actual 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual YTD 2023/24	Budget Available 2023/24	Precept Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Isambard House Operating Income										
Isambard House Income										
4301 SA Isambard House - Bookings	3,800	0	0	10,000	5,120	4,880	8,000	8,584	9,211	9,884
4302 SA Isambard - Refreshment Income	20	0	0	500	81	419	75	81	87	94
4304 SA Isambard House - Cafe Rental	0	0	0	5,000	0	5,000	0	0	0	0
Total Isambard House Income	3,820	0	0	15,500	5,201	10,299	8,075	8,665	9,298	9,978
Total Isambard House Operating Income	3,820	0	0	15,500	5,201	10,299	8,075	8,665	9,298	9,978
Isambard House Operating Expenditure										
Isambard House Expenditure										
6800 SA Rates - Isambard House	3,543	0	(409)	4,129	3,720	(0)	4,431	4,755	5,103	5,476
6801 SA Water Rates - Isambard House	586	0	0	645	300	345	693	744	799	858
6802 SA Gas - Isambard House	573	0	0	6,075	481	5,594	6,519	6,995	7,506	8,054
6803 SA Electricity - Isambard House	3,480	0	0	9,020	2,498	6,522	9,679	10,386	11,145	11,959
6804 SA Fire & Security Alarm - Isambard House	603	0	0	1,000	382	618	1,073	1,152	1,237	1,328
6808 SA Cleaning Materials & Equipment - Isambard House	1,724	0	0	1,693	611	1,082	1,817	1,950	2,093	2,246
6810 SA General Repairs & Maintenance - Isambard House	758	0	409	1,000	1,217	192	2,000	2,500	2,500	2,500
6813 SA Refreshments Costs - Isambard House	0	0	0	210	0	210	226	243	261	281
6814 SA Equipment - Isambard House	650	0	0	989	947	42	1,062	1,140	1,224	1,314
6818 SA Professional Costs - Isambard House	1,660	0	0	2,000	668	1,333	2,146	2,303	2,472	2,653
6821 SA IT & Office Costs - Isambard House	0	0	0	1,000	70	930	1,073	1,152	1,237	1,328
6822 SA Activities & Events	0	0	0	1,000	1,479	(479)	1,073	1,152	1,237	1,328
Total Isambard House Expenditure	13,578	0	0	28,761	12,373	16,388	31,792	34,472	36,814	39,325
Isambard House Staffing Expenditure										
6671 ST SA Staff Expenses - Isambard House	0	0	(282)	282	0	0	0	0	0	0
6672 ST SA Staff Training - Isambard House	0	0	(1,129)	1,129	0	0	0	0	0	0
Total Isambard House Staffing Expenditure	0	0	(1,411)	1,411	0	0	0	0	0	0
Total Operating Expenditure	13,578	0	(1,411)	30,172	12,373	16,388	31,792	34,472	36,814	39,325
Total Isambard House Operating Expenditure	13,578	0	(1,411)	30,172	12,373	16,388	31,792	34,472	36,814	39,325
Total Isambard House Operating Surplus/ (Deficit)	(9,758)	0	1,411	(14,672)	(7,172)	(6,089)	(23,717)	(25,807)	(27,516)	(29,347)
Isambard House EMF Expenditure										
6473 SA EMF Station Building (Purchase & Capital Works)	35,000	57,745	0	0	0	57,745	0	0	0	0
6870 SA EMF Isambard House	0	18,492	0	0	0	18,492	0	0	0	0
6871 SA EMF Tresorys Kernow Funding	286	2,962	(35)	0	2,458	469	0	0	0	0
6872 SA EMF Entertainment Licenses	0	2,132	0	0	0	2,132	0	0	0	0
6695 ST SA EMF Staff Contingency - Isambard House	0	2,000	(2,000)	0	0	0	0	0	0	0
Total Isambard House EMF Expenditure	35,286	83,331	(2,035)	0	2,458	78,838	0	0	0	0
Total Isambard House Expenditure (Operational & EMF)	48,863	83,331	(3,446)	30,172	14,831	95,226	31,792	34,472	36,814	39,325
Total Isambard House Budget Surplus/ (Deficit)	(45,043)	(83,331)	3,446	(14,672)	(9,630)	(84,927)	(23,717)	(25,807)	(27,516)	(29,347)

To/From Reserves & Budget Virements 2023/24

1. 6871 SA EMF Tresorys Kernow Funding - £35 refund relating to last year's cancelled Beating of the Bounds event
2. 6822 SA Activities & Events overspent -£479 - Expenditure includes £1,479 Murder Mystery offset against income 4301 SA Isambard House Bookings £1,890
3. Virement from 6800 SA Rates - Isambard House to 6810 SA General Repairs & Maintenance - Isambard House - £409.00 - 23/23/24
4. Virement from 6671 ST SA Staff Expenses - Isambard House to 6677 ST GH Staff Travelling & Mobile Phone Expenses - £282 - FTC 264/23/24
5. Virement from 6672 ST SA Staff Training - Isambard House to 6678 ST GH Staff Training (Guildhall) - £1.129 - FTC 264/23/24
6. Virement from 6695 ST SA EMF Staff Contingency - Isambard House to 6696 ST GH EMF Staff Contingency (Guildhall) - £2,000 - FTC 264/23/24

## To receive a report from the Finance Officer

### 1. Update - Investing funds for Precept 2024/25

The first instalment of £694,108.50 was received on 8<sup>th</sup> April 2024.

The members resolved to: -

Approve the allocation of the first instalment of the Precept 2024/25 £694,109 in the Nationwide 95 Day Notice Deposit account;

P&F meeting held on 12<sup>th</sup> March. Minute no 173/23/24

**Update:** Monies have been invested/transferred as follows:

#### **Nationwide 95 Day Notice Deposit**

- £500,000 (long term investment)

#### **Barclays Active Saver**

- £85,000 (short term investment, plan to use very soon for Library curtain wall & Guildhall external maintenance)

#### **Barclays E-Payments (Business Current account)**

- £109,109 (equates to 1 month expenditure and salaries)

### 2. Debtors

Below is a list of the current outstanding invoices.

**1 Month overdue** – 4 accounts for Churchtown allotment plots. Each account has been sent several reminders for payment. The final reminder sent on 13<sup>th</sup> May states “non payment will result in cancellation of lease” with payment deadline date of 20<sup>th</sup> May 2024.

**Note:** Total invoices sent out and paid in full / outstanding

- Fairmead Road – 10 invoices - 9 fully paid and 1 new tenant still to pay
- Grenfell Avenue – 15 invoices – 14 fully paid and 1 new tenant still to pay
- Churchtown – 50 invoices – 46 fully paid and 4 overdue

Contact	Invoice Date	Total	Less than 1 Month	1 Month	2 Months & Older	Notes
Churchtown - Plot 24	01/04/2024	<b>£75.00</b>	£0.00	£75.00	£0.00	Sent Final reminder confirming plot lease will be cancelled if not paid in full
Churchtown - Plot 28	01/04/2024	<b>£75.00</b>	£0.00	£75.00	£0.00	Sent Final reminder confirming plot lease will be cancelled if not paid in full
Churchtown - Plot 33	01/04/2024	<b>£75.00</b>	£0.00	£75.00	£0.00	Sent Final reminder confirming plot lease will be cancelled if not paid in full
Churchtown - Plot 42	01/04/2024	<b>£75.00</b>	£0.00	£75.00	£0.00	Sent Final reminder confirming plot lease will be cancelled if not paid in full
Cornwall Council	01/4/2024 & 05/04/2024	<b>£374.80</b>	£0.00	£374.80	£0.00	Chamber Booking - 02/05/2024 & Guildhall Booking 28/06/2024
Fairmead - Plot 4	07/05/2024	<b>£114.17</b>	£114.17	£0.00	£0.00	Invoice due for payment 14/05/2024
Grenfell - Plot G02	02/05/2024	<b>£86.67</b>	£86.67	£0.00	£0.00	Invoice due for payment 09/05/2024. Sent reminder
<b>TOTAL</b>		<b>£875.64</b>	<b>£200.84</b>	<b>£674.80</b>	<b>£0.00</b>	

### 3. Budget Reports for Year Ending March 2024

Each committee budget report has been updated with year-end adjustments.  
Summary/Highlights: -

#### Income

- Total budgeted income £100,863
- Total actual income £135,848
- Surplus income £ 34,985

Most of the surplus is due to Interest received of £72,874 against budgeted income £8,362. (Note: Interest rates higher than anticipated when budget was set in October 2022)

#### Expenditure

- Total budgeted expenditure £1,310,571
- Plus virements £ 54,581
- Less total expenditure £1,150,222
- Total budget underspent £ 214,930 (Returned to General Reserves)

#### EMF Expenditure

- Brought forward from 22/23 £805,515
- Plus virements/income £197,085
- Plus budget 23/24 £ 98,049
- Less expenditure £325,235
- Total EMF Balances 23/24 £775,414

#### **4. Year End 2023/24 Update**

The year-end adjustments have now been completed. The finance team are compiling all the relevant documentation ready for the internal audit to be completed by the end of May.

#### **5. External Audit 2023/24 (AGAR)**

Access to BDO website has been provided to undertake the external audit requirements.

Deadline date for submission is 1<sup>st</sup> July 2024 therefore the audit requirements are to be received at 5<sup>th</sup> June Full Town Council meeting for approval/submission.

#### **6. CIL Neighbourhood Parish Payments**

CIL funds received from Cornwall Council on 18<sup>th</sup> April - £341.79

Attached is a copy of the CIL guidance for Members information. The Guidance sets out the Town Council's responsibilities for ensuring this money is spent by the deadline date and for reporting back to Cornwall Council. Saltash Town Council's CIL submission report will be requested from Cornwall Council around June 2024.

The Town Council EMF CIL Planning Budget availability is £13k.

The Town Council's EOI for the 4<sup>th</sup> round of CIL funding for Saltash Waterside Improvement Project allocates £10k from the EMF CIL Planning Budget subject to the grant being awarded and the Town Council's approval of spend. This would leave an available balance of £3k.

Members are encouraged to consider how best to utilise the funding received and to avoid the need to return unspent funds to Cornwall Council.

This table is a summary of the CIL income received and the 5 year deadline for ensuring the money is spent.

Date Received	Amount Received	5 Year Deadline	Planning Ref	Planning Address
07/04/2021	£1,395.00	06/04/2026	PA19/09168	Land off 28 Castlemead Drive, Saltash
17/04/2021	£189.06	16/04/2026	PA20/05475	Land Adjacent To Polmear, Homer Park, Saltash, PL12 6HJ
15/11/2021	£385.99	14/11/2026	PA19/09772	Old Churchtown Farm Farm Lane St Stephens Saltash Cornwall PL12 4AR
15/11/2021	£840.00	14/11/2026	PA18/09294	Land On The North Side Of 1 Castle View, St Stephens, Saltash, PL12 4RD
07/10/2022	£2,434.67	06/10/2027	PA21/06948	Land East Of 16 Castle View, St Stephens, PL12 4RD
07/10/2022	£815.63	06/10/2027	PA21/03745	Land South of Old Churchtown Farm Lane, Stephens, PL12 4AR
19/04/2023	£1,372.84	18/04/2028	PA20/10644	12 Sunningdale Road, St Stephens, Saltash, PL12 4BN
19/04/2023	£2,246.66	18/04/2028	PA22/09842	Land East of 62 St Stephens Road, Saltash, PL12 4BJ
19/04/2023	£943.29	18/04/2028	PA21/03745	Land South of Old Churchtown Farm Lane, Stephens, PL12 4AR
18/10/2023	£8.82	17/10/2028	PA20/10644	12 Sunningdale Road, St Stephens, Saltash, PL12 4BN
18/10/2023	£2,246.66	17/10/2028	PA22/09842	Land East of 62 St Stephens Road, Saltash, PL12 4BJ
18/04/2024	£341.79	17/04/2029	PA21/05336	Land West Of The Stables, Farm Lane, St Stephens, Saltash, PL12 4AR
	<b>£13,220.41</b>			

**End of Report**  
*Finance Officer*

# Community Infrastructure Levy Guidance for Town and Parish Councils – Neighbourhood Portion

December 2021



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# 1.Introduction

- 1.1. The Community Infrastructure Levy (CIL) is a charge which allows planning authorities to charge development to fund infrastructure which addresses the cumulative impact of development. It came into force on 6 April 2010 through the Community Infrastructure Levy Regulations 2010 (as amended).
- 1.2. CIL is a fixed rate per square metre of development, and the rates for development in Cornwall are set out in a Charging Schedule. The Charging Schedule came into effect in Cornwall on 1 January 2019. From this date, developments creating one or more dwellings, or new floorspace of 100sqm or more, could be charged CIL. However, CIL will only become payable on commencement of a development (not granting of planning permission), which means there will always be a delay between a development being granted permission and when it has to make a CIL payment.
- 1.3. CIL will make an important contribution towards financing the infrastructure required to deliver the development strategy for Cornwall as set out in the Local Plan<sup>1</sup>. The money raised through CIL can be used to help fund a wide range of infrastructure that is needed as a result of development; this can include new road schemes, flood defences, schools, health facilities, park improvements, green spaces and leisure centres.
- 1.4. Within Cornwall Council, the CIL process is managed by the Infrastructure Team within Planning Policy.

## 2.Chargeable Development

- 2.1. CIL is charged on development that creates one or more dwellings, or new floorspace of 100sqm or more. However, the following types of development are not charged CIL in Cornwall:

- Development granted planning permission prior to 1 January 2019
- Open market element of Rural Exception Sites
- Sheltered or extra care housing, and care homes
- Strategic Sites – defined as residential developments allocated in the Site Allocations Development Plan Document (DPD)
- Housing developments with a holiday occupancy condition
- Residential developments in CIL Charging Zone 5

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<sup>1</sup> <https://www.cornwall.gov.uk/localplancornwall>



- Most types of non-residential development
- Affordable Housing (but exemption from liability to pay must be claimed)

2.2. CIL is triggered when a development is granted planning permission. For developments permitted by way of general consent, CIL is triggered at the point of commencement. The Infrastructure Team send a Liability Notice to the developer setting out how much CIL they need to pay. Payment does not become due until the development commences.

2.3. If appropriate, the developer can claim one of the exemptions and reliefs that are available, but they must do this prior to commencement of the development. Relief is available for self-build housing, residential annexes and extensions, social housing, charitable development, and relief is also offered in Exceptional Circumstances. It is not expected that many developments will be awarded Exceptional Circumstances Relief due to the need to have entered into a planning obligation agreement and undertake a viability assessment to demonstrate inability to pay CIL. If any exemption or relief is granted, a revised Liability Notice is sent out.

2.4. The developer must notify us when they have a commencement date for their development. We then use this date to work out when the CIL payment, or payments, should be made. This is set out in a Demand Notice, which is sent to the developer.

2.5. Only Demand Notices give an accurate indication of what CIL income should be expected. Figures included on initial Liability Notices will not necessarily result in CIL income because relief may be granted or the development may never commence.

## 3. How CIL is calculated

3.1. CIL is calculated by multiplying the net increase in gross internal floor area (GIA), measured in square metres (sqm), by the relevant CIL rate (£ per sqm). Indexation is also applied to take account of any inflation/deflation between the year in which the Charging Schedule took effect (1 January 2019) and the year in which planning permission was granted. The formula is shown below.

$$\frac{R \times A \times Ip}{Ic}$$

Where:

- **R** is the CIL rate in £ per sqm
- **A** is the net increase in gross internal floor area
- **Ip** is the All-in Tender Price Index for the year in which planning permission was granted
- **Ic** is the All-in Tender Price Index for the year in which the charging schedule started operation

3.2. The CIL rate per sqm is dependent on which CIL Charging Zone the development sits within. There are 5 zones across Cornwall, and each Parish in Cornwall is within one of these zones. Zone 1 sees the highest rate per sqm, sliding down to Zone 5 where residential development is not charged CIL at all. Each zone also has two residential development rates depending on the size of the proposed site. See Appendix 1 for the CIL Charging Zone Parish List and Appendix 2 for the full breakdown of zones and the rates for residential and non-residential development.

## 4. Neighbourhood Portion of CIL

4.1. Of the CIL income received, 5% can be retained by the Charging Authority (Cornwall Council) for administering the process, 15-25% is paid to the Town or Parish Council in which development takes place (the 'Neighbourhood Portion'), and the remaining 70-80% (the 'Strategic Share') must be spent on infrastructure to support the development of the area.

4.2. Town and Parish Councils will receive 15% of any CIL raised from development within their area. This is capped at £100 per existing Council Tax paying dwelling. Where there is an adopted Neighbourhood Development Plan, the Town or Parish Council will receive 25% (uncapped) of any CIL raised in their area.

4.3. As Zone 5 residential developments have no CIL charge and will, therefore, not receive any CIL income from development in their area, Cornwall Council has made the decision to pay parishes in Zone 5, where development has taken place, a Neighbourhood Portion from the remaining 'Strategic Share'. The amount paid will be equivalent to the development being charged at the appropriate Zone 4 rate. These payments will be made to the Zone 5 parishes at the same time as the Neighbourhood Portion is paid to the other Town and Parish Councils.

4.4. The CIL Strategic Share that is retained by Cornwall Council is going to be made available to communities, organisations, and other Council services, via a bidding process. Further guidance on how parishes may bid for funds from the Strategic Share will be provided separately.

4.5. If a liable party does not pay the amount of CIL when it becomes due, then surcharges and late payment interest may be applied. Where this happens, the relevant proportion - 15 or 25% - of any late payment interest received by Cornwall Council will be passed to the local council along with any CIL receipts. Income from surcharges will be wholly retained by Cornwall Council.

## 5. When will the Neighbourhood Portion be paid?

5.1. Town and Parish Councils will receive their Neighbourhood Portion twice a year. For CIL that Cornwall Council receives from 1 April to 30 September (in any financial year), payment must be made to Town and Parish Councils by 28 October of that financial year. For CIL that is received from 1 October to 31 March (in any financial year), payment must be made by 28 April of the following financial year.

5.2. The Neighbourhood Portion is paid based on CIL income received rather than anticipated income as, if the development were not to commence, for instance, then the CIL amount anticipated would never become due and would never be paid.

## 6. What can the Neighbourhood Portion be spent on?

6.1. CIL Regulation 59C sets out that a local council must use CIL receipts passed to it to 'support the development of the local council's area, or any part of that area, by funding:

- a) *the provision, improvement, replacement, operation or maintenance of infrastructure: or*
- b) *anything else that is concerned with addressing the demands that development places on an area'.*

6.2. The Town or Parish Council can pass back CIL to the Charging Authority to support the delivery of infrastructure projects and/or maintenance of infrastructure that the local council does not have jurisdiction or responsibility for, e.g., extensions to schools. Local councils may also wish to pool their CIL receipts with other neighbouring local councils to deliver some infrastructure that will be mutually beneficial.

6.3. Unlike the Strategic Share, local councils can spend their Neighbourhood Portion on the provision of affordable housing.

6.4. CIL payments to Zone 5 areas will be made from the Strategic Share, and so those parishes must spend the CIL they receive in line with the rest of the Strategic Share, as set out in CIL Regulation 59(1):

*‘...must apply CIL to funding the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of its area’.*

## 7. Spending responsibilities

7.1. Town and Parish Councils have five years from receipt to spend their Neighbourhood Portion on infrastructure projects within their area that meet the criteria set out in CIL Regulation 59C (see section 6).

7.2. Under CIL Regulation 59E, if a Town or Parish Council fails to spend the CIL Neighbourhood Portion within the set timescales, or has spent it on something which is not in accordance with Regulation 59C, some or all of the unspent CIL may be required to be repaid to Cornwall Council. If a Town or Parish Council is unable to repay the full amount, Cornwall Council will recover the rest of the amount out of that local councils future CIL payments.

7.3. Cornwall Council will then have a duty to spend that recovered money in the area from which they have recovered it, in line with the criteria set out for local council spend.

## 8. Reporting responsibilities

8.1. CIL Regulation 121B sets out that Town and Parish Councils must prepare a report for any financial year ("the reported year") in which it receives CIL receipts.

8.2. The report must include:

- a) the total CIL receipts for the reported year;
- b) the total CIL expenditure for the reported year;
- c) summary details of CIL expenditure during the reported year including—
  - i. the items to which CIL has been applied;
  - ii. the amount of CIL expenditure on each item;

- d) details of any notices received in accordance with regulation 59E (recovery of unspent CIL receipts), including—
  - i. the total value of CIL receipts subject to notices served in accordance with regulation 59E during the reported year;
  - ii. the total value of CIL receipts subject to a notice served in accordance with regulation 59E in any year that has not been paid to the relevant charging authority by the end of the reported year;
- e) the total amount of—
  - i. CIL receipts for the reported year retained at the end of the reported year;
  - ii. CIL receipts from previous years retained at the end of the reported year.

8.3. The report must be published on the Town or Parish Council's website, or on Cornwall Council's website if the local council does not have a website of its own. The local council must also send a copy of the report to Cornwall Council by 30 June following the reported year.

8.4. The reports should be emailed to the Infrastructure Team at [cil@cornwall.gov.uk](mailto:cil@cornwall.gov.uk) as soon as possible after the start of the new financial year, but no later than 30 June.

# Appendix 1 – CIL Charging Zone Parish List

Value Zone	Towns	Other Settlements	Parishes
1		Rock with Tredrizzick  Gerrans/Portscatho Fowey	Boconnoc CP; Broadoak CP; Cuby CP; Feock CP; Fowey CP; Gerrans CP; Lanhydrock CP; Maker-with-Rame CP; Mawnan CP; Mylor CP; North Tamerton CP; Philleigh CP; Ruanlanihorne CP; St. Anthony-in-Meneage CP; St. Clement CP; St. Just-in-Roseland CP; St. Mellion CP; St. Michael Penkevil CP; St. Minver Lowlands CP; St. Sampson CP; St. Veep CP; St. Wenn CP; Treneglos CP; Veryan CP; Withiel CP
2	St Ives	Padstow, St Merryn/Shop, Constantine	Constantine CP; Helland CP; Landulph CP; Lanlivery CP; Lanteglos CP; Manaccan CP; Mawgan-in-Pydar CP; Padstow CP; Paul CP; Perranarworthal CP; Sheviocock CP; St. Austell Bay CP; St. Ewe CP; St. Ives CP; St. Merryn CP; St. Minver Highlands CP; St. Winnow CP; Tregoney CP; Zennor CP
3	Falmouth and Penryn  Truro with Threemilestone  Newquay	Lostwithiel  Mevagissey  Marazion	Antony CP; Blisland CP; Boyton CP; Budock CP; Cardinham CP; Carlyon CP; Chacewater CP; Crantock CP; Falmouth CP Grampound with Creed CP; Jacobstow CP; Kea CP; Kenwyn CP; Lanivet CP; Launcells CP; Linkinhorne CP; Lostwithiel CP; Marazion CP; Mevagissey CP; Morvah CP; Morwenstow CP; Newquay CP; Penryn CP; Pentewan Valley CP; Pillaton CP; Poundstock CP; Sancreed CP; Sennen CP; South Hill CP; St. Allen CP; St. Dominick CP; St. Endellion CP; St. Germans CP; St. Goran CP; St. Hilary CP; St. Levan CP; Stokeclimsland CP; Towednack CP; Trewen CP; Truro CP
4	Bodmin  Bude with Stratton and Poughill  Callington  Camelford  Hayle  Launceston  Penzance with Newlyn Heamoor, Gulval and Long Rock  Saltash  Wadebridge  Torpoint	Boscastle  Gunnislake  Kilkhampston  Looe  Mullion  Perranporth  Porthleven  St Agnes  St Blazey/Par  St. Columb Major  St Just  Tintagel	Advent CP; Altarnun CP; Bodmin CP; Botusfleming CP; Breage CP; Bude-Stratton CP; Callington CP; Calstock CP; Camelford CP; Colan CP; Cubert CP; Cury CP; Davidstow CP; Deviocock CP; Duloe CP; Egloshayle CP; Egloskerry CP; Forrabury and Minster CP; Germoe CP; Grade-Ruan CP; Gunwalloe CP; Gweek CP; Gwennap CP; Gwinear-Gwithian CP; Hayle CP; Kilkhampston CP; Ladock CP; Landewednack CP; Landrake with St. Erney CP; Laneast CP; Lanreath CP; Lansallos CP; Launceston CP; Lewannick CP; Lezant CP; Looe CP; Ludgvan CP; Luxulyan CP; Mabe CP; Madron CP; Marhamchurch CP; Mawgan-in-Meneage CP; Michaelstow CP; Millbrook CP; Morval CP; Mullion CP; North Hill CP; North Petherwin; Otterham CP; Penzance CP; Perranuthnoe CP; Perranzabuloe CP; Porthleven CP; Portreath CP; Probus CP; Quethiocock CP; Saltash CP; Sithney CP; St. Agnes CP; St. Blaise CP; St. Breock CP; St. Breward CP; St. Buryan CP; St. Clether CP; St. Columb Major CP; St. Erme CP; St. Ervan CP; St. Gennys CP; St. Gluvias CP; St. Issey CP; St. Ive CP; St. John CP; St. Juliot CP; St. Just CP; St. Keverne CP; St. Kew CP; St. Mabyn CP; St. Martin-in-Meneage CP; St. Mewan CP; St. Neot CP; St. Newlyn East CP; St. Stephens By Launceston Rural CP; St. Tudy CP; Stithians CP; Tintagel CP; Torpoint CP; Tremain CP; Tywardreath and Par CP; Wadebridge CP; Warleggan CP; WeekSt. Mary CP; Wendron CP; Werrington CP; Whitstone CP
5	Camborne with Pool, Illogan and Redruth  Helston  Liskeard  St Austell	IndianQueens with St Columb Rd & Fraddon  Delabole	Camborne CP; Carharrack CP; Carn Brea CP; Crowan CP; Dobwalls and Trewidland CP; Helston CP; Illogan CP; Lanner CP; Lawhitton Rural CP; Lesnewth CP; Liskeard CP; Menheniot CP; Pelynt CP; Redruth CP; Roche CP; South Petherwin CP; St. Austell CP; St. Cleer CP; St. Day CP; St. Dennis CP; St. Enoder CP; St. Erth CP; St. Eval CP; St. Keyne CP; St. Martin-by-Looe CP; St. Michael Caerhays CP; St. Pinnock CP; St. Stephen-in-Brannel CP; St. Teath CP; St. Thomas the Apostle Rural CP; Tresmeer CP; Trevalga CP; Treverbyn CP; Warbstow CP

## Appendix 2 – CIL Rates

Type of Development	Planning Use Class	Zone	Rate £psm, all sites of 1-5 dwellings, and sites of 6-10 not in a DRA/AONB	Rate £psm, all sites of 11+ dwellings, and sites of 6-10 in a DRA/AONB
Housing	C3 & C4	1	£400	£200
		2	£200	£100
		3	£100	£60
		4	£100	£35
		5	£0	£0
Sheltered and Extra Care Housing	C3	All	£0	£0
Strategic sites	C3 & C4	All	£0	£0

Type of Development	Planning Use Class	Zone	Rate £psm
Out of town centre convenience retail > 280sqm	A1	All	£100
Out of town centre, non- food retail > 280sqm	A1	All	£100
Restaurant, out of town centre>	A3/A5	All	£100
All other non-residential	All	All	£0

## More information

The Community Infrastructure Levy Charging Schedule, and other information about the levy, can be viewed on the Council's website [www.cornwall.gov.uk/cil](http://www.cornwall.gov.uk/cil)

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

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

Telephone: 0300 1234 100

Email: [enquiries@cornwall.gov.uk](mailto:enquiries@cornwall.gov.uk)

[www.cornwall.gov.uk](http://www.cornwall.gov.uk)



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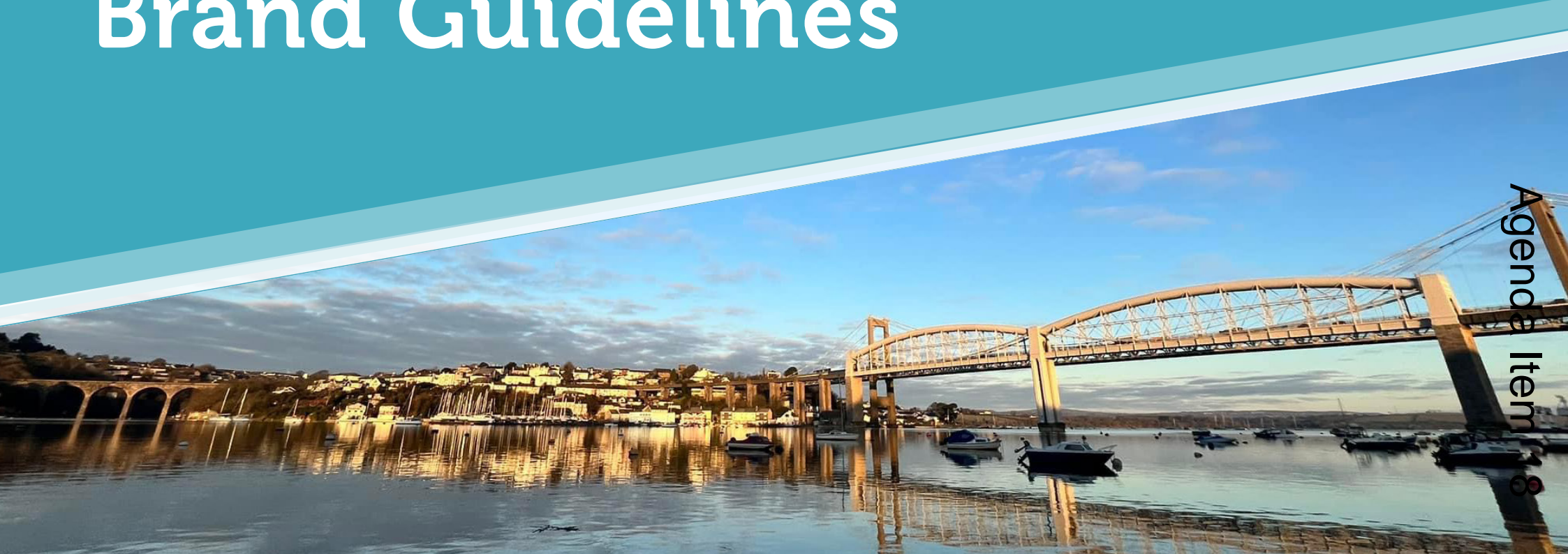
Planning and Regeneration General\\17\_012





Saltash Town Council  
KONSEL AN DRE ESSA

# Brand Guidelines





Saltash Town Council

**Working for the  
people of Saltash**

Town Seals & Modern Logo Permissions .....	4
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Appendix 1. Communications Policy and Strategy

Appendix 2. Social Media Policy

# Town Seals & Modern Logo Permissions

Page 48

**All applications to use the Town Seals or Modern Logo should be submitted in writing to the The Town Clerk, or in their absence the Office Manager / Assistant to the Town Clerk.**

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

## **Background**

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

## **Permission to use the Town Seals or Modern Logo**

The Town Clerk, or in their absence the Office Manager / Assistant to the Town Clerk, has

delegated authority to make decisions on requests to use the Town Seals or Modern Logo. Requests to be added to an internal register to be reported at the end of each Policy and Finance Committee year.

## **Protocol**

1. Except in exceptional circumstances, permission to use either the Town Seals or Modern Logo will not be granted where use is not in line with the purposes, policies and values of Saltash Town Council.

2. Approval to use the Town Seals will normally only be granted:

2.1. For use within Saltash;

2.2. For Town Council projects or requests that have a strong direct link to the Town Council – i.e. through funding or ongoing association;

2.3. Are in a permanent stationary place (e.g. not on vehicles (STC exempt), memorabilia, flyers etc.) or, on official Town Council publications;

2.4. Are of a suitably dignified nature;

2.5. Not unacceptable under point 1 above.

2.6. The Town Seals are a pair and must be displayed as so.

3. The use of the Modern Logo should be approved only for instances that:

3.1. Are for Town Council projects or have a direct relevant link to the Town Council – i.e. through funding or ongoing association;

3.2. Will not bring the Town or Town Council into disrepute;

3.3. Not unacceptable under point 1 above.

# Town Seals

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**Town Seal 1**



**Town Seal 2**

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

**IMPORTANT:** The Town Seals & Modern Logo must not appear together

See page 6 for more details



# Town Seals Usage

Page 50



**Town Seal 1**



**Town Seal 2**

Town seals have historical significance and are deeply rooted in tradition. The seals feature symbols and imagery that represent the town's heritage, values and notable landmarks.

#### **TO BE USED ON:**

**Official documents**, such as legal papers, **proclamations**, **certificates** and **Town Council vehicles** only.

The seals symbolise continuity and provide a tangible link to the town's past.

**IMPORTANT:** The Town Seals & Modern Logo must not appear together. It is either the Modern Logo or the Town Seals, but as stated the Town Seals are of historic value and are only to be used when it is deemed appropriate, and approved, by the Town Clerk.

# Town Seals

Page 51



Do not distort the Seals by compressing or condensing it.

The Seals should never be rotated or skewed.

The colours within the Seals should never be altered..

The fonts within the Seals should never be changed.

The Seals should never be faded or diluted in colour or appearance.

# Town Seals

Page 52

The Seals should always be positioned with the light blue on the left and dark blue on the right, if used on top of each other light blue on top and dark blue on bottom.

Always keep a minimum amount of space around the Seals as indicated by the X symbol (which is approximately a 1/4 width of the Seals) this will allow the Seal to breathe.

Avoid any inflections with surrounding imagery, other logos or text that may lessen the impact of the Seals.

The Seals must always be scaled to a size where it is legible and clearly distinguishable.

When overlaid on photographic imagery or colour backgrounds/textures or patterns ensure the Seals are clearly distinguishable.





# Modern Logo

Page 53



## Modern Logo

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

**IMPORTANT:** The Town Seals & Modern Logo must not appear together

See page 6 for more details



## Modern Logo

The Modern Logo has been designed in recent years with contemporary branding principles in mind. It aims to create a recognisable visual identity for the Town Council, incorporating elements that convey the town's character, aspirations, and unique selling points.

### TO BE USED ON:

Typically for **promotional materials, signage, and digital platforms** to enhance visibility and community engagement. It represents the Town Council's efforts to connect with residents and key stakeholders in a dynamic, modern way.

**IMPORTANT:** The Town Seals & Modern Logo must not appear together

See page 6 for more details

# Modern Logo Usage

Page 55



Do not distort the logo by compressing or condensing it.

The logo should never be rotated or skewed.

The colours within the logos should never be altered..

The fonts within the logo should never be changed.

The logo should never be faded or diluted in colour or appearance.

# Modern Logo Usage

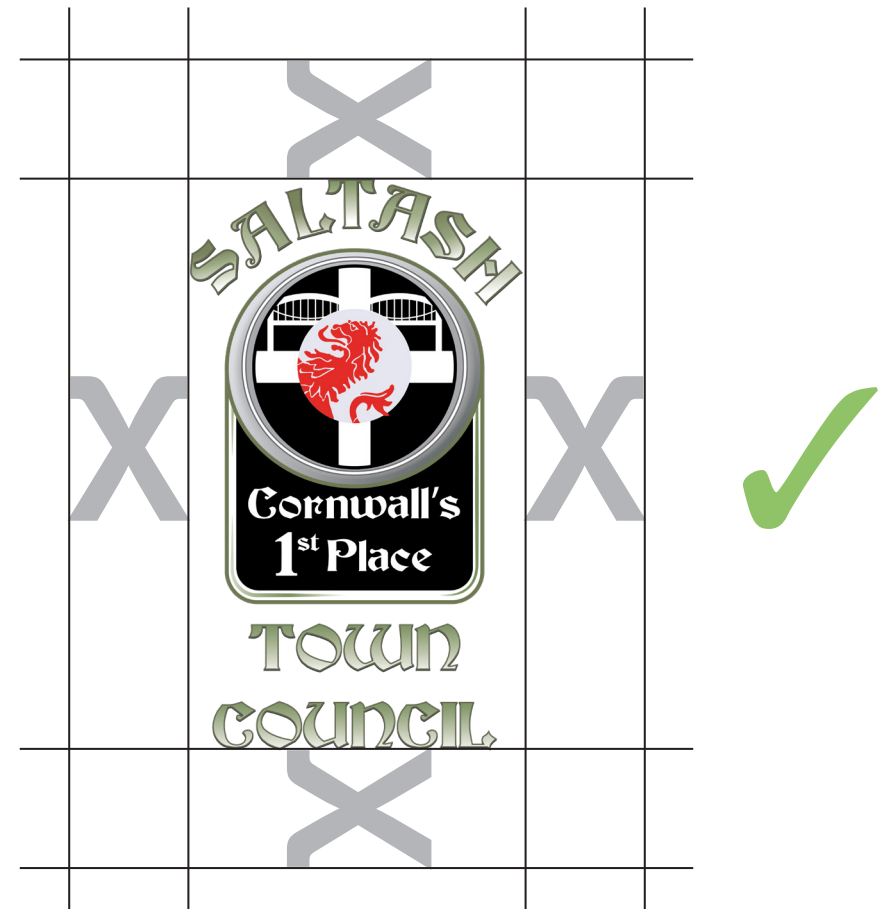
Page 56

Always keep a minimum amount of space around the logos as indicated by the X symbol (which is approximately half the width of the Modern Logo) this will allow the logo to breathe.

Avoid any inflections with surrounding imagery, other logos or text that may lessen the impact of the logo.

The logo must always be scaled to a size where it is legible and clearly distinguishable.

When overlaid on photographic imagery or colour backgrounds/textures or patterns ensure the logo is clearly distinguishable.



Museo been chosen as the font for the Saltash Town Council brand identity. This contemporary typeface offers legibility and clarity of messaging.

Museo 300 should be used for the body font, where legibility can not be guaranteed **Museo 500** should be used.

**Museo 700** should be used for titles, sub titles, statements or any text where messaging needs to be highlighted or have dominance.

## MUSEO

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
01234567890

Museo 300

**Museo 500**

**Museo 700**

# Colour palette

## Primary



### Ocean

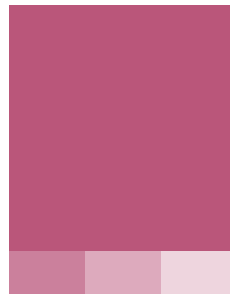
C69 M16 Y22 K0  
R72 G167 B191  
#47a6bf

## Secondary Colours



### Pistachio

C51 M0 Y73 K0  
R144 G195 B103  
#8fc367



### Grape

C30 M77 Y32 K0  
R186 G86 B122  
#ba557a



### Royal

C100 M50 Y0 K8  
R0 G21 B42  
#00356b

These four colours are the foundation of this brand identity. They should be utilised where and when they can to compliment and strengthen the brand further.

Ocean blue is the primary colour and should always be considered as the lead.

Lighter tones of the palettes colours can be used where they can further enhance and improve the design or messaging.

# Visual aids

Page 59

## The Linear Band

The Linear Band has been devised as an integral part of the Saltash Town Council brand identity.

The next few pages give guidance of how the Linear Band should be applied to any medium (digital or print), ensuring visual continuity and the creation of a brand identity that can be easily identified and associated with Saltash Town Council.

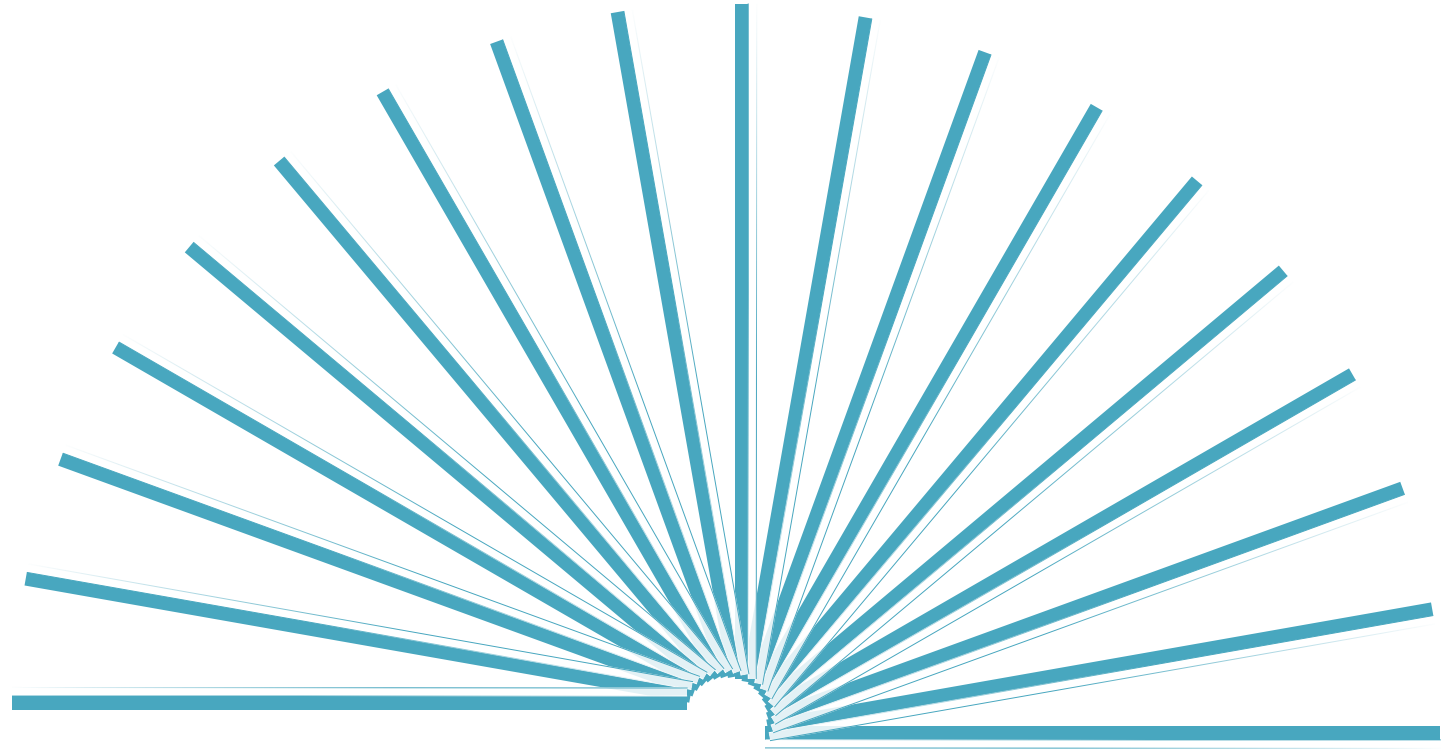


# Visual aids

Page 60

The Linear Band can appear on any angle from 0 degrees to 180 degrees. Preferably on increments of 5 degrees.

The selected angle of degree should be the one that most fits and compliments the layout of the design.



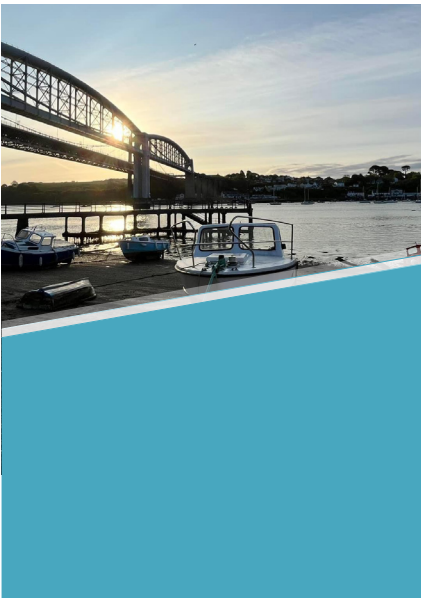


# Visual aids

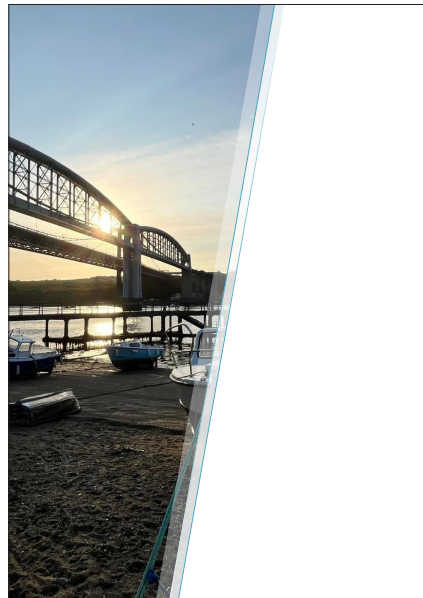
Page 61

## Portrait format

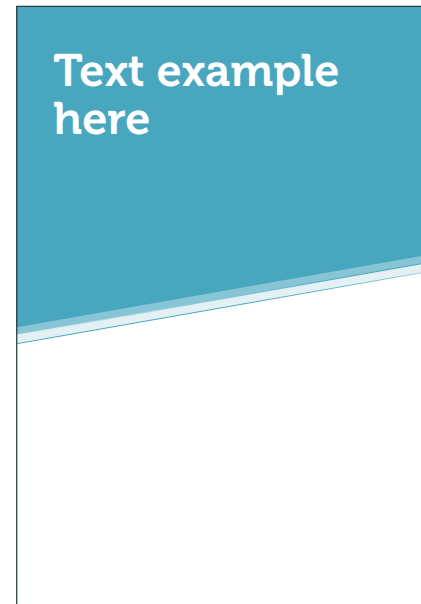
Below are some examples of how the Linear Band can be applied in portrait format for any medium. It can work horizontally (A) or vertically (B), there are no restrictions to the positioning of the band. It can extend to display a colour fill (A) or work independently with no colour fill (B). It can overlay and house images (A&B) or blocks of colour and space where text/typography can be positioned (C&D).



A



B



C

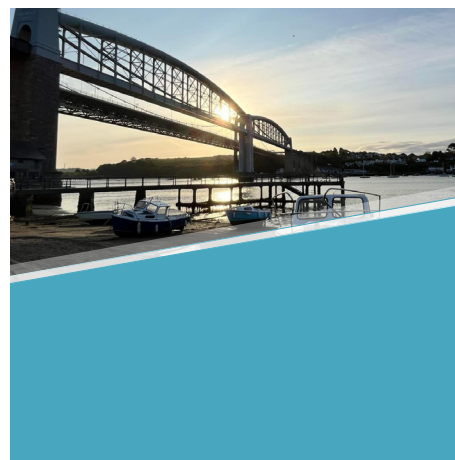


D

# Visual aids

## Square format

To the right are some examples of how the Linear Band can be applied in square format for any medium. It can work horizontally (A) or vertically (B), there are no restrictions to the positioning of the band. It can extend to display a colour fill (A) or work independently with no colour fill (B). It can overlay and house images (A&B) or blocks of colour and space where text/typography can be positioned (C&D).



A



B



C



D

# Visual aids

## Landscape format

To the right are some examples of how the Linear Band can be applied in landscape format for any medium. It can work horizontally (A) or vertically (B), there are no restrictions to the positioning of the band. It can extend to display a colour fill (A) or work independently with no colour fill (B). It can overlay and house images (A&B) or blocks of colour and space where text/typography can be positioned (C&D).



A



B



C



D

# Iconography

Illustrated below are 6 graphic icons that represent the 6 associated topics.

These can be utilised in collaboration with any written content relative to their associated topics.



**Boosting Jobs and  
Economic Prosperity**



**Travel and Transport**



**Health and Wellbeing**



**Climate Emergency**



**Housing**



**Recreation and Leisure**

For any further assistance or guidance with regard to the brand guidelines.  
Please contact Saltash Town Council via email at [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk)



Saltash Town Council

**Working for the people of Saltash**

# Communications Policy & Strategy

RESPONSIBLE COMMITTEE: P&F

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

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Current Document Status			
Version	2024/25	Approved by	FTC
Date	07.03.2024	Responsible Officer	AJT
Minute no.	367/23/24c	Next review date	Annual or as required

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
01.2021	1 DRAFT	AJT			New policy.
03.2021	1.1	AJT	P&F 09.03.2021	173/20/21c	New policy – deferred to next FTC.
05.2021	1.1	AJT	ATM 20.05.2021	46/21/22c(iii)	Adopted
05.2022	2022	AJT	ATM 05.05.2022	54/22/23b(iii)	Readopted.
05.2023	2023	AJT	ATM 04.05.2023	65/23/24c(iii)	Readopted.
08.2023	2023 v2	AJT	P&F 12.09.2023	73/23/24a	Updated section E1. Rec. to FTC
08.2023	2023 v2	AJT	FTC 05.10.2023	195/23/24a	Approved.
02.2024	2024 DRAFT	AJT	P&F 27.02.2024	156/23/24c(4)	Combined policy document. For recommendation to FTC 03.2024

03.2024	2024	AJT	FTC 07.03.2024	367/23/24c	Recommendation from P&F. Approved
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### Document Retention Period

Until superseded



# Communications Policy

## Aims

- To set out how we will communicate with staff, Members, partners, local residents and the media.
- To ensure all communications are consistent and co-ordinated across all channels.
- To develop excellent, innovative and cost-effective communications to increase awareness of the Town Council's services and achievements and improve the reputation of the Town Council.
- To promote high quality customer service and ensure that everyone in the Town Council understands their role in delivering this.

## Outcomes

All communications issued by the Saltash Town Council will be:

- **Open and honest** – direct, truthful and factual.
- **Timely** – up to date information communicated regularly, consistently and quickly.
- **Clear and concise** – Plain English and jargon free – easily understood by all sectors of the community.
- **Accessible** – easy to access through appropriate media / channels and in mixed format.
- **Relevant** – targeted at the needs of the intended audience, appropriate information, informative and useful.
- **Inclusive** – face to face communications wherever possible, designed to encourage and value discussion and feedback. Information available in suitable formats.

## Scope

This policy covers all types of communications received by and issued by the Town Council, its Officers and elected Members and includes:

- Verbal
- Written
- Email
- Social media
- All correspondence issued by Town Council Officers and staff

- All correspondence issued by Town Councillors

The Town Council will not consider any anonymous correspondence where the author cannot be identified or abusive or aggressive communications<sup>1</sup>.

### **Data Protection and Freedom of Information**

Saltash Town Council is registered with the Information Commissioner's Office (ICO) as a Data Controller. Town Council Officers, staff and Town Councillors are Data Processors and have a responsibility to maintain records and process data in accordance with the current General Data Protection Regulations. Breaches of the regulations may lead to the Town Council being subject to investigation by the ICO, a potential fine and loss of reputation. Anyone – Town Council Officers, staff and Town Councillors – should also remember that correspondence issued may be subject to release under a Freedom of Information request.

### **Councillors :**

Councillors are reminded that the Code of Conduct applies to all forms of communications – verbal, written (including social media) and should be adhered to at all times.

## **1. Town Council Correspondence**

- 1.1. The point of contact for the Town Council is the Town Clerk or the Officer delegated to the relevant role or task.
- 1.2. No individual Town Councillor or Officer should be the sole custodian of any correspondence or information in the name of the Town Council, a committee, sub-committee or working party. Town Councillors and Officers do not have a right to obtain confidential information/documentation unless they can demonstrate a 'need to know' in order to carry out their role on behalf of the Town Council.
- 1.3. All official communications should be sent in the name of the Town Council using Town Council letter headed paper and signed by the Town Clerk or, where another Town Council officer is signing, with the approval of a Line Manager or from an approved Town Council email address.
- 1.4. All official communications issued by the office of the Mayor or other nominated member must be authorised by Town Council or relevant committee in advance. The

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<sup>1</sup> Zero Tolerance Policy; Unreasonable Persistent Complaints Policy

Town Clerk or Assistant Town Clerk will be responsible for authorising all official communications prior to release.

- 1.5. All correspondence issued by Town Councillors where tasks are delegated by the Town Council must be copied to the Town Clerk or Officer delegated to the relevant role or task.
- 1.6. Where correspondence is copied to persons other than the addressee, the addressee should be made aware that a copy is being forwarded to that other person (e.g. copy to XX) but data protection rules should be observed.
- 1.7. All communications should be compliant with the relevant data protection legislation, the Town Council's code of conduct, respect confidentiality and any other relevant Town Council policies in place at the time.
- 1.8. A copy of correspondence with Unitary Authority Town Councillors will be sent to Ward Town Councillors.

## **2. Agenda Items for Town Council, Committees, Sub-Committees and Working Parties**

- 2.1. The agenda should be clear and concise. It should contain sufficient information to enable Town Councillors to make an informed decision, and for the public to understand what matters are being considered and what decisions are to be taken at a meeting.
- 2.2. Items for information will be circulated with the agenda and papers for the meeting and will be kept to a minimum.
- 2.3. Where a Town Councillor wishes to circulate matters for "information only", this information will be circulated via the Town Clerk's office, and circulated to all Town Councillors.
- 2.4. Motions for an agenda will be submitted to the Proper Officer in writing following the procedure laid out in Standing Orders.
- 2.5. The Policy for Receiving Public Questions, Representations and Evidence at Meetings will be followed where these are received.
- 2.6. Discussion and decision making should only take place by email or Survey Poll where it is used in exceptional circumstances under a scheme of delegation and in accordance with standing orders.

### **3. Communications with the Press and Public**

- 3.1. The Town Clerk, or Assistant Town Clerk will clear all press releases, or comments to the media, with the Chairman of the Town Council<sup>2</sup> or the Chair of the relevant committee as appropriate.
- 3.2. Press releases from the Town Council, its committees or working parties should be from the Town Clerk or an officer delegated to the task or via the reporter's own attendance at a meeting.
- 3.3. All articles for the Town Messenger will be checked and approved by the Assistant Town Clerk or delegated Officer prior to publication.
- 3.4. Requests from the press/media for comments or statements should be sent to the Town Clerk's office.
- 3.5. Unless a Town Councillor has been authorised by the Town Council to speak to the media on an issue, Town Councillors who are asked for comment by the press should make it clear that it is a personal view and ask that it be clearly reported as their personal view. The Chairman of the Town Council is the normal authorised spokesperson for the Town Council<sup>3</sup>.
- 3.6. When representing the Town Council at a "Meet your Town Councillors" event Town Councillors should follow GDPR and data protection guidance, the Code of Conduct and relevant sections of this policy.
- 3.7. Unless a Town Councillor is certain that they are reporting the view of the Town Council, they must make it clear to members of the public that they are expressing a personal view.
- 3.8. If Town Councillors receive a complaint from a member of the public, this should be passed immediately to the Town Clerk who will process it under the Customer Feedback Policy<sup>4</sup>.
- 3.9. Designated staff are authorised to promote the work of the Town Council on social media platforms, the website and noticeboards but operate strictly in accordance with the approved Social Media policy<sup>5</sup> of the Town Council.
- 3.10. In making public comments, Town Councillors must respect decisions made by a majority vote and abide at all times to the Code of Conduct<sup>6</sup>.

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<sup>2</sup> Mayor's Protocol Guide p9

<sup>3</sup> Mayor's Protocol Guide p9

<sup>4</sup> Customer Feedback Policy p3

<sup>5</sup> Social Media Policy

<sup>6</sup> Code of Conduct Part 2, General Obligations

3.11. The Town Council may undertake consultations with residents from time to time. Where possible and practicable there will be multiple means of participation to ensure all consultees are contacted and able to respond, particularly taking account of difficult to reach groups.

#### **4. Town Councillor Correspondence to external parties**

- 4.1. Individual Town Councillors are responsible for their own ward member correspondence. The Town Council does not provide administrative support for such purpose. Town Councillors must ensure they make clear where they are informing on official policy and where they are stating their personal views.
- 4.2. When using a Town Council email account, Town Councillors must always reflect the view of the Town Council.
- 4.3. Correspondence (including emails) sent in relation to Town Council business where a Town Councillor has been delegated to a task, should be openly copied to the Town Clerk or officer responsible for the task.
- 4.4. Town Councillors should be aware that all emails sent and received from their STC email account may be subject to release under FOI legislation.

#### **5. Communications with Town Council Staff<sup>7</sup>**

- 5.1. It is unlawful for Members to instruct members of staff. Town Councillors must not give instructions to any member of staff<sup>8</sup>, unless authorised to do so through the Town Council's decision-making process and with their line manager's agreement.
- 5.2. No individual Town Councillor, regardless of whether or not they are the Chairman of the Town Council or the Chair of a committee or other meeting, may give instructions to the Town Clerk or to another employee which are inconsistent or conflict with Town Council decisions or arrangements for delegated power.
- 5.3. Telephone calls should be appropriate to the work of the Town Council.

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<sup>7</sup> Protocol for Officer Member Relations ; Standing Orders

<sup>8</sup> Standing Orders

- 5.4. Instant replies should not be expected to e-mails to the Town Clerk or other members of staff; reasons for urgency should be clearly stated.
- 5.5. Town Councillors should acknowledge their e-mails when requested to do so.
- 5.6. For meetings with the Town Clerk or other Officers an appointment should be made wherever possible, meetings should be relevant to the work of that Officer and Town Councillors should be clear that the matter is legitimate Town Council business and not matters driven by personal or political agendas.

## **Summary**

Saltash Town Council is committed to effective communications to ensure the Town Council's operations, priorities, objectives, values, ambitions and challenges are better understood by all our audiences - both internal and external.

# **Communications Strategy**

## **Vision Statement**

Saltash Town Council is committed to effective communications to ensure the Town Council's operations, priorities, objectives, values, ambitions and challenges are better understood by all our audiences - both internal and external – including our statutory obligations as a council.

## **Who do we want to reach?**

Our Audience and stakeholders:

Key stakeholders include residents, local businesses, and community organisations, local government organisations and Cornwall Councillors, local media and Politicians.

## **What do we want to achieve?**

Updates to the community:

Provide regular updates on council activities, decisions, and upcoming events to keep the community informed.

Community engagement:

Actively engage with the community through public forums, surveys and consultations, and feedback mechanisms to understand concerns and gather input. Ensure the channels of communicating these elements cover electronic and paper versions.

Transparency:

Emphasise transparency by sharing meeting minutes, financial reports, and important documents to build trust and enable scrutiny of council functions and business.

Responsive platforms:

Monitor and respond promptly to inquiries and concerns raised by residents on various communication platforms.

Feedback mechanism:

Promote the methods for residents to provide feedback on services and decision making.

## **How will we communicate?**

### Consistent Branding:

Maintain a consistent visual identity and tone of voice across all messaging on all communication channels, and assets for recognition and clarity<sup>9</sup>.

### Channels of Communication:

Identify a mix of channels such as official websites, social media, newsletters, and community meetings to disseminate information. Social media platforms such as Facebook and Instagram will provide a fundamental and cost-effective home for Saltash Town Council communications.

- Town Council website
- Social media strategy to encompass various platforms utilising them to their full potential.
- Print media including local news outlets
- Broadcast TV and Radio channels
- Mailouts and leaflet drops
- Posters and banners
- Noticeboards
- In Person – Meet your Councillor sessions

### Proactive PR:

Continue to positively promote the work that Saltash Town Council undertakes to the local media utilising all opportunities to enhance the role of the council in the town.

### Statements to the Media:

Provide a mechanism to respond to any media enquiries in a timely manner as to safeguard the image of the town council and its members.

## **What will we communicate?**

### Regular Updates:

Establish a clear plan for communicating during urgent situations, ensuring residents receive timely and accurate information.

### Education Campaigns:

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<sup>9</sup> Appendix 1



Implement educational campaigns to inform residents about local policies, initiatives, and the decision-making process – dog poo campaign, green initiatives, speeding awareness etc. including circulating Cornwall Council education awareness.

Multilingual and Accessible Communication:

Incorporate Cornish language elements to communications out to community – including email signatures. Celebrate our Cornish heritage by using Cornish and English for communications and greetings in all genres – written, video and all graphics. We will endeavour to make all our communications as accessible as possible in accordance with the Equality Act 2010, and the Public Sector Bodies Accessibility Regulations 2018.

### **Building good partnerships**

Collaboration with Local Media:

Foster relationships with local media outlets to enhance coverage of council activities and community news through a positive working relationship.

Collaboration with Local Government:

Use our communications platforms to promote the division of responsibilities between Saltash Town Council and Cornwall Council and provide clarity regarding reporting issues to both councils.

### **How will this be led?**

In 2024-25 we will; be recruiting new roles of Development Manager and Communications and Engagement Officer. A part of their roles will be the implementation of this strategy.

## Appendix 1 – Branding and House Style

Saltash Town Council Style Guide:

Using a corporate style ensures consistency and accessibility across written communications.

Typography	
Abbreviations	<p>The full word or phrase to be used the for the first use, followed by the abbreviation in brackets. Full stops not to be used abbreviations. In general, shortened versions of words (such as ‘approx’ for approximately or ‘Jan’ for January) should not be used. The exceptions are:</p> <ul style="list-style-type: none"><li>• ‘cllr’ for councillor, which can be used in certain circumstances, When referring to a specific councillor, use ‘Councillor’ and their full name at first mention, and ‘Cllr’ and their surname subsequently</li><li>• When writing for social media.</li></ul>
Branding	<p>Town Seals and Modern Logo: refer to the Town Seals and Modern Logo Policy for guidance. When the Town Council is referred to in a publication it will be referred to as the Town Council not we.</p>
Colour	<p>The colour palette selected should be consistent with the type of publication and across the document. Avoid using colour alone to convey meaning in charts or graphs.</p>
Date and Time	<p>Write dates in full using the ‘dd month yyyy’ format. Do not name days unless it is absolutely necessary. For example:</p> <ul style="list-style-type: none"><li>• 14 September 2020 (not 14th September 2020).</li></ul> <p>For financial years and academic years write 2020/21 – not 2020-21, 2020-1, 2020/1 or 2020-2021.</p> <p>To refer to an expanse of time, use, for example, 2020 to 2025.</p>

	Write the time using numbers, with a full stop (rather than a colon) to separate hours and minutes. Always use a 12-hour clock, for example 10.30am till 5.15pm.
Headings and titles:	Arial size 14, bold and placed. These should be in sentence case, with a capital letter used for only the first word of the heading.
Hyperlinks	When creating a hyperlink, use meaningful text as links. This makes content accessible to people using screen readers: Avoid uninformative link phrases such as 'click here' or 'read more'.
Imagery	'Alt text' (alternative text) should be provided for all images to ensure accessibility. Following guidance for appropriate content in data protection documents.
Italics	Italics make text more difficult to read. Use single quotation marks to emphasise a word.
Main body text:	Corporate typeface is Arial size 12 black (do not use italic or underlined text).
Numbers	Use figures for numbers 10 and above. Write out numbers one to nine in letters.
Percentages	Use 'per cent', not percent or %. Only use the symbol in tables, graphs and images, or if a document uses the term so much that you could significantly reduce the word count by doing so. When not quoting a figure, use the word 'percentage'
Style	Be consistent with use of layout in keeping with the type of publication being produced.
Spacing	Use at least 1.5 line spacing (the minimum requirement for accessibility). Use a single space after full stops.

Please refer to the Local Government Association writing style guide for full guidance on creating written content for webpages, printed publications or social media platforms. Found on the following <https://www.local.gov.uk/about/creating-content-lga/local-government-association-lga-writing-style-guide>



# Saltash Town Council

**Policy/Procedure:**

**Social Media Policy**

**Date of Adoption:**

**May 2021**

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

Current Status			
<b>Version</b>	1/2021	<b>Approved by</b>	ATM
<b>Date</b>	May 2021	<b>Date of approval</b>	20.05.2021
<b>Responsible Officer</b>	AJT	<b>Minute reference</b>	46/21/22c(xii)
<b>Responsible Committee</b>	P&R	<b>Review date</b>	As required

Version History			
<b>Date</b>	<b>Version</b>	<b>Author/Editor</b>	<b>Comments</b>
01.05.2014	1	AK	New Min 52/14/15

Review Record				
<b>Date</b>	<b>Type of Review</b>	<b>Minute number</b>	<b>Summary of actions</b>	<b>Completed by</b>
April 2021	Review for reapproval – new council			AJT

Document Retention	
Document retention period	Until superseded

## **Saltash Town Council**

### **Social Media Policy**

*Saltash Town Council (STC) is a trusted organisation that needs to have a strong social media voice. The council needs to have active two way conversations. Social media should be*

- Relevant
- Interesting
- Informative
- Tell a story
- Seek feedback

#### **Section A: Operation of policy**

1. This policy will be reviewed every 6 months by the Working Group who will recommend any changes to Council.
2. Minor changes can be implemented by agreement of Clerk / Working Group Chair – for example minor additions to content, modifications to style, experimenting with different media etc.

#### **Section B: Aims of use of social media**

The aims of the council's expansion into social media include:

- To meet the requirement for communication as part of Quality Council Status.
- To communicate with more people, including younger people.
- To provide information for people who can't get to the Guildhall.
- To provide an alternative way for residents to communicate views, issues and question, bearing in mind that some are more comfortable communicating online.
- To promote tourism.
- To provide positive publicity for the town, town centre, town organisations, town events and town council.
- Town centre promotion.
- To receive residents views and issues.
- To promote two-way communication and consultation.
- Potentially in future to broadcast (podcast) council meetings, increasing 'attendance' and awareness.

#### **Section C: Types of Social Media**

1. STC will initially use a Facebook page (a 'like' page, as opposed to a personal account with 'friends') and a Twitter account.
2. STC will potentially expand into use of a blog (allowing councillors to post personal projects and views) and Googleplus.
3. In the medium term STC will consider the use of podcasting and a YouTube Channel.

#### **Section D: Responsibilities & appropriate use**

1. Both the Facebook page and the Twitter account will be the responsibility of the Administration Officer assisted by those other staff members who have been trained. They will be registered 'administrators' for the Facebook page and will have the username and password for the Twitter Account, and will assist in promoting the pages (see Section H).
2. This is not expected to be an onerous task for any of the staff involved and should not take up a significant amount of time. Facebook and Twitter posts that need to be repeated will be scheduled in advance to be spread out throughout the day/evening in order to engage with as wide an audience as possible.
3. The Town Clerk will monitor and offer guidance as required.
4. The Chair of the Working Group will also monitor, will give feedback to the Clerk and staff, and may be consulted for guidance if required. S/he will be an administrator for the Facebook page and will have the username and password for the Twitter Account: this is solely to provide continuity of access if staff are on leave/ill/leave etc.
5. Councillors will not be involved in 'official posting' but are encouraged to promote the pages (see Section H).
6. Official posts must conform to the content and style guidelines below.
7. All staff must not post in their personal capacity during office hours.
8. Councillor posts, or staff posts in their own time, must make clear whether any opinions posted are either official STC policy or their own personal view.

#### **Section F: Administration guidelines**

1. In general, STC will only 'like' or follow organisations who provide information related to public services or public transport that is likely to be of interest to residents of Saltash, and will otherwise not 'like' or 'follow' other pages and users of Twitter.
2. Further to F1, The Clerk or Chair of the Working Group can approve additional pages to be liked or followed.
3. STC will reply as appropriate where posts are not abusive/using inappropriate language.
4. Where a member of the public or page has liked or shared our post they will be invited to like the STC page as a way of organically growing followers.

5. Users who do post abusively or using inappropriate language will be warned once and then blocked or banned.
6. These guidelines will be posted on the Facebook page and Twitter account where possible.



## **Section G: Content & style guidelines**

1. If unsure on any point of content or style consult the Admin Officer in the first instance and then the Clerk or the Chair of the Working Group.
2. Official posts must express no personal opinions: only factual information or council policy.
3. In general, anything that would be allowed on the STC noticeboards will be allowed on the Facebook page and will be re-tweeted.
  - a. General content should include:
    - i. Regular items
    - ii. Next meeting: main topics.
    - iii. Major town events.
    - iv. Photos from events/engagement if available.
    - v. Updates on work being undertaken across Saltash to include before and after photos
  - b. As and when items
    - i. Consultations on items such as toilet opening times, colours to paint a public building. A narrow field of options will be given and the results given on social media with follow up photos.
    - ii. Elections – reminder when and where to vote.
    - iii. Important public information (school closures, road closures etc.).
  - c. Periodic reminders
    - i. Allotments.
    - ii. Guildhall hire.
    - iii. Festival fund.
    - iv. Community chest.
    - v. Notice-boards.
4. Post using 'we' rather than 'I'.
5. Try to spread posts – too close together and it may bore people, or they won't see everything you share. Over-posting can put people off, especially on Facebook.
6. Postings should be in plain everyday English not 'council speak' or acronyms – for example 'snow' not 'inclement weather' and 'budget setting' rather than 'pre-cepting'. Use of informal language where appropriate should be used to engage younger audiences.
7. Where possible share posts that have been written by trusted organisations such as Cornwall Council instead of rewriting
8. Add photographs where possible. Avoid using photographs that clearly identify under-18s unless they are supplied by organisations with clear child protection procedures (such as schools or sports clubs).
9. Facebook live and videos will be used to engage a wider audience. 'Ask the Mayor' style sessions will be held where the Mayor will respond via video to

questions submitted. Behind the scenes at STC videos will be used to engage with the community.

10. On Twitter use hashtags (#) and at signs (@) as appropriate. '#' flags up a post as being about a particular topic so people can easily find it so #severeweathersaltash please ring Saltash TC on 844846 if a grit bin near you in Saltash needs refilling'. '@' identifies a particular twitter user so '@sheryllmurray attending Town Council this evening: come along to give her your view on transport issues in Saltash' etc.
11. The use of emojis should be used where appropriate. For example using a weather symbol when talking about predicted bad weather or flowers when highlighting the floral displays. All emojis can be checked for suitability at [emojipedia.org](http://emojipedia.org)
12. If a post requires a response of general interest (e.g. about a road closure) post or tweet to everyone. If it requires an individual response (e.g. about a casework issue) message them on Facebook, or tweet contact details (as replying individually requires 'following').
13. When replying to queries or comments speak as you would to a customer in person or on the phone.
14. If a query relates to something that STC doesn't deal with try to give as much information as possible about who to contact (e.g. officer name if possible). Remember that as they are already online a link to a web page or email address may be better than a phone number.

## **Section H Promotion**

STC staff and members will aim to promote the Facebook account (to get 'likes') and the Twitter account (to get 'followers') via

- a. Town Messenger
- b. STC Website
- c. STC Noticeboards
- d. Suggestions on Facebook
- e. Word of mouth
- f. Other appropriate ways as agreed

## **To receive a report on the Delivery of Professional Youth Work Tenders in Saltash for 2024/25 and consider any actions and associated expenditure**

Date of meeting to open tenders and score: Friday 19 April at 9:30am

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

Apologies: Cllr Martin

Saltash Team for Youth (STFY) received two tenders for the delivery of professional youth work in 2024/25. The total budget for this is £59,069 (code 6222 Commissioning Youth Work).

The total value of both tenders is slightly over the available budget by £106:

1. Livewire        £29,600
2. The Core       £29,575

In terms of the content, the tenders were as strong as last year. Livewire insurance documents are due to expire on 24<sup>th</sup> April 2024 but it was felt that they could be considered for funding by Saltash Town Council subject to confirmation of their insurance renewal being received prior to releasing the first installment.

STFY had a constructive discussion about the funding allocation, working within the budget whilst ensuring the process was equitable. The working group continue to be conscious that the two organisations submitting tenders are in important need of financial assistance.

It was agreed that both organisations have improved their reporting and recognise the need to be increasingly focused on the impact of their work particularly for young people i.e. a combination of quantitative data and qualitative case studies. An additional requirement was added to the 2024/25 specification criteria as follows:

### *Measuring the Service Performance*

*11. Case studies describing the impact of the support on the young people involved, particularly regarding their wellbeing, progression and achievements (as attached).*

This will be monitored by STFY on behalf of the Policy & Finance Committee.

It was unanimously agreed to recommend the following funding allocation to the next Policy and Finance Committee meeting, subject to receipt of confirmation of Livewire's insurance renewal, as required in the specification:

1. Livewire bid for £29,534.50
2. The Core bid for £29,534.50

**Total £59,065**

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

# **SALTASH TOWN COUNCIL**

## **Delivery of Professional Youth Work in Saltash for the year 2024/25**

Saltash Town Council has budgeted £59,069 for the provision of professional youth work services in Saltash in the period April 2024 to March 2025. This is an increase of 7.3% from the 2023/24 budget.

The Town Council is inviting proposals from suitable organisations for the delivery of this service. Each organisation commissioned will be expected to work in partnership with other agencies, including Saltash Community School, Police, Housing (inc. ASB Officer), Safer Saltash, Action for Children, CAMHS, Youth Offending Team, Targeted Youth Support and Saltash Youth Network.

### **Outline Specification**

1. Service is to support young people resident in the Saltash area and to be focused on those who are in particular need of help.
2. Service to include 30 detached youth work sessions. Detached youth work to include actively seeking to identify and provide support to young people away from formal settings who are not engaging with youth services.
3. Service to include at least two nights a week open access youth provision.
4. Service to provide single issue work with groups of young people informed by issues identified by the organisation and Saltash Team For Youth (a working group of Saltash Town Council)
5. All delivery to be led by professionally qualified (JNC) youth workers.
6. All youth workers, youth support workers and volunteers to receive professional supervision.
7. Delivery agencies to have all relevant policies and procedures in place to ensure the protection of all young people they work with.
8. All staff and volunteers to be subject to enhanced DBS checks.
9. Delivery agencies to implement mechanisms for young people to guide service delivery.
10. Delivery agencies to secure matched funding equal to the amount received from Saltash Town Council.

## **Measuring the Service Performance**

Delivery agencies will be required to record and report the following outputs/outcomes:

1. Number of detached youth work sessions run.
2. Number of open access sessions run.
3. Number of single-issue programmes run.
4. Number of young people engaged with (defined as 3 or more hours of engagement).
5. Number of young people engaged with as defined in section 2 of the Outline Spec.
6. Number of young people receiving individual or group support.
7. Number of young people helped into or back into education, training or work.
8. Number of young people with measurable distance travelled.
9. Number of young people referred to youth workers from other organisations (e.g. school/college/police/etc.).
10. Number of volunteer support worker hours.
11. Case studies describing the impact of the support on the young people involved, particularly regarding their wellbeing, progression and achievements.
12. Matched funding secured.

## **How to apply**

Interested organisations should send their bid proposal to the Town Clerk at the address below **no later than Friday 12<sup>th</sup> April 2024 at 5pm.**

## **Proposals should address:**

1. The requirements of the specification.
2. The elements of the service the organisation proposes to deliver.
3. How much the organisation is asking for.
4. The organisation's ability to deliver the service in Saltash.
5. Evidence of need describing the challenges faced by the young people the organisation supports. Both qualitative and quantitative data is welcomed.
6. The amount of matched funding secured and the source of this.

Also, please include the following policies, insurances and accounts:

## **Policies:**

1. Safeguarding Policy.
2. Policy & guidelines for good youth work practice.
3. Health & Safety Policy.
4. Data Protection Policy.
5. Equal Opportunities Policy.

**Insurances:**

1. Employers' liability.
2. Public liability.
3. Professional indemnity.

**Accounts:**

1. A copy of the latest year's accounts.

Bid proposals must be returned in a stamped envelope (non-company franked), unmarked by any logos or franking machine print relating to the identity of the bidder, other than to state "Saltash Professional Youth Work Bid Proposal".

**To**

The Town Clerk  
Saltash Town Council  
The Guildhall  
12 Lower Fore Street  
Saltash  
PL12 6JX

Or by email to [tenders@saltash.gov.uk](mailto:tenders@saltash.gov.uk)

**Enquiries**

If you have any questions they should be addressed to the Town Clerk and sent by e-mail to [tenders@saltash.gov.uk](mailto:tenders@saltash.gov.uk)

Please note that all questions and answers will be made available to every organisation that has expressed an interest.

**Record of authorised use of Town Seals and Modern Logo 2023/24-  
Annual report to Policy and Finance Committee (Policy requirement)**

<b>Date Requested</b>	<b>Contact Name</b>	<b>Organisation</b>	<b>Reason For Request</b>	<b>Authorised / Rejected By</b>	<b>Date Authorised</b>
31/05/23	Ricky Lumley	STC	Great Big Green Week Promotion Video	Authorised by Ricky Lumley, Assistant Town Clerk	31/05/23
31/01/24	Adrian White	SEA	Promotion of SEA meeting at Isambard House	Ongoing approval given by Town Clerk for all SEA meetings held at Isambard House	31/01/24
23/02/24	Sinead Burrows	STC	Business Plan	Sinead Burrows / Town Vision Members	23/02/24
15/03/24	Sinead Burrows	STC	450 Red Bus Side Panel	Sinead Burrows	14/03/24
19/03/24	Lindsay Mansfield	STC	Civic Awards certificate	Sinead Burrows	20/03/24
19/03/24	Lindsay Mansfield	STC	Mayor's Civic service	Sinead Burrows	20/03/24



# Saltash Town Council



## Grant Application Form

**APPLYING FOR:**

(Tick one box)

Community Chest Grant

☐

Festival Fund Grant

☒

**DATE APPLICATION SUBMITTED:**

13/3/24

<b>Contact Name:</b>	[REDACTED]
<b>Position:</b>	Director
<b>Organisation:</b>	Salt Arts CIC
<b>Contact Address:</b>	[REDACTED]
<b>Telephone Number:</b>	[REDACTED]
<b>E-mail:</b>	[REDACTED]
<b>Status of Organization:</b>	Community Interest Company - Limited by Guarantee
<b>Charity/Company number (if applicable)</b>	<b>Charity No:</b> <b>Company No:</b> <b>14682179</b>
<b>What geographical area does your organization cover?</b>	Saltash.



<b>How long has your organization been in existence?</b>	<p>Salt Arts has been a CIC since February 2023.</p> <p>The Saltash Songs &amp; Shanties Festival project (now produced by Salt Arts CIC) was founded in 2022.</p>
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**Please note that it may be asked to attend a meeting of the Policy and Resources Committee to answer questions on your application.**

## 1. Organisation Background

<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)	<b>Date Applied</b>	<b>Project</b>	<b>Amount Applied for</b>	<b>Successful Y/N</b>
	9/3/23	Saltash Songs & Shanties Festival: Pop-Up Piano	£900	Y
<b>Please list the aims and objectives of your organization</b>	<p>Salt Arts CIC works with individuals and community organisations to deliver cultural projects. We celebrate the community and places that make SE Cornwall and the Tamar Valley special. From tiny seeds of ideas to activities reaching thousands of people – if it sparks the imagination, we will nurture and support to bring that vision to life.</p> <p>Our objectives are to:</p> <ul style="list-style-type: none"> <li>• Strengthen, diversify and build the cultural sector in the region.</li> <li>• Facilitate a wide range of cultural and creative projects.</li> <li>• Grow new talent and engage a wide audience.</li> </ul>			

<b>What are the main activities of your organization?</b>	<p>Producing cultural events and projects including Saltash Songs &amp; Shanties Festival.</p> <p>Being a production partner for other local arts organisations including Callington Mayfest, Carn-to-Cove and Plymouth Culture.</p> <p>More information: <a href="http://www.saltarts.org">www.saltarts.org</a></p>
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	Yes / No or N/A
Are you part of a religious group?	No
If application is for a Church – is it for anything other than a parish clock, Community Hall (used by all within the community) or environmental purposes?	NA
If application is for a School – Is, it for anything other than environmental purposes or a project that does not benefit the wider community and is not in addition to statutory services?	NA
If application is from an education, health or social service establishment – do you work in partnership with other groups?	NA
If application is from an education, health or social service establishment – is project in addition to statutory services?	NA

## 2. Your project

<b>Project</b>	<b>Start Date</b>	12 / 6 / 2024
	<b>Finish Date</b>	23 / 6 / 2024  N.B This is the finish date of the Festival. Depending on weather, the piano will be in position until c.Sept 2024.
	<b>Total Cost</b>	£ 2,805
	<b>Grant Applied For</b>	£ 975

<b>Project title:</b>	Saltash Songs & Shanties Festival – Free Events Programme
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**Description of project**  
(please continue on a  
separate sheet if necessary):

We are applying to Saltash Town Council Festivals fund for support with delivering Saltash Song's & Shanties Festival free events programme in June 2024. This will include the following activities:

**Pop-up Piano** – a hugely popular part of last year's event, we will be bringing a community piano back to the waterfront or all to enjoy over the Festival and on into the Summer.

The piano will be decorated with designs created by local children (372 children submitted artwork in 2023). We will also hold a community piano event to bring local amateur pianists together to perform for friends and family.

The piano design competition will have a local environmental theme – inspired by wildlife in the Tamar Valley. This ties in with other events in the Festival which celebrate the local environment.

Based on figures from 2023 we estimate that the piano will be played by 10-30 people each day over 3 months and c.150 local musicians and audience members will take part in the community piano session.

Also, in 2023 Social Media clips of the piano received an estimated 16,000 views with many positive comments.



*People enjoying an  
impromptu piano  
performance in 2023.*

**Samba Workshops** – 2x family-friendly music workshops open to all in the town centre. These physically active events are a highly accessible way to encourage people to take part in music making. They are also highly entertaining for passersby.

This event will be for 60 participants and will also be enjoyed by c.100 audience members plus passersby.

**Saltash Town Band** – a free, family-friendly concert in Victoria Gardens. This relaxed event is open to all and will feature a range of traditional and popular music.

Based on figures from 2023, c.30 local musicians will perform at the event to 150 audience members plus passersby.



*Audiences enjoying Saltash  
Town Band in 2023.*

	<p><b><u>Shanty Sing-Along Session</u></b> – a relaxed afternoon event aimed at older audience members and featuring performances by local singing groups and celebrating traditional music from Cornwall.</p> <p>We estimate that c.30 local musicians will perform at this event to c.60 audience members.</p> <p>Saltash Songs &amp; Shanties Festival brings local people from all demographics together to enjoy live music in historic venues around Saltash. Our events celebrate the culture, heritage and environment of SE Cornwall and the Tamar Valley. Now in our third year we are aiming to reach over 2,000 audience members and participants total this June. More information is available at: <a href="https://songsandshanties.co.uk/">https://songsandshanties.co.uk/</a></p>
<b>Where will the project/activity take place?</b>	<p>Pop-Up Piano – Saltash Waterfront</p> <p>Samba Workshops – Victoria Gardens</p> <p>Saltash Town Band – Victoria Gardens</p> <p>Shanty Sing-Along Session – Ashtorre Rock or Library (TBC)</p>
<p><b>Who will benefit from the project?</b> (What groups will benefit and approximately how many people will benefit in total)</p>	<p>The target audience for Festival events is:</p> <ul style="list-style-type: none"> <li>- People of all demographics living in the PL12 district.</li> <li>- Visitors from the surrounding regions (c.15 mile radius/30 min travel).</li> </ul> <p>The free events programme specifically benefits:</p> <ul style="list-style-type: none"> <li>• Families and older people from Saltash.</li> <li>• People who face financial or physical challenges in accessing more formal tickets concerts.</li> <li>• Carers and families of people who benefit from hearing music in a relaxed and informal setting.</li> </ul> <p>The Festival promotes tourism and leisure in Saltash for residents and visitors. Data from 2023 showed that 66% of our audience were from Saltash. 32% were visitors from wider Devon/Cornwall and 4% came from further afield.</p> <p>Arts and culture are vitally important for community health and wellbeing. Taking part in cultural activities improves mental health, reduces social isolation, supports community cohesion, promotes lifelong learning and instills pride in local identity and heritage.</p> <p>The local economy also benefits from the Festival – in 2023 61% of audience members also visited a local business. Estimated additional income to the local economy from Festival audiences was £17-£22k.</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>From our Festival audience questionnaire in 2023:</b></p> <p><b>100%</b> of responders said they would like to attend more arts events in Saltash, of which <b>90%</b> requested more music.</p> <p><b>Feedback from Salt Arts CIC concerts with Bournemouth Symphony Orchestra in March 2024:</b></p> <p><i>"It was a wonderful afternoon. I hope they will return soon."</i></p> <p><i>"Well done and thank you to everyone involved in organising these concerts. The dementia friendly concert at the Social Club on Friday was joyous."</i></p> <p><i>"An amazing concert..... i so hope they come back... my little boy would have loved it!"</i></p> <p><i>"Thank you for organising. Thoroughly enjoyed both concerts, hopefully they will return and do more."</i></p> <p><i>"It was absolutely brilliant! I went to the Wesley, great to have a bit of culture come to Saltash thank you everyone who made this happen."</i></p> <p><i>"Wonderful Concert such a lovely time with members of our Community coming together to enjoy the amazing music."</i></p> <p><i>"It was a lovely afternoon the musician were fantastic,hurry up and come back soon ."</i></p> <p><i>"Such a lovely concert yesterday.My Mum enjoyed it so much.Thank you."</i></p> <p><i>"Both concerts were amazing!!"</i></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 organization Consultation with Community)</p>	<p>Festivals in 2022 and 2023 were extremely well received and we had extensive feedback requesting that events be repeated. Audience comments include:</p> <p><i>"Genuinely interesting event that could only happen at this festival."</i></p> <p><i>"Really lovely to see such a great range of performers and some super talented people."</i></p> <p><i>"Was just fab to be able to come and listen to people of all ages playing the piano in a beautiful setting."</i></p> <p><i>"Hope to come to more next year."</i></p> <p><i>"Lovely music and very friendly. An amazing session for children."</i></p> <p><i>"Well, what a brilliant weekend! Such lovely feedback from so many people, a huge well done to you for organising!"</i></p> <p><i>"This musical collection gives Saltash a distinct identity, "</i></p>

	<p><i>"Marvellous entertainment in a wonderful setting on a beautiful day. Perfect."</i></p> <p><i>"Great music. Very well organised."</i></p> <p>More audience feedback is available at:  <a href="https://songsandshanties.co.uk/index.php/all-events/">https://songsandshanties.co.uk/index.php/all-events/</a></p> <p>The Pop-Up Piano was one of the most popular events in the 2023 Festival and the piano went on to be used by Livewire Youth Music after the Festival until September 2023.</p> <p>The 2023 piano was recycled in Autumn 2023 when the effects of weather and public use meant that it could no longer be played. Many local people have asked for the piano to return in 2024.</p>
<b>How will the project be managed and how will you measure its success?</b>	<p>The project will be managed by Lindsay Endean at Salt Arts CIC (saltarts.org). She will also work with Events Manager Mike Snook and experienced workshop leaders.</p> <p>Success will be measured through:</p> <ul style="list-style-type: none"> <li>- participant feedback collected in person and online.</li> <li>- social media data.</li> <li>- feedback from local residents and businesses.</li> </ul>
<b>Please give the timescale and key milestones for your project, including a start date and finish date.</b>	<p><b>April</b> Festival publicity distributed and box office open for bookable events.</p> <p><b>May</b> Competition run with local schools to design artwork for community piano.</p> <p><b>June</b> Piano in position on Waterfront from 12 June. 15-23 June – Festival takes place, including free events programme.</p> <p><b>Aug-Sept</b> – Piano remains in position (depending on weather)</p>
<b>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)</b>	<p>The Festival will follow Salt Arts CIC's Safeguarding Policy.</p> <p>None of our events will involve working with children or vulnerable adults without parents or carers being present.</p> <p>All events will have at least three Festival staff/workshop leaders present.</p>

### 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)	<b>Pop-Up Piano</b>		
		<b>STC Festival grant</b>	<b>Other funding</b>
	Transport		90
	Tuning		70
	Children's design competition	30	
	Painting – transferring children's designs onto the piano	400	
	Painting equipment	40	
	Storage / workshop space		200
	Security & weather proofing	80	
	Pop-Up Piano Session workshop leader		150
	Event Manager		40
	<b>Town Band concert</b>		
	Town Band fee	350	
	Event Manager		40
	<b>Samba workshops</b>		
	Instrument hire	75	
	Transport		100
	Workshop leader		100
	<b>Other</b>		
	Shanty Sing-a-Long Event Manager		40
	Marketing		400
Festival Producer time		600	
<b>TOTALS</b>		<b>975</b>	<b>1830</b>
How will you promote STC once application and project are complete?	Logo and credits will be included on all publicity material and on the piano.  Credit will be given in press and social media announcements.		

**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>Organization</b>	<b>Contribution Sought (£)</b>	<b>Applied</b> (please tick as appropriate)	<b>Granted</b> (please tick as appropriate)
Arts Council England	£1830		✓

<b>Please confirm the bank account your project is using is in the project's name/organization name</b>	✓
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**4. Further information enclosed Checklist.**

	<b>Enclosed</b> (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)	✓
<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 organization 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)		

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

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## 5. Declaration by the applicant

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

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



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

I/we accept the following:

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

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

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

<b>Signed:</b>			
<b>Print Name(s):</b>			
<b>Position(s):</b>	Director Salt Arts CIC		
<b>Date:</b>	13/3/24		

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 P&R Chairman/Vice Chairman	
Approved to go to Committee	
Committee date	
Decision/Minute number	
Amount awarded	
Application refused by P&R Chair or refused by Committee	
Appeal notice issued	
Appeal received	
Approved for Committee	
Decision/Minute number	

BRANCH : BUSINESS DIRECTPLUSPAGE 10

BICIBAN :

TYPE : COMMUNITY DIR SALT ARTS CIC27 FEB 24

Date	Description	Withdrawals	Deposits	Balance
26 JAN 24	BROUGHT FORWARD			87.54
13 FEB 24	PLYMOUTH CULTURE C PCHAZ1		613.33	700.87
16 FEB 24	9184 <div></div> taxi	23.00		
16 FEB 24	9184 BRETONSIDE CO	92.10		585.77
22 FEB 24	9184 COMPANIESHOUS	13.00		572.77
27 FEB 24	PLYMOUTH CULTURE C PCHAZ3		675.77	1,248.54



## **Unaudited Financial Statements**

**22 February 2024 - 28 February 2024**

**Company registration number 14682179**

### **Contents**

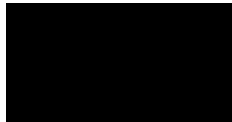
1. Company Information
2. Profit & Loss Sheet
3. Balance Sheet

### **Company Information**

**Director**



**Executive Directors**



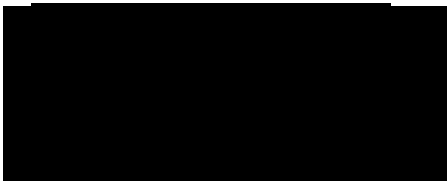
**Registered Office**



The accounts have been prepared in accordance with the micro-entity provisions.

The annual report was approved by the Directors on

Signed on their behalf by



Director)

**Profit & Loss****22 February 2024 - 28 February 2024**

	2023-4
<b><u>Turnover</u></b>	
Grants	20,200
Tickets & event revenue	3,649
Production contracts	2,978
Other	74
<b>Total</b>	<b>26,901</b>
<b><u>Cost of sales</u></b>	
Staff	(10,782)
Project Delivery	(16,072)
<b>Total</b>	<b>(26,854)</b>
<b>GROSS PROFIT</b>	<b>47</b>
Admin expenses	(13)
Other operating income	-
<b>OPERATING PROFIT/(LOSS)</b>	<b>34</b>
Interest receivable	-
Interest payable	-
<b>PROFIT/(LOSS) BEFORE TAXATION</b>	<b>34</b>
TAX on profit/(loss)	6
<b>PROFIT/(LOSS) FOR THE FINANCIAL YEAR</b>	<b>28</b>

## Balance Sheet

28 February 2024

The accounts have been prepared in accordance with the micro-entity provisions.

	£	£
FIXED ASSETS		-
CURRENT ASSETS		
Debtors	533	
Bank Balance	1,248	
<b>Total</b>	<b>1,781</b>	
CREDITORS FALLING DUE WITHIN ONE YEAR		
LE February salary & pension	(1,747)	
Taxes due to HMRC	(6)	
CREDITORS DUE AFTER MORE THAN ONE YEAR	0	
<b>Total</b>	<b>(1,753)</b>	
<b>NET ASSETS</b>	<b>28</b>	
CAPITAL & RESERVES		
<b>Profit &amp; Loss account</b>	<b>28</b>	

The Companies Act 2006

Community Interest Company Limited by Guarantee <sup>i</sup>

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**Memorandum of Association**

**of**

**Salt Arts CIC**

---

**The Companies Act 2006**  
**Community Interest Company Limited by Guarantee**  
**Memorandum of Association** <sup>ii</sup>  
**of**  
**Salt Arts C.I.C**

Each subscriber to this Memorandum of Association wishes to form a company under the Companies Act 2006 and agrees to become a member of the Company.

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*Name of each subscriber*<sup>iii</sup>  
*subscriber*

*Authentication by each*

Ms Lindsay Jane Endean



Dr Gareth John Veal



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Dated 8/2/23

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<sup>i</sup> On the different limited company forms available to CICs, see [Part 3] of the Regulator's information and guidance notes.

<sup>ii</sup> For companies incorporated after 1 October 2009 the memorandum of association will consist only of the names of the subscribers of the company. If you are an existing company incorporated prior to 1 October 2009 and wishing to become a community interest company, you will need to incorporate the relevant provisions of your current memorandum into the articles of the community interest company.

<sup>iii</sup> For illustration, space for one subscriber has been supplied here. There is no upper limit to the number of subscribers and further entries may be added as appropriate.





## Confirmation of Liability Insurance

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

<b>Policyholder</b>	Salt Arts CIC
<b>Policy Number</b>	CD71900
<b>Policy Form</b>	Insurance Policy for Charities and Community Groups
<b>Insurer</b>	Markel International Insurance Company Limited

### Professional Indemnity Insurance

Period of Insurance	14-Mar-2024 to 13-Mar-2025
Limit of Indemnity	£250,000
Basis of Cover	Total for all claims made during the period of Insurance

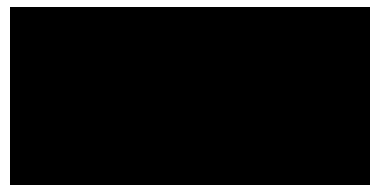
### Public Liability Insurance

Period of Insurance	14-Mar-2024 to 13-Mar-2025
Limit of Indemnity	£5,000,000
Basis of Cover	Applies to each claim but in respect of Products Liability is the total for all claims made during the period of insurance

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

**Date:** 14-Mar-2024

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



info@saltarts.org  
www.saltarts.org

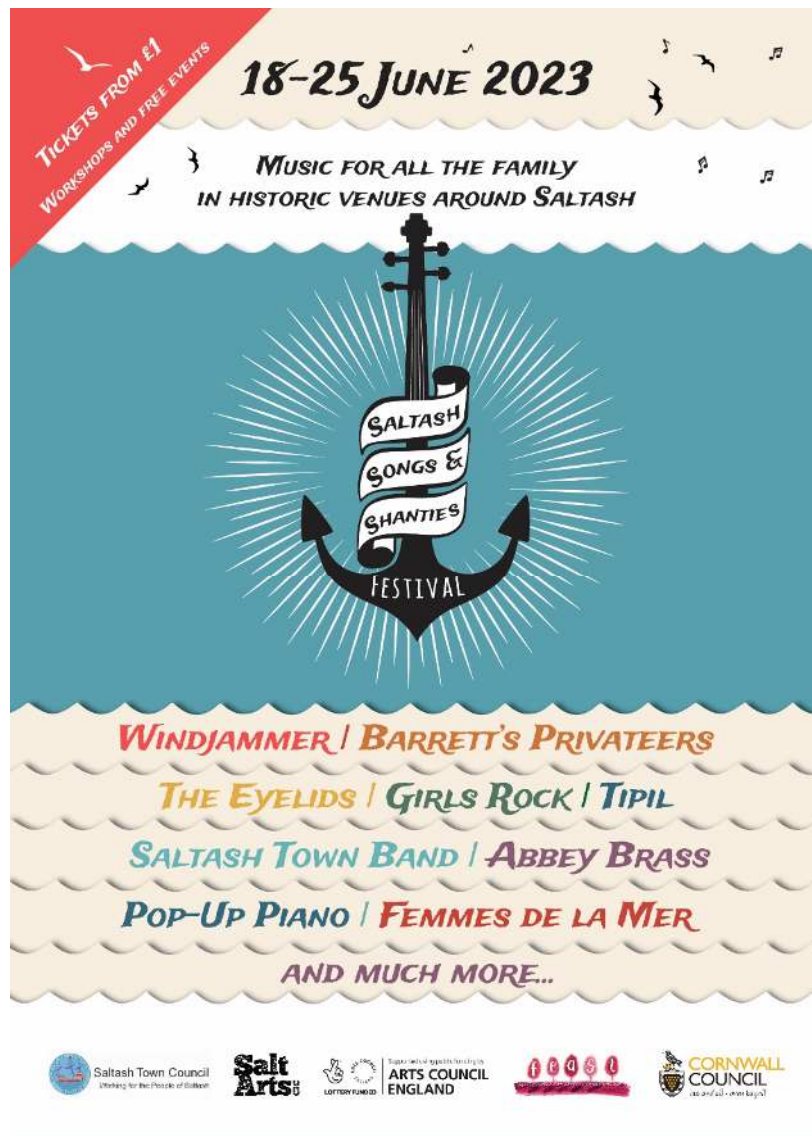
### Evidence of crediting previous support from Saltash Town Council:

The Saltash Town Council logo was included on the following publicity materials:

- Posters
- Leaflets
- Banners
- Logo sticker on piano
- Publicity materials for piano art competition.
- Website homepage.

The Town Council was also credited in Festival Press releases and social media.

Poster with Council logo at bottom:



Front of Festival leaflet with Council logo (bottom left):



**SALTASH SONGS & SHANTIES FESTIVAL** is a musical celebration of our local culture, heritage and environment. Launched in **2022**, the Festival brings people together to enjoy and make music of all genres, inspired by South East Cornwall and the Tamar Valley.

The programme features superb professional performers alongside fantastic local musicians from the region's rich amateur music scene. Concerts, workshops and other events are woven together in the town's beautiful historic buildings and everyone is welcome!



**18-25 JUNE 2023**

*TICKETS FROM £1  
Workshops and free events*



**MUSIC FOR ALL THE FAMILY  
IN HISTORIC VENUES AROUND SALTASH**

[www.songsandshanties.co.uk](http://www.songsandshanties.co.uk)

**TICKETS**  
You can book tickets in two ways:

- Online at [www.songsandshanties.co.uk/booking](http://www.songsandshanties.co.uk/booking)
- At venues from 30 minutes before each event (if tickets are still available)

**CONCESSIONS**  
All events have a 'pay-what-you-can' option for anyone who may not be able to afford full price tickets. More information about eligibility at [www.songsandshanties.co.uk/booking](http://www.songsandshanties.co.uk/booking)

**SEATING & ENTRY**  
All seating is unreserved and allocated on a first-come basis. If you have particular needs that require a reserved seat, please email the Festival at [info@songsandshanties.co.uk](mailto:info@songsandshanties.co.uk) when you book.

**BABIES & CHILDREN**  
Infants below 18 months do not need a ticket if seated on an adult's lap. Restless infants may be requested to leave until the child has settled to limit disturbance to other audience members and performers.

**BOOKING FEES** – There are no additional booking fees.

**TICKET DELIVERY** – Tickets bought online are sent via email and all events have a list of advance bookers on the door.

Further terms & conditions are at [www.songsandshanties.co.uk](http://www.songsandshanties.co.uk)  
Please email [info@songsandshanties.co.uk](mailto:info@songsandshanties.co.uk) if you have any questions about tickets or access.

**FESTIVAL VENUES**



**1/SALTASH LIBRARY**  
Wheelchair access  
Callington Road  
PL12 6DX

**2/SALTASH SWIMMING POOL**  
Toilets | Wheelchair access  
Callington Road  
PL12 6DJ

**3/VICTORIA GARDENS**  
Wheelchair access  
St Stephens Road

**4/SOCIAL CLUB**  
Toilets | Wheelchair access  
The Mansion  
Fore St  
PL12 6JL

**5/THE RAILWAY**  
Toilets | Wheelchair access  
1-3 Fore Street  
PL12 6AF

**6/ST NICHOLAS & FINCH**  
Toilets | Wheelchair access  
Station Road  
PL12 6JQ

**7/THE TWO BRIDGES**  
Toilets | Wheelchair access  
Albert Road  
PL12 3EB

**8/TSAMBAR HOUSE**  
Toilets | Wheelchair access  
Saltash Station  
Albert Road  
PL12 4EP

**9/MARY NEWMAN'S COTTAGE**  
Toilets | \*Wheelchair access  
9 & Culver Road  
PL12 4RE

\* The garden and downstairs of Mary Newman's cottage is wheelchair accessible. Please email in advance so that we can install the entry ramp. The toilet unfortunately is not wheelchair accessible.

**10/THE UNION INN**  
Toilets | Wheelchair access  
Tamar Street, PL12 4EL

**11/WATERSIDE**  
Toilets | Wheelchair access  
Tamar Street

**FESTIVAL POP-UP PIANO AT THE WATERSIDE 12<sup>TH</sup> – 25<sup>TH</sup> JUNE**  
Saltash's very own street piano will be rolling into position on the Waterside for two weeks. Decorated by local artists, the piano will be available for everyone to play from 9am to 9pm. FREE

**ABOUT SALT ARTS CIC**  
Saltash Songs & Shanties Festival is produced by Salt Arts CIC, who work with artists, performers, venues and organisations to make creative productions in the South West.

From tiny seeds of ideas to full-blown crazy productions reaching thousands of people – if it sparks the imagination, we will nurture, support and shape to bring that vision to life. [www.saltarts.org](http://www.saltarts.org)


**WITH HUGE THANKS TO OUR SUPPORTERS**





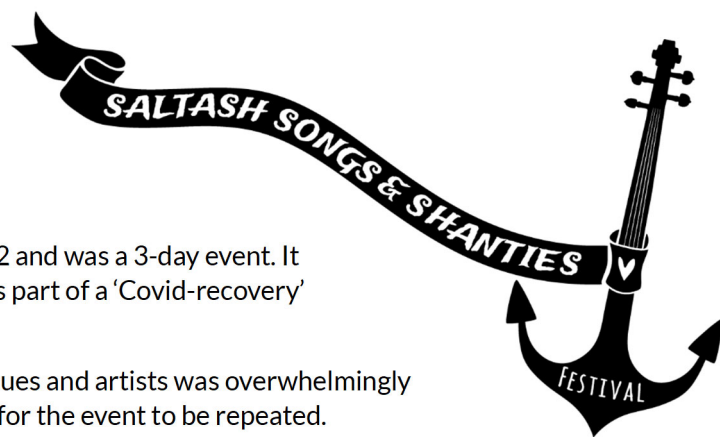








# EVALUATION 2023



Saltash Songs & Shanties Festival was launched in 2022 and was a 3-day event. It was originally intended to be a one-off project that was part of a 'Covid-recovery' programme for Cornwall and was run by volunteers.

The response to the 2022 Festival from audiences, venues and artists was overwhelmingly positive and there was a great enthusiasm in the town for the event to be repeated.

Saltash Songs & Shanties Festival 2023 took place 18-24 June with 18 events in 10 historic and community venues and spaces around central Saltash. The music celebrates the people, heritage and environment of South East Cornwall and the Tamar Valley and features both superb professional musicians and fantastic local musicians from the region's rich amateur music scene. Events included concerts and workshops featuring a strong folk music programme, complimented by classical, jazz and early music events. The Festival also installed a community street piano which was decorated by local school children.

## OBJECTIVES

The 2023 Festival aimed to build on the 2022 event to establish an annual Festival that is:

- Renowned for its excellent and original music programme.
- Highly sociable, educational, entertaining and a source of local pride.

The Festival aims to achieve this by:

- Employing professional artists who have links to, or perform work that reflects the local environment, culture and heritage.
- Establishing an inspiring and high-profile platform to showcase the town's wealth of amateur music groups.
- Weaving workshops and 'joining in' events into the programme to create new music, inspired by and made with local people.
- Unleashing the latent potential of the town's many historic venues, bringing them into use as spaces for live arts events.

The Festival was funded by:



Supported using public funding by  
**ARTS COUNCIL  
ENGLAND**



Saltash Town Council  
Working for the People of Saltash

The Festival also received help-in-kind support from:



L-R: Femmes de la Mer at Saltash Social Club, Pop-Up Piano on the Waterside, Shanty workshop at Isambard House.

## ***WHAT WE DID:***

### **We held 18 public events which included:**

3 workshops  
1 film  
14 concerts  
Plus 1 children's art activity.

### **These were held in partnership with 10 venues in Saltash:**

Church of St Nicholas & Faith  
Isambard House (Saltash Station)  
Livewire Youth Music  
Mary Newman's Cottage  
Saltash Library

Saltash Social Club  
Saltash Swimming Pool  
The Railway  
The Two Bridges  
The Union Inn

### **We also used two outdoor public spaces:**

The Waterside  
Victoria Gardens

### **These events featured a total of 111 performers including:**

53 paid musicians from Cornwall and Devon.  
62 amateur musicians.  
1 professional visual artist.

The Festival employed 2 professional staff.  
The venues employed 14 professional staff.

The events involved 9 volunteers working directly with the Festival and 8 volunteers working at venues.

*"Marvellous  
entertainment in a  
wonderful setting on a  
beautiful day. Perfect."*

*"Genuinely interesting  
event that could only  
happen at this festival."*

## ***WHO CAME TO THE FESTIVAL?***

1,766 audience and participants attended in 2023 (a 105% increase on 2022):

769 tickets sold to audience members.  
715 attended free events (no booking required).  
282 took part in an activity or workshop.

Ticket prices ranged from free to £7.

71% of tickets were full standard price.  
23% of tickets were 'Pay-what-you-can' concessions (minimum £1)  
6% of tickets were 'Pay extra to support live arts in Saltash'.

*"Lovely introduction to  
Cornish culture."*



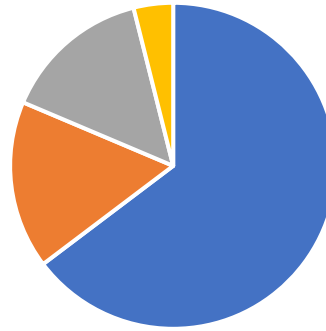
L-R: Sirinu at St Nicholas & St Faith Church, Lyndon Forster at Saltash Swimming Pool, Temps Clar Ensemble at Mary Newman's Cottage



## Where did the audience come from?

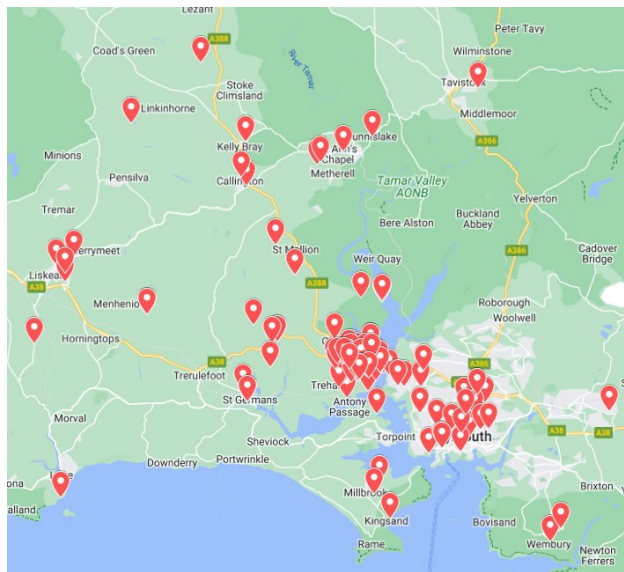
We collected postcode data for ticketed events:

- Saltash 66%
- Wider Devon/Cornwall 17%
- Plymouth 15%
- Locations outside of Devon/Cornwall 4%

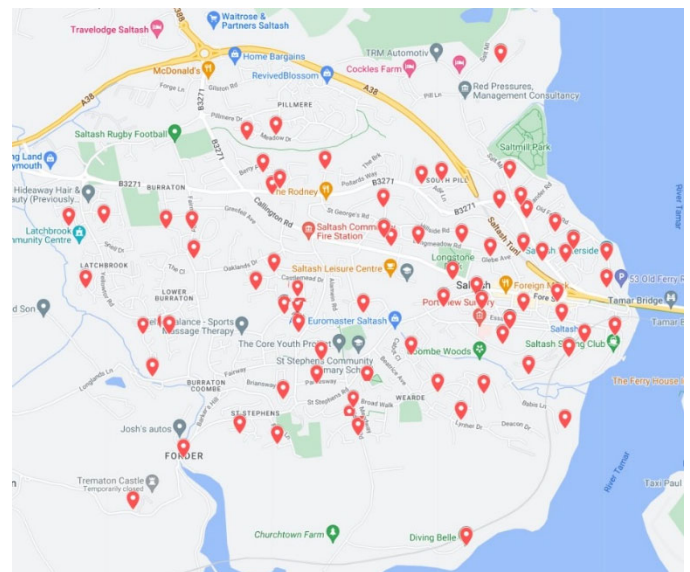


## Geomaps of audience postcode data:

15 mile/30-min travel time:

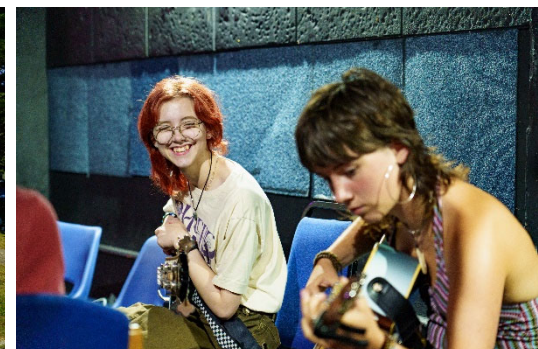


Saltash:



## How did they find out about the Festival?

31%	Leaflet	5%	Press
24%	Word of Mouth	5%	Poster
12%	Social Media	4%	Website/online events listing
7%	Venues	4%	Email
6%	Performer	1%	Through club/society



L-R: Audiences at Saltash Social Club, Saltash Town Band in Victoria Gardens, Girls Rock workshop at Livewire

## Online reach:

[www.songsandshanties.co.uk](http://www.songsandshanties.co.uk) visits 3,200 (average engagement time 1m07s)

Facebook page reach 61,393

Facebook engagement 1,600

Facebook page visits 5,737

Instagram page reach 343

Instagram page visits 57

The Festival was also promoted through the online channels of Great Western Railway, Arts Council England, FEAST, Destination Plymouth, Plymouth Culture and Creative Kernow – creating a total estimated online reach of over 1,000,000 people.

## WHAT DID EVERYONE THINK OF THE FESTIVAL?

The following data is from 117 feedback forms returned by audience members.

**100%** felt that the quality of the event was Good or Excellent (81% Excellent)

**100%** felt that their experience of the event was Good or Excellent (82% Excellent)

The reasons the audience attended:

85% Entertainment and enjoyment

47% Interesting content

29% To socialise and meet people

27% To try something new

7% To learn a new skill

9% Other reasons

77% said that the Festival was their main reason to visit Saltash that day.

Of this group, 61% (c.700 people) said that they also visited a local business.

69% visited a café, restaurant or pub

31% visited a shop or another business

37% spent ≤£15

42% spent £16-£25

13% spent £31-£50

3% spent £51-£100

5% spent £100-£200 (this included two visiting boats who paid mooring fees)

The estimated income to the local economy from additional spending by audiences is £17k-£22k.

100% of responders said they would like to attend more arts events in Saltash.

90% Music

53% Theatre

50% Exhibitions

47% Film

41% Comedy

37% Dance

23% Spoken Word



L-R: Saltash Town Band at Lombard House, Pop-Up Piano on the Waterside, audiences at St Nicholas & St Faith Church.



## **A SELECTION OF AUDIENCE COMMENTS:**

Well organised, welcoming, interesting and unusual for this town.

We've come over from Plymouth. Great sense of community here!

Genuinely interesting event that could only happen at this festival.

I learned something today.

Excellent quality in the performance.

Great music. Very well organised.

Beautiful singing. Friendly atmosphere and smoothly organised.

Lovely music and very friendly. An amazing session for children.

Pitched perfectly. My 16-month-old enjoyed it as much as her 76-year-old Grandad.

Lovely introduction to Cornish culture.

Everything has been great - performers are really good.

This musical collection gives Saltash a distinct identity, rather than as an adjunct of Plymouth.

Marvellous entertainment in a wonderful setting on a beautiful day. Perfect.

Mary Newman's in the sun was a fabulous venue.

Wonderful well attended event.

It was relaxing, unusual, fun, musically eye-opening and a great choice alongside water.

Very relaxing and a unique experience.

It was the most hypnotic sound I have ever heard and so relaxing.

Content was excellent for all events.

Lovely people with a nice range of different pieces.

Really lovely to see such a great range of performers and some super talented people.

Great local event, reasonable price, great venue, talented performers.

Great bands, lovely venue, amazing staff!

Was just fab to be able to come and listen to people of all ages playing the piano in a beautiful setting.

Enjoyable and everyone joined in.

Hope to come to more next year.

It was a great mix of variety and cross generational.

The atmosphere was very friendly and great music scene. Very varied.

Excellent quality of performances and evident love of Cornwall.

Great singers and musicians in lovely venues.

## **ARTIST COMMENTS**

I loved playing for you all, such a lovely gig.  
Lyndon Forster

From all of us a big thank you for inviting us to that wonderful place and thanks for the opportunity. It was a pleasure to meet so many beautiful people today. Temps Clar Ensemble

Well, what a brilliant weekend! Such lovely feedback from so many people, a huge well done to you for organising! Femmes de la Mer

I just wanted to take the opportunity to thank you for having myself, Amber and

Oli onboard for this project. We really enjoyed capturing the content and we're very grateful to have had the chance to lend our skills. Mostly Film Productions

We really enjoyed the gig and the audience were fantastic! We do hope the festival continues to grow, it seems such a wonderful thing to be happening so close to home.  
Windjammer

This Festival is bringing some fantastic culture to Saltash - thank you. Barrett's Privateers

## ***DID WE MEET OUR OBJECTIVES?***

**Employing professional artists who have links to, or perform work that reflects the local environment, culture and heritage.**

***YES:***

- All the artists either had a personal local link or performed music inspired by the region.
- We exceeded the targets set with funders for the number of musicians performing at the Festival.
- A number of artists had written or arranged music especially for the Festival.
- 77% of the events featured music by living composers.

**Establishing an inspiring and high-profile platform to showcase the town's amateur music groups.**

***YES:***

- Four events featured performances by local amateur musicians and music groups including Saltash Town Band, members of Plymouth Symphony Orchestra and musicians from Livewire Youth Music.
- Conversations were also started/continued with a number of other groups about performing in future years.

**Weaving workshops and 'joining in' events into the programme to create new music, inspired by and made with local people.**

***YES:***

- Three workshop events were held and several other events incorporated opportunities to join in with the performance.
- A number of other events featured music that had been specifically written for the Festival performance.

**Unleashing the latent potential of the town's many historic venues, bringing them into use as spaces for live arts events.**

***YES:***

- The Festival presented music in 10 venues of which 8 are historic, listed or otherwise architecturally significant buildings.
- 6 of the spaces currently have no regular (or a very limited programme of) live music events.
- Artists reported that they had "no idea" these venues were in Saltash before this event.

## ***OTHER ACHIEVEMENTS***

- We exceeded the target audience and participation figure by 16%.
- We signed up to support the Keychange Pledge for music and 70% of the professional performers were female.
- 4 local primary schools encouraged their pupils to get involved with the piano-design competition, including several using it as a classroom art activity.
- Great Western Railway supported the Festival by sharing our trailer film with 875,745 social media followers – significantly raising the profile of the Festival.



L-R: Barrett's Privateers at St Nicholas & St Faith Church, Rue at Livewire Youth Music, Blow Your Own Trumpet workshop at Isambard House.

- The Festival piano was a huge hit and definitively disproved local theories that “everything on the Waterside gets vandalised by local boys”. One video of a (local young male) pianist has been viewed 10,000+ times – and still counting. The piano will now be installed on the Waterside for the rest of the summer
- We have launched a Festival Patron Scheme and now have five patrons.
- We launched Salt Arts CIC as an umbrella organisation to manage the Festival.
- Income from ticket sales and business help-in-kind made up 17% of the total budget – an increase from 14% in 2022.

## **CHALLENGES**

### **Aging population of amateur musicians:**

Working with some local amateur music groups was challenging due to reliance on volunteers and elderly participants. One group had to pull out due to ill health of members and another closed during the programming process.

### **Scheduling:**

Avoiding clashes with other events was much more challenging this year. This resulted in us spreading over two weekends in order avoid clashes with Falmouth Shanty Weekend and Glastonbury Festival which both made it difficult to programme specific local artists. Clashing with armed forces day will also be avoided in the future.

### **Coordinating with commercial establishments:**

Coordinating with local pubs for the ‘Tunes in the Town’ night was difficult because of changing management at the pubs. Management at several venues were initially suspicious of the whole proposal – feeling sure that they were going to be charged money somewhere in the project. While some then became very enthusiastic about the idea, it was then difficult to pin down commitment or obtain details of musicians who had been booked.

### **Audience development:**

The Festival faced a two-layered audience-development challenge of (1) launching a new event in (2) a town where there is currently very little live arts programming. There are no established mailing lists, events communications, box office or distribution services and residents are not in the habit of looking for arts events communications. Reaching a wide range of local residents required a Royal Mail leaflet-drop to every household, extensive social media communications, free events and low ticket price options.

### **Venue capabilities:**

Knowledge amongst venue staff of the technical specification of venues for hosting live events is limited. We worked with venues to create floor and seating plans and brought in production equipment.



L-R: Windjammer at Saltash Social Club, Saltash Town Band in Victoria Gardens, Temps Clar Ensemble at Mary Newman's Cottage.

## **KEY LEARNING**

All the venues worked well for the programmed events and audiences were keen to visit them again in the future.

We are building a clearer picture of the capacities, accessibility and capabilities of venues across the town – including identifying a new venue with a grand piano which we will definitely aim to use in the future.

Much earlier scheduling is required to avoid clashes and to book first-choice artists.

A number of audience members wanted to also eat locally and found it difficult to find out which bars/cafes were open – particularly on Sunday.

Feedback suggests that there is significant demand for year-round live arts events in Saltash.

Increasing numbers of audience members (particularly tourists) require information about whether they can bring dogs to events.

While there is enthusiasm about the idea of family workshops – it is difficult to schedule these. School nights definitely don't work for family events.

The name of the Festival is causing confusion with new attendees – many expecting a traditional 'shanty festival' rather than a more eclectic regional music festival.

## **CONCLUSION**

The Festival is now becoming established in Saltash, with a growing reputation for quality events and an enthusiastic core audience. We are also building a reputation within the local musical community for providing well-supported events and great audiences.

A clearer picture is forming of the types of events that will cover their costs through ticket sales, the areas of programming for which an audience can be developed over time and some events which need reconsidering in future years. This will help to shape and refine the programme in the future to build audience attendance, while also developing the musical and cultural scene in the region.

Overall, this year's Festival exceed expectations and we feel that it has the potential to become a significant and valuable cultural event for the region and for the South West.







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From tiny seeds of ideas to full-blown ambitious productions reaching thousands of people – if it sparks the imagination we will nurture, support and shape to bring that vision to life. [www.saltarts.org](http://www.saltarts.org)

*ALL PHOTOS WITH THANKS TO MOSTLY FILM PRODUCTIONS.*

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## ***APPENDIX 1: BUDGET***

### **Income**

Funders	£20,200
Tickets	£3,558
Refreshments	£169
Help-in-kind	£500
<b>Total</b>	<b>£24,427</b>

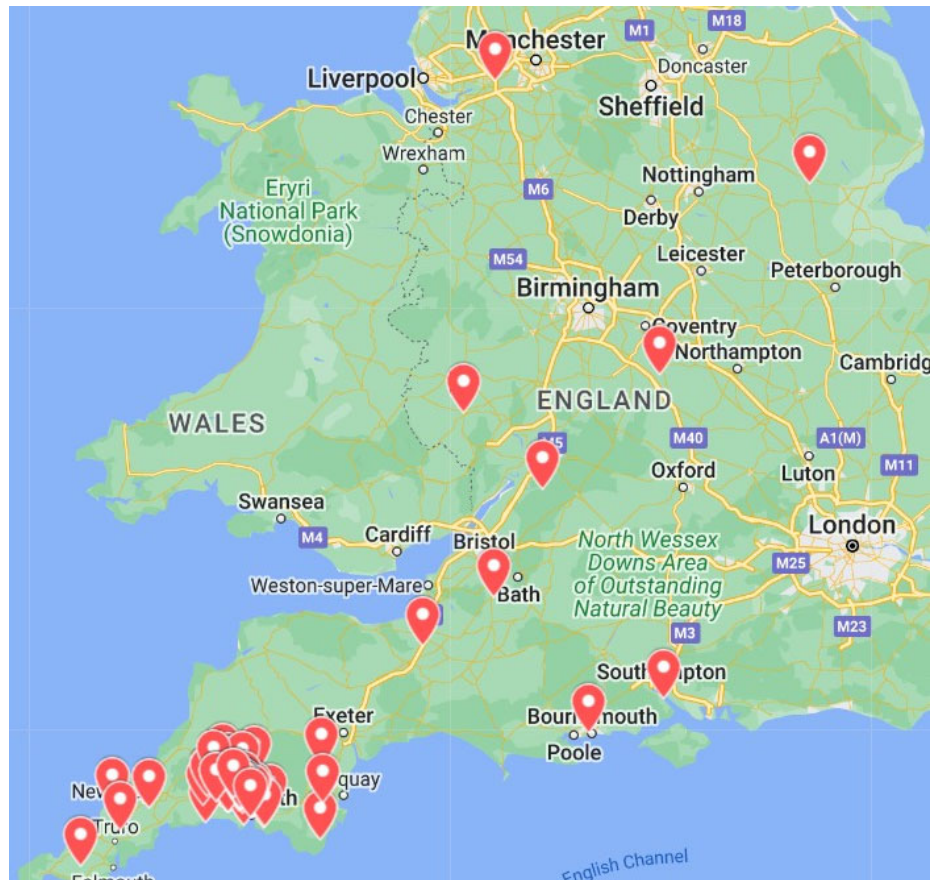
### **Expenditure**

Artist fees & expenses	£9,050
Marketing	£6,733
Management/Producing	£6,021
Admin & insurance	£783
Venue hire	£263
Concert costs	£1,077
Help-in-kind	£500
<b>Total</b>	<b>£24,427</b>

### ***APPENDIX 3: ADDITIONAL AUDIENCE GEOMAPS***

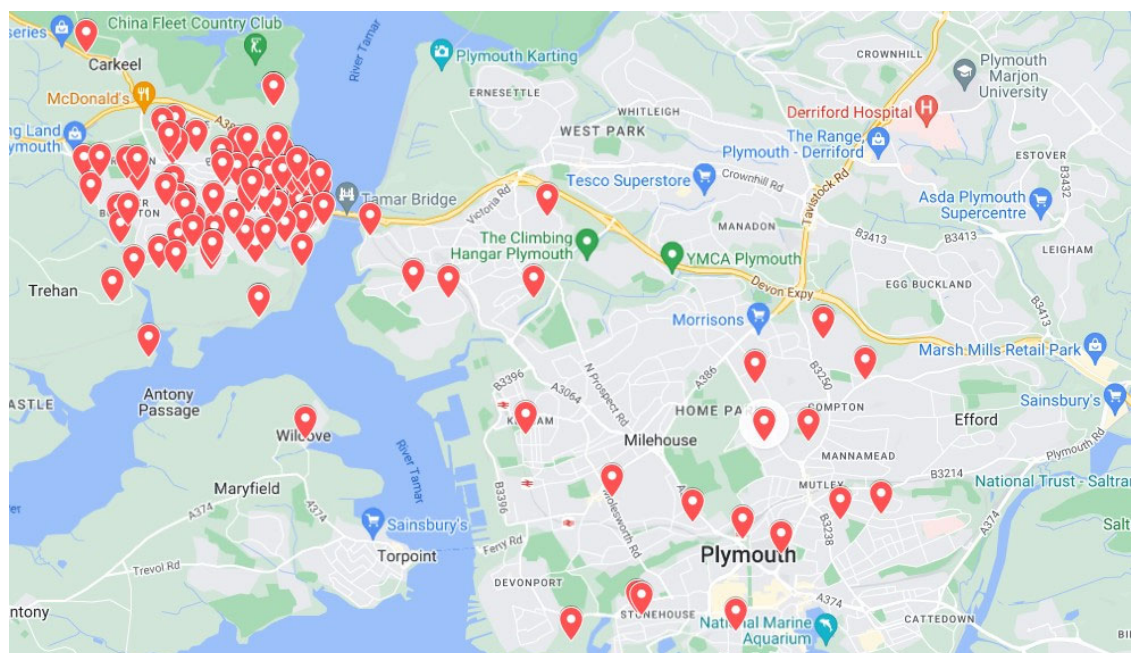
UK wide:

N.B The majority of audience members from outside of Devon/Cornwall were tourists visiting the area on holiday.



Saltash & Plymouth:

N.B Plymouth will be a key area for audience development in 2024.



## **APPENDIX 2: COMPARING 2022 AND 2023**

	<b>2022</b>	<b>2023</b>	
Number of events held	8	18	+125%
Workshops	1	3	
Performances with participation	2	0	
Concerts	5	14	
Film	0	1	
Children's art activity	0	1	

### **Venues:**

Venues used	6	10	+200%
Public spaces used	0	2	

### **Performers/artists:**

Total number of performers	34	111	+226%
Professional musicians from Devon/Cornwall	2	26	
Professional musicians with links to Saltash	4	4	
Local amateur musicians	29	81	
Visual artists	0	1	

### **Staff:**

Festival paid staff	0	2
Festival volunteers	7	9
Venue staff	0	14
Venue volunteers	0	8

### **Attendance:**

Tickets sold	376	769	+105%
Attendance at free events	0	715	
Participation in workshops/activities	30	282	

### **Tickets:**

Standard price tickets sold	67%	71%
Pay extra tickets	11%	6%
Pay what you can tickets	22%	23%

### **Geography of audience for ticketed activities:**

Audience from Saltash	66%	66%
Audience from Plymouth	21%	15%
Audience from wider Devon/Cornwall	11%	17%
Audience from locations outside of Devon/Cornwall	4%	4%

### **APPENDIX 3: FULL LIST OF EVENTS AND VENUES FROM 2023**

Sunday 18 June, 3pm

Livewire Youth Music

#### **Girls Rock workshop**

The Eyelids, a 4 piece all female, double-bass driven, garage rock band from Cornwall, run a fun workshop in all things rock.

Sunday 18 June, 7pm

Livewire Youth Music

#### **The Eyelids + Rue + The Other Woman**

A night celebrating Cornish women who rock.

Wednesday 21 June, 6.30pm

Isambard House

#### **Blow Your Own Trumpet**

Saltash Town Band invite you to have a go on their brass instruments.

Wednesday 21 June, 8pm

Isambard House

#### **Film: Son of Cornwall**

The moving biopic of John Treleven, who left his home in Cornwall to become an international opera star.

Thursday 22 June, 7pm

Saltash Swimming Pool

#### **Water Music**

Take a relaxing dip accompanied by lovely handpan music combining West African technique with Celtic rhythms.

Friday 23 June, 10.15 & 11.15am

Saltash Library

#### **Tipil: Music for little people**

Family band Tipil perform a session of Cornish traditional and contemporary tunes, with opportunities for mini-musicians to sing, dance and join in.

Friday 23 June, 7.30pm

Isambard House

#### **Sea Shanty Workshop**

Learn traditional and contemporary sea shanties.

Saturday 24 June, 11am & 12.15pm

Mary Newman's Cottage

#### **Temps Clar Ensemble**

Music from medieval and renaissance Europe performed in full period costume.

Saturday 24 June, 1.30pm

Church of St Nicholas & St Faith

#### **Barrett's Privateers**

Local shanty stars who blend male and female voices in lively and hugely entertaining performances.

Saturday 24 June, 3pm

Victoria Gardens

#### **Saltash Town Band**

The award-winning Saltash Town Band entertain with classics, jazz and contemporary favourites.

Saturday 24 June, 6pm

Church of St Nicholas & St Faith

#### **Sirinu's Songs for Saltash**

A concert of beautiful ballads and tunes of the Tamar Valley and moors of East Cornwall, written in the 1960s and 70s and celebrating local stories, landmarks and characters.

Saturday 24 June, 8pm

Church of St Nicholas & St Faith

#### **Music for the Night Sky**

Abbey Brass Quintet are joined by Cornish musicians to perform music inspired by the night sky and written by Judy Whitlock.

Sunday 25 June, 3pm

Saltash Waterfront

#### **Pop-Up Piano Session**

Local pianists take centre stage with the Festival's street piano.

Sunday 25 June, 6pm

Saltash Social Club

#### **Femmes de la Mer**

A 15 strong group of women+, hailing from across Cornwall who share stories of inspirational Cornish women and are passionate about singing traditional shanties and folk songs of the sea.

Sunday 25 June, 7.30pm

Saltash Social Club

#### **Windjammer**

An up-and-coming trio who blend self-penned songs and instrumentals with original versions of music drawn from the best traditions of British folk.





# Saltash Town Council



## Grant Application Form

**APPLYING FOR:**  
(Tick one box)

Community Chest

☐ Grant

Festival Fund Grant

☒

**DATE APPLICATION SUBMITTED:**

3<sup>rd</sup> April 2024

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

<b>How long has your organization been in existence?</b>	Since November 2020.
--	----------------------

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

## 1. Organisation Background

	<b>Date Applied</b>	<b>Project</b>	<b>Amount Applied for</b>	<b>Successful Y/N</b>
<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)	<b>June 21</b>	<b>Tincombe Tea Party</b>	<b>£648</b>	<b>✓</b>
	<b>May 22</b>	<b>Tincombe Tea Party</b>	<b>£335</b>	<b>✓</b>
	<b>June 23</b>	<b>Tincombe Tea Party</b>	<b>£639.90</b>	<b>✓</b>
<b>Please list the aims and objectives of your organization</b>	<p>To help ensure Tincombe Park Open Community Space is a well-maintained natural space and a safe public site, enhancing the quality of life for nature and local people.</p> <p>Working in collaboration with Cornwall Council, CORMAC, Cornwall Wildlife Trust and Urban Green Shoots, the Friends of Tincombe aims are to enhance the diverse natural environments and bringing people together as a community.</p>			
<b>What are the main activities of your organization?</b>	<ul style="list-style-type: none"> <li>● To identify, support, enhance and monitor habitats and the wildlife using them</li> <li>● To improve public access throughout the site</li> <li>● To identify and provide facilities and resources to increase safe public use and amenity</li> <li>● To identify needs for educational activities at all levels from casual visitor to primary school child, and provide opportunities and facilities for meeting those needs</li> <li>● To identify opportunities for social events, including fundraising</li> </ul>			

	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>	31 <sup>st</sup> August 2024
	<b>Finish Date</b>	31 <sup>st</sup> August 2024
	<b>Total Cost</b>	£ 1435.00
	<b>Grant Applied For</b>	£ 615.00

<b>Project title:</b>	Tincombe Tea Party
<b>Description of project</b> (please continue on a separate sheet if necessary):	<p>The Tincombe Tea Party is a celebration of community and the natural habitat, giving residents the opportunity to enjoy picnics and time together on Tincombe Green, promoting wellbeing and alleviating social isolation.</p> <p>Entry will be free.</p> <p>A swing-band will provide live music, and there will be various activities for children, including bug hunts and some games.</p> <p>The tea and refreshment tent will offer cake &amp; teas, along with tombola.</p> <p>We will offer local crafters and businesses the opportunity to set up stalls to promote and sell their wares and services.</p> <p>We will set up recycling stations to encourage people to separate and dispose of waste responsibly.</p> <p>We will set up an information stall to inform residents about improvements made to the Tincombe habitat by the Friends of Tincombe and through the Urban Green Shoots programme.</p>
<b>Where will the project/activity take place?</b>	Tincombe Green adjacent to Tincombe Road.

<p><b>Who will benefit from the project?</b> (What groups will benefit and approximately how many people will benefit in total)</p>	<ul style="list-style-type: none"> <li>● The Tea Party 2024 will raise funds for the Friends of Tincombe to support community use of the area</li> <li>● It will offer the users of Tincombe Park the chance to meet the Friends of Tincombe committee and allow consultation about future direction and projects.</li> <li>● The Tea Party connects and celebrates the community.</li> <li>● Any money raised from the event will be used to improve the environment and natural habitat at Tincombe, including play and leisure facilities. This will benefit all the users of Tincombe.</li> <li>● Increasing numbers of people spending time in Tincombe.</li> <li>● This Tea Party will allow the Friends of Tincombe to provide information on wildlife and the natural habitat, delivering benefits for health and wellbeing.</li> <li>● The 2<sup>nd</sup> Saltash Scouts will be receiving £150 in respect of their support for the event, providing them with income to support their activities.</li> </ul>
<p><b>What evidence do you have that this project is required?</b> (This might be survey work or statistical evidence)</p>	<p>There has been a steady growth in the number of people following our Friends of Tincombe Facebook page, which now has over 806 followers due to the past success of our group and events.</p> <p>There is increasing need from local youth groups for outdoor facilities. This project will help the Friends of Tincombe meet that need.</p> <p>This being our 4<sup>th</sup> year the Tincombe Tea Party has become a well known and talked about event in Saltash and previous visitors always look forward to.</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 organization Consultation with Community)</p>	<p>We have used our Facebook page, flyers and word of mouth to consult with the community, and have received an overwhelmingly positive response over the last three years, with plenty of offers to help on the day.</p> <p>The 2<sup>nd</sup> Saltash Scouts will be supporting with marquees, and equipment.</p> <p>Cornwall Council is providing administrative support in preparing the risk assessment and event management plan.</p>
<p><b>How will the project be managed and how will you measure its success?</b></p>	<p>A volunteer committee has been set up to manage this project. It includes members with excellent experience of organising community events.</p> <p>Each stage of the planning is being checked with Cornwall Council's Events team and the relevant authorities.</p>

<p><b>Please give the timescale and key milestones for your project, including a start date and finish date.</b></p>	<p>The event will take place between 1pm and 5pm on 31<sup>st</sup> August 2024.</p> <p>We have already submitted an application to Cornwall Council.</p> <p>The risk assessment has been completed and final checks will be made on the day.</p> <p>We are currently finalising the event management plan for this year's event, building on the plans from previous years.</p> <p>Our insurance will be renewed in late July 2024 as we cannot renew until one month before it runs out.</p>
<p><b>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)</b></p>	<p>This is a family event, and we do not envisage that any child or vulnerable person will be left alone at any time.</p> <p>We have designated a committee member to act as a Child Safety Officer on the day. The Child Safety Officer has a DBS check for children, and will be wearing a different colour hi viz jacket to ensure that she can be easily identified.</p>

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

<p><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>	<p>The list shows the overall budget, with the items we are asking for from Saltash Town Council highlighted in yellow:</p> <table> <tr> <td>Live Music</td><td>£120.00</td></tr> <tr> <td>2 x Toilet Hire</td><td>£445.00</td></tr> <tr> <td>50m Electric cable</td><td>£50</td></tr> <tr> <td>Tea, coffee, sugar</td><td>£35</td></tr> <tr> <td>Public Liability Insurance (to follow)</td><td>£150</td></tr> <tr> <td>Cake</td><td>£85</td></tr> <tr> <td>Misc from Scrapstore</td><td>£50</td></tr> <tr> <td>Hire of entertainment marquee chairs, tables water urns etc. and logistical support (2<sup>nd</sup> Saltash Scouts)</td><td>£500</td></tr> <tr> <td><b>GRAND TOTAL</b></td><td><b>£1435.00</b></td></tr> <tr> <td><b>TOTAL BEING APPLIED FOR FROM STC</b></td><td><b>£615.00</b></td></tr> </table>	Live Music	£120.00	2 x Toilet Hire	£445.00	50m Electric cable	£50	Tea, coffee, sugar	£35	Public Liability Insurance (to follow)	£150	Cake	£85	Misc from Scrapstore	£50	Hire of entertainment marquee chairs, tables water urns etc. and logistical support (2 <sup>nd</sup> Saltash Scouts)	£500	<b>GRAND TOTAL</b>	<b>£1435.00</b>	<b>TOTAL BEING APPLIED FOR FROM STC</b>	<b>£615.00</b>
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<b>GRAND TOTAL</b>	<b>£1435.00</b>																				
<b>TOTAL BEING APPLIED FOR FROM STC</b>	<b>£615.00</b>																				
<p>How will you promote STC once application and project are complete?</p>	<p>Saltash Town Council will be promoted and thanked on social media, as well as in any editorial and in speeches on the day.</p>																				

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

Organization	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
2 <sup>nd</sup> Saltash Scouts	350 (Discount on marquee hire and logistical support)	✓	✓
Income from stall bookings (projected figure based on previous years)	150	N/A	
Fundraising on the day (projected figure based on previous years)	500	N/A	
Private donation of cakes	85	✓	✓

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

#### 4. Further information enclosed Checklist.

	Enclosed (please tick)
A copy of your organization's most recent bank statements (mandatory)	✓
Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	To Follow Renewal before event in August
A letter head showing the organization's address and contact details	✓
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organization's status)	✓
A copy of your organization's latest set of accounting statements (if any exist)	✓
Copies of any letters of support for your project	✓ to follow
If your organization has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Council	Before and after being awarded the grant we promote Saltash Town Council on social media, two local newspapers, local radio and at the event itself.

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

<b>Other</b> (please list)	<b>Insurance certificate to follow after it has been renewed in July</b>
----------------------------	--

## 5. Declaration by the applicant

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

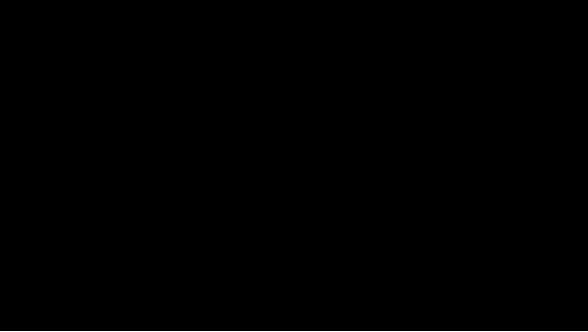
I/we declare that, I/we have read the Town Council's Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

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

I/we accept the following:

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

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

<b>Signed:</b>			
<b>Print Name(s):</b>			
<b>Position(s):</b>	Chair		
<b>Date:</b>	3 <sup>rd</sup> April 2024		



# FRIENDS OF TINCOMBE - Constitution

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

We will work to:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

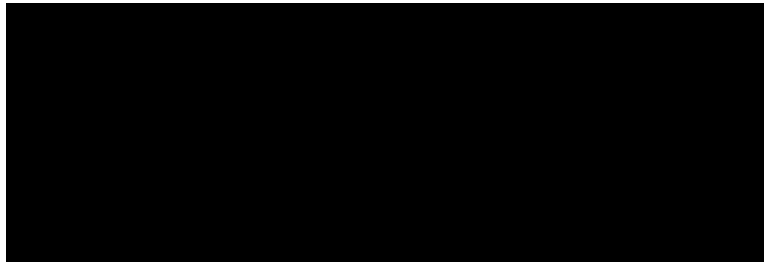
Officers and working groups are accountable to members through the General Meetings.

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

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

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

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





Treasurers Account Statement

Printed: 24 March 2024

Friends of Tincombe  
[Redacted]

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

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

Date	Description	Type	In (£)	Out (£)	Balance (£)
31 Oct 23	[Redacted]			59.97	735.24
31 Aug 23			648.44		795.21
29 Aug 23			33.94		146.77
29 Aug 23				120.00	112.83
29 Aug 23				150.00	232.83
29 Aug 23				100.00	382.83
29 Aug 23				50.00	482.83
29 Aug 23				105.86	532.83
16 Aug 23				112.69	638.69
08 Aug 23				36.60	751.38
04 Aug 23			10.00		787.98
02 Aug 23			10.00		777.98
31 Jul 23			10.00		767.98
28 Jul 23			639.90		757.98
28 Jul 23			10.00		118.08
25 Jul 23			10.00		108.08

Date		In (£)	Out (£)	Balance (£)
24 Jul 23		10.00		98.08
17 Jul 23		10.00		88.08
07 Jul 23		10.00		78.08
06 Jul 23		10.00		68.08
03 Jul 23		10.00		58.08
12 Jun 23			100.00	48.08
12 Jun 23		10.00		148.08
08 Jun 23		22.00		138.08
07 Jun 23		10.00		116.08
Lloyds Bank 626 1500.	nd and Wales no. 2065. Telephone: 0207			

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

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

## Friends of Tincombe Annual Accounts

### Profit and Loss

**2023-2024**

	<b>2023-2024</b>	<b>2022-2023</b>
<b>Income</b>		
Total income	£1,614.22	£1,340.73
<b>Expenses</b>		
Total expenses	£1,345.53	£1,558.27
<b>Profit/ Loss</b>	<b>£268.69</b>	<b>-£217.54</b>
<b>Year End Balance</b>	<b>£735.24</b>	<b>£466.55</b>

Friends of Tincombe

Your Account

TREASURERS ACCOUNT

01 January 2024 to 31 January 2024

Money In

£0.00

Money Out

£0.00

Your Transactions

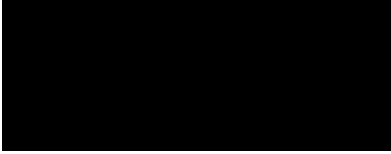
Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
------	-------------	------	--------------	---------------	-------------

You have no transactions to display for this period.

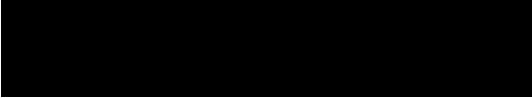
Transaction types

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

Friends of Tincombe



Your Account



TREASURERS ACCOUNT

01 February 2024 to 29 February 2024

Money In £0.00  
Money Out £0.00

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
------	-------------	------	--------------	---------------	-------------

You have no transactions to display for this period.

Transaction types

<b>BGC</b> Bank Giro Credit	<b>BP</b> Bill Payments	<b>CHG</b> Charge	<b>CHQ</b> Cheque
<b>COR</b> Correction	<b>CPT</b> Cashpoint	<b>DD</b> Direct Debit	<b>DEB</b> Debit Card
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<b>MPI</b> Mobile Payment In	<b>MPO</b> Mobile Payment Out	<b>PAY</b> Payment	<b>SO</b> Standing Order
<b>TFR</b> Transfer			



Friends of Tincombe

Your Account

TREASURERS ACCOUNT

01 March 2024 to 31 March 2024

Money In £0.00  
Money Out £0.00

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
------	-------------	------	--------------	---------------	-------------

You have no transactions to display for this period.

Transaction types

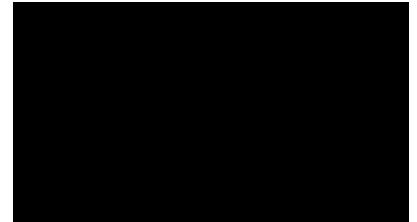
<b>BGC</b> Bank Giro Credit	<b>BP</b> Bill Payments	<b>CHG</b> Charge	<b>CHQ</b> Cheque
<b>COR</b> Correction	<b>CPT</b> Cashpoint	<b>DD</b> Direct Debit	<b>DEB</b> Debit Card
<b>DEP</b> Deposit	<b>FEE</b> Fixed Service	<b>FPI</b> Faster Payment In	<b>FPO</b> Faster Payment Out
<b>MPI</b> Mobile Payment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



## FRIENDS OF TINCOMBE







## **Letter of support for Tincombe Tea Pary**

Dear Town Council,

I am writing to express my wholehearted support for the application that has been submitted by the Friends of Tincombe for funding towards hosting the Tincombe Tea Party in August 2024.

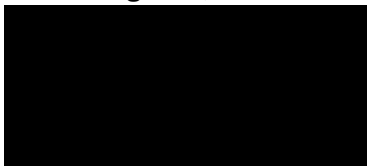
As a dedicated community group, the Friends of Tincombe have consistently demonstrated their commitment to promoting nature recovery in Tincombe. Their collaborative efforts with Cormac and Cornwall Council have resulted in significant strides towards promoting environmental issues in our community and improving the biodiversity of Tincombe.

This is the fourth year the Friends of Tincombe have come together to deliver the Tea Party for the community. Every year, they have built on the successes of the previous event, so that the Tea Party strengthens community cohesion at the same time as generating pride in Tincombe and serving as a catalyst for meaningful conversations around environmental stewardship.

The risk assessments for the event are comprehensive, with attention to detail. Fundraising at the Tea Party, including the sale of home-made cakes, will be used to help cover costs of delivering the event, with any surplus being put towards environmental initiatives in Tincombe. The collaboration with 2<sup>nd</sup> Saltash Scouts helps the scouts financially, but also generates a connection to the area for the young scouts.

I sincerely hope that you will look favourably on this funding application.

Best regards,



*Councillor representing Saltash Essa on Cornwall Council*

FW: Online Contact - Events

Contact photo

2024-03-24 20:46

Details Headers Plain text

This was the Andyloos quote - I asked for standard and accessible so they quoted both.

From

Sen

Subject: RE: Online Contact - Events

Good morning,

Thank you for your enquiry.

All quotations are subject to availability at time of booking.

Please see our quotation below:

To hire x 1 Standard Event unit (caters up to 50 people per unit) would be £160.00 plus VAT including transport.

<https://www.andyloos.co.uk/product/standard-portable-toilet-unit>

or

To hire x 1 Standard Portable Toilet Unit with Disabled Access (Caters up to 50 people per unit) would be £195.00 plus VAT including transport.

<https://www.andyloos.co.uk/product/standard-portable-toilet-unit-with-disabled-access/>

Please note if unit/s are required in a field the unit/s will need to be:

Located by entrance of field as easy access is required (as delivery driver will be unable to drop off in the middle of the field or opposite end to entrance)  
Placed on a flat, firm level ground.

Delivery is normally one to two days before and collection one to two days after.  
If you require either same day or weekend delivery or collection, there will be an extra charge.

Due to the high demand for toilet & trailer hires please can you let us know as soon as possible as all quotations are subject to availability at time of booking.

Unfortunately, nothing can be booked until you have been invoiced and payment has been received.

Our Terms and Conditions are deemed to be accepted once you have agreed to proceed with our quotation, you will find these via a link in the below signature.

Please feel free to contact me should you require any further information.

Kind regards,

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

Event Sales Administrator

t: 01872 519408

e: Mandy@andyloos.co.uk

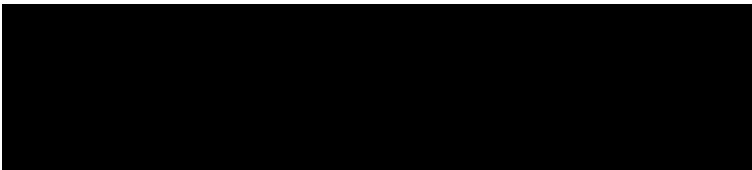
w:

www.andyloos.co.uk

Depot Address: School Road, Summercourt, Newquay, Cornwall, TR8 5EA Registered Number: 3347503 VAT Number: 381 7654 68

Please refer to our Terms & Conditions of hire.

The contents of this e-mail and any attachments are confidential and are solely for the person(s) at the e-mail address(es) above. If you are not the addressee, you may not disclose, distribute, copy or use this e-mail. Andy Loos Ltd accepts no legal liability for the contents of this e-mail including any errors, interception or interference, as internet communications are not secure. Whilst Andy Loos Ltd has taken all reasonable precautions to prevent transmission of computer viruses, malware or other unwanted programmes, should this occur we accept no liability



What type of product are you enquiring about?:

Event

What event Units do you need?:

Standard Portable Toilet Unit, Standard Portable Toilet Unit with Disabled Access

Event Start Date:

31/08/2024

Event End Date:

31/08/2024

Number of Guests:

100

Event Postcode:

pl12 4py

What is the event?:

Community Tea party organised by the Friends of Tincombe group of volunteers

Additional Information:

Just looking for one toilet but would like price for standard and disabled access please although would not need for both.

First Name:

Liz

Last Name:

Lloyd

Email Address:

lizlloyd20@outlook.com

Business Or Personal Booking?:

Business

Do you already have an account?:

No

I would like to be contacted about future offerings & product information by  
Andyloos:

None at all

I agree to provide my information under Andyloos Privacy Policy:

Checked



[Home](#) > [Motoring](#) > [Tools](#) > [Garage Equipment](#) > [Garage Essentials](#) > SMJ Heavy Duty 50m 13 Amp Thermal



## SMJ Heavy Duty 50m 13 Amp Thermal

113567

★★★★★ 5.0 (1)

£47.99

**K** Spread the cost from £2.39 per month\*

\*on orders over £99. Pay in 3 also available on orders over £30

**mc** Only £45.59 with Motoring Club premium

- Power input : 240V
- Cable length : 50m

undefined

1 Select Quantity

— 1 +

2 Check Availability

Postcode or location

Find

Chat with an Expert

## SUNSET SWING BAND

Dance & Concert Band from the Swing Era

### INVOICE

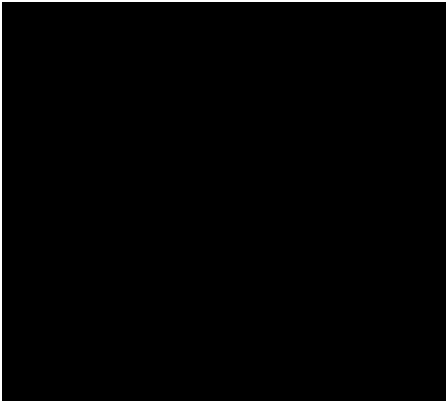
To: Friends of Tincombe

Event: Tincombe Tea Party 31st August 2024 at Tincombe Green, Saltash

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

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

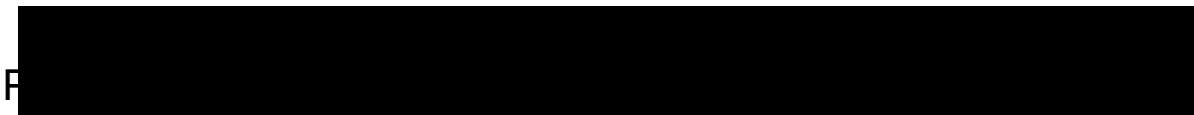
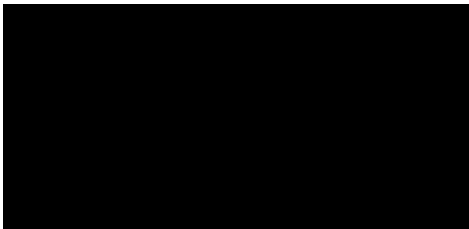
For the sum of £120 payable on completion



Treasurer, Sunset Swing



10<sup>th</sup> April 2024



F



# Saltash Town Council



## Grant Application Form

**APPLYING FOR:**  
(Tick one box)

Community Chest

☐

Grant

Festival Fund Grant

☒

**DATE APPLICATION SUBMITTED:**

25/04/2024

<b>Contact Name:</b>		
<b>Position:</b>	Chair	
<b>Organisation:</b>	Saltash Regatta CIC	
<b>Contact Address:</b>		
<b>Telephone Number:</b>		
<b>E-mail:</b>		
<b>Status of Organisation:</b>	Community Interest Company	
<b>Charity/Company number (if applicable)</b>	<p><b>Charity No:</b></p> <p><b>Company No:</b> 15657081</p>	
<b>What geographical area does your organisation cover?</b>	Saltash , Cornwall	



<b>How long has your organisation been in existence?</b>	Over 23 years, the current committee has been in place for 9 years.
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Please note that it may be asked to attend a meeting of the Policy and Resources Committee to answer questions on your application.

## 1. Organisation Background

	<b>Date Applied</b>	<b>Project</b>	<b>Amount Applied for</b>	<b>Successful Y/N</b>
<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)	1/4/2023	Saltash Regatta	£3000	Yes
	13/4/2022	Saltash Regatta	£2943	Yes
	3/08/2021	Saltash Regatta	£2929.43	Yes
	11/11/2019	Saltash Regatta	£ 2985.20	Yes
	15/10/2018	Saltash Regatta	£2320	Yes
	21/3/2017	Saltash Regatta	£2000	Yes
	20/2/2016	Saltash Regatta	£1742	Yes
<b>Please list the aims and objectives of your organisation</b>	<p>The aims of the committee are to continue to offer this two day Waterside event for free; involving a range of performers, entertainers, musicians, bands, traders and charity supporters.</p> <p>The Gig rowers will return on Saturday 14<sup>th</sup> July and the Saltash Rowing Club will be using the Tamar and Brunel Green on Sunday. Community engagement is usually high; with all schools invited to join the children's parade. Transport to the event is provided by CEPL12.</p> <p>We will again run a Hoppa bus service providing easy opportunities to visitors visiting the town. We will also be open-minded to any new transport initiatives, following the Easter transport trial, 2024. The cardboard boat race creates great interest and attracts many businesses and spectators. We will run this again in 2024.</p>			

	<p>Our aim is to run the regatta in a prudent manner and we look to maintain an account credit to carry forwards each year. Last year was the highest priced event for many years, as a direct result of all costs increasing and sponsorship reducing. We are keen to be more sustainable and have made progress already to reduce costs. We are not running a crowdfunder this year but will review this annually to avoid community fatigue! We were also disappointed with the lack of match funding we applied for.</p> <p>Our commitment to banning single use plastic is high and we have made great progress in become more ecofriendly.</p> <p>All our local supporters are key and provide essential support.</p> <p>Our intention each year is to seek further funding to continue our growth.</p> <p>We upgraded our bar area last year, with under cover options. This will be larger again this year. The main stage on Waterside Green will showcase talent from the area and paid acts.</p> <p>This stage will complement the trailer from Saltash Chamber of Commerce.</p> <p>The event has used two stages for the last few years as we want to ensure community bands are given the opportunity to perform, along with 'paid for' entertainers.</p> <p>This year we are aiming to create a child-friendly space on Jubilee green. It means entertainment will be across the whole site, not just on Waterside Green.</p> <p>Another development is that we are now a CIC.</p>
	Yes / No or N/A
Are you part of a religious group?	No
If application is for a Church – is it for anything other than a parish clock, Community Hall (used by all within the community) or environmental purposes?	N/A
If application is for a School – Is, it for anything other than environmental purposes or a project that does not benefit the wider community and is not in addition to statutory services?	N/A
If application is from an education, health or social service establishment – do you work in partnership with other groups?	N/A
If application is from an education, health or social service establishment – is project in addition to statutory services?	N/A

## 2. Your project

<b>Project</b>	<b>Start Date</b>	Saturday 14 <sup>th</sup> July 2024
	<b>Finish Date</b>	Sunday 15 <sup>th</sup> July 2024
	<b>Total Cost</b>	£18,284.94
	<b>Grant Applied For</b>	£ 4998.22

<b>Project title:</b>	Saltash Regatta and Waterside Festival
<b>Description of project</b> (please continue on a separate sheet if necessary):	<p>This event is a free Waterside festival with water events on the Tamar. It showcases Saltash and brings together the community, businesses and stakeholders. It covers two days and is run essentially with volunteers. This year we will again be engaging with the Saltash Environmental Action, to keep our area tidy.</p> <p>We reflect the support we are given in our entire marketing, website, Facebook etc, as logos and named supporters. The over arching aim is to ensure this event continues and can try to make a small profit to carry forwards. We engage with the community in the following ways:</p> <ol style="list-style-type: none"> <li>1. A children's parade, led by the Civic participants, opens the Regatta, where all local schools, 4rganizes4ons, preschools, brownies, rainbows and the local Town band are invited to join this colourful parade.</li> <li>2. Sponsorship is sought from local businesses.</li> <li>3. The Committee is led by volunteers, local to Saltash.</li> <li>4. The cardboard boat race attracts local competitors as a fun event.</li> <li>5. The paint party attracts children and adults to create colour and laughter.</li> <li>6. Churches Together enjoy an outdoor service on Sunday morning.</li> <li>7. Strong links with Livewire provides a platform for local musicians to show case their talents and boost their potential in the music industry.</li> <li>8. Two stages are used across both days; covering the whole site, using the Saltash Chamber of Commerce trailer and a hired platform stage.</li> </ol> <p>The committee 4rganizes the full event, booking traders, advertising, maintaining safety, setting up and clearing away the event and all associated administration. Fundraising is a large part of the event, again</p>

	<p>managed by volunteers. We are supported by Diverse events who ensure we are compliant and manage all stall bookings.</p>	
<b>Where will the project/ activity take place?</b>	Brunel, Jubilee and Waterside Greens	

<b>Who will benefit from the project?</b> (What groups will benefit and approximately how many people will benefit in total)	The event attracts on average 10,000 visitors from Saltash and surrounding areas over two days. This impacts on local businesses and brings visitors to the area.
<b>What evidence do you have that this project is required?</b> (This might be survey work or statistical evidence)	It is an event that has run for over one hundred years; is well attended and attracts very positive feedback.
<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 Consultation with Community)	We seek financial support from Cornwall Councillors and funding from local businesses. We will sell raffle tickets with cash prizes.
<b>How will the project be managed and how will you measure its success?</b>	<p>The event is being managed by volunteers from the Saltash regatta committee, working with Diverse events for stall bookings.</p> <p>The success will be measured in attendance and feedback.</p>

<b>Please give the timescale and key milestones for your project, including a start date and finish date.</b>	It is essential that we are fully funded by July 2024.
<b>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)</b>	<p>A full event management plan and risk assessments are being produced to ensure the event is safe for all, including children, young people and vulnerable people.</p> <p>This plan will be circulated to police, fire, ambulance, licencing, streetworks, and Cornwall Council Events Team.</p> <p>If the events team deems it necessary it will also be sent to the Local Event Safety and Guidance Group.</p>

### 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)	£650.24	Insurance
	£1,600.00	Stage Jubilee and sound
	£1,500.00	Medical
	£200.00	Observer
	£1,490.90	Toilets
	£2,000.00	Security
	£100.00	Tamar Trash
	£112.50	Artwork
	£1,385.22	Traffic (This bid)
	£150.00	Mike Pitches
	£21.00	Temporary Events Notice
	£55.00	Licence for Car Park(This bid)
	£3,208.00	Event Management(This bid)
	£190.00	Paint party
	£90.00	trailer stage union
	£200.00	raffle winner first prize
	£100.00	Raffle second prize
	£150.00	Bulldog Media
	£200.00	Ellen
	£100.00	Roxie
	£200.00	livewire
	£350.00	Layla

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
Sponsorship through South West Surfacing Specialists	3000	✓	✓
Cornwall Council	£500	✓	Verbally only

Local businesses	£3000	✓	
Stall bookings	£7500	✓	Bookings have generated £5500 so far and are still open.

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

	<b>Enclosed (please tick)</b>
<b>A copy of your organisation'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)	This is issued just before the event.
<b>A letter head showing the organisation'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 organisation'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)	

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

<p>We always get our insurance document just before the event, attached is the quote.</p> <p>.</p>
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why in the box below:

## 5. Declaration by the applicant

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

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


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

I/we accept the following:

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

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



<b>Signed:</b>			
<b>Print Name(s):</b>			
<b>Position(s):</b>	Saltash regatta Chair		
<b>Date:</b>	25/4/2024		

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INCOME 2023				EXPENDITURE 2023				
	Amount paid	Description	Type	Who paid	Date	Amount	Description	Type
	£4,390.30	IN BANK AT START	Bank Charges	paid	17/05/23	£100.00		Other
21/05/23	£5,484.07		Stalls	paid	09/06/23	£765.68		Insurance & Licences
crowdfunder	£3,000.00		Sponsorship / Fundraising	paid	12/06/23	£456.10		Advertising
paid 6/7/2023	£600.00		Stalls	paid	27/07/23	£2,000.00		Hire and Services
paid 4/8/2023	£500.00		Sponsorship / Fundraising	paid	27/07/23	£1,500.00		Hire and Services
banked 18/8	£250.00		Sponsorship / Fundraising	Cash from Grove	29/07/23	£200.00		Entertainment
banked 18/8	£100.00		Sponsorship / Fundraising	paid	31/07/23	£425.00		Entertainment
Crowdfunder returns	£300.00		Sponsorship / Fundraising	paid	31/07/23	£1,929.60		Hire and Services
Crowdfunder	£300.00		Sponsorship / Fundraising	paid	31/07/23	£200.00		Entertainment
Crowdfunder	£3,000.00		Sponsorship / Fundraising	paid	31/07/23	£150.00		Entertainment
crowdfunder	£250.00		Sponsorship / Fundraising	paid	31/07/23	£100.00		Entertainment
banked 18/8	£130.00		Entertainment	paid	31/07/23	£100.00		Hire and Services
banked 18/8	£165.00		Entertainment	paid	01/08/23	£112.50		Advertising
	£1,285.72	Crowdfunder balance	Sponsorship / Fundraising	paid	01/08/23	£350.00		Entertainment
P and B carpentry crowdfunder	£250.00			paid	02/08/23	£200.00		Entertainment
				paid	02/08/23	£150.00		Advertising
				paid	02/08/23	£75.34		Advertising
				paid	02/08/23	£54.00		Advertising
				paid	02/08/23	£10.00		Other
				paid	02/08/23	£50.00		Admin
				paid	02/08/23	£400.00		Entertainment
				paid	02/08/23	£400.00		Entertainment
				paid	02/08/23	£190.00		Entertainment
				paid	02/08/23	£21.00		Insurance & Licences
				paid	02/08/23	£55.00		Insurance & Licences
				paid	02/08/23	£23.00		Fundraising
				paid	02/08/23	£23.00		Sponsorship / Fundraising
				paid	02/08/23	£23.00		Sponsorship / Fundraising
		Income	£15,614.79	paid	02/08/23	£23.00		Sponsorship / Fundraising
		Expenditure	£17,968.52	paid	02/08/23	£39.68		Entertainment
		Profit and Loss	-£2,353.73	paid	02/08/23	£63.40		Expenses
				paid	02/08/23	£3,090.99		Hire and Services
				paid	02/08/23	£100.00		Entertainment
				paid	05/08/23	£250.00		Expenses
				paid	05/08/23	£200.00		Entertainment
				paid	07/08/23	£200.00		Entertainment
				paid	07/08/23	£300.00		Entertainment
				paid	11/08/23	£108.15		Expenses
				paid	29/08/23	£300.00		Entertainment
				paid	11/08/23	£50.00		Entertainment
				paid	11/08/23	£1,794.86		Hire and Services
				paid	17/01/24	£1,385.22		Hire and Services

Saltash regatta



## Your Account

Sort Code  
Account Number



## TREASURERS ACCOUNT

01 February 2024 to 29 February 2024

Money In	£500.00	Balance on 01 February 2024	£1,339.99
Money Out	£0.00	Balance on 29 February 2024	£1,839.99

## Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
06 Feb 24		FPI	150.00		1,489.99
13 Feb 24		FPI	350.00		1,839.99

## Transaction types

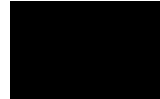
<b>BGC</b> Bank Giro Credit	<b>BP</b> Bill Payments	<b>CHG</b> Charge	<b>CHQ</b> Cheque
<b>COR</b> Correction	<b>CPT</b> Cashpoint	<b>DD</b> Direct Debit	<b>DEB</b> Debit Card
<b>DEP</b> Deposit	<b>FEE</b> Fixed Service	<b>FPI</b> Faster Payment In	<b>FPO</b> Faster Payment Out
<b>MPI</b> Mobile Payment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

Saltash regatta



## Your Account

Sort Code  
Account Number

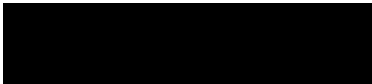


## TREASURERS ACCOUNT

01 April 2024 to 25 April 2024

Money In	£0.00	Balance on 01 April 2024	£1,839.99
Money Out	£150.00	Balance on 25 April 2024	£1,689.99

## Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
25 Apr 24		FPO		150.00	1,689.99

## Transaction types

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



## **CERTIFICATE OF INCORPORATION OF A COMMUNITY INTEREST COMPANY**

Company Number **15657081**

The Registrar of Companies for England and Wales, hereby certifies that

**SALTASH REGATTA CIC**

is this day incorporated under the Companies Act 2006 as a Community Interest Company; is a private company, that the company is limited by guarantee, and the situation of its registered office is in England and Wales.

Given at Companies House, Cardiff, on **18th April 2024**.

The above information was communicated by electronic means and authenticated by the  
Registrar of Companies under section 1115 of the Companies Act 2006





Saltash Regatta Committee

[info@saltashregatta.co.uk](mailto:info@saltashregatta.co.uk)

25/04/2024

Chairs update

██████████ Chair and ██████████ (Diverse Events CIC) along with the volunteers organising the annual Regatta and Waterside Festival would like to share that the actual event was a great success last year and we are working hard for 2024.

Sponsorship was sourced in the main from Saltash Town Council, which we were extremely grateful for, in addition to the Crowdfunder and South West Surfacing Specialists LTD. Financial contributions were also gained from Cornwall Councilors, Carlton Plastics, the Sue Hooper Charitable Foundation, Grove Nurseries Boarding Kennels, Infinite, and a small number of businesses locally. This is ongoing for 2024.

What will change this year is that we have just (25/4/2024) engaged a media company who are local, for a small fee, to help us to spread the word about the event and our sponsors. We will be using social media platforms, such as Facebook and Instagram to thank our supporters, including Saltash Town Council.

The company will help us with all marketing needs and update our website. We have budget for coverage in the Saltash Observer. Our programme of events will have the sponsors logos displayed.

We will use Mike Pitches to take professional photos to facilitate this ongoing media coverage.

We could not have run this event without the financial support received by Saltash Town Council and hope to be able to credit them at every opportunity with our new helping hand!

Yours Sincerely

██████████

**Saltash Gateway CIC**

4 Foxe Street Saltash

Cornwall PL12 6JL

Tel: 01752 848348

Web: [www.communityenterprisespl12.co.uk](http://www.communityenterprisespl12.co.uk)

Email: [napper@communityenterprisespl12.co.uk](mailto:napper@communityenterprisespl12.co.uk)



22/04/2024

Saltash Regatta 2024

Letter of support

To Whom It May Concern

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

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

Regards

[Redacted Signature]

Hub & Transport Manager Community Enterprises PL12



## Invoice

127

To: Saltash Regatta

Please remit to: Saltash Town Band

28/07/23

Name of Event: Saltash Regatta - Civic parade

Event Date: 29/07/23

Amount Owed: £300.00

Thank you for inviting us to take part again this year.

✂

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**Remittance Advice**

Ref Invoice

127

**Saltash Regatta - Civic parade**

**£300.00**

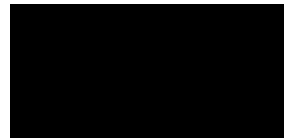
Please make cheques payable to – Saltash Town Band

Please return with payment, many thanks.

### **BACS**

Account Name: Saltash Town Band





## Saltash Regatta

## ESTIMATE EST-SR-24

16 March 2024

QUANTITY	DETAILS	UNIT PRICE (£)	NET SUBTOTAL (£)
2 Products	3m x 3m gazebo	70.00	140.00
Product	6m x 4m gazebo	125.00	125.00
4 Products	12x radio hire	30.00	120.00
2 Products	Lighting hire	10.00	20.00
Product	4x 40w Full range 100V line horn speakers	130.00	130.00
Product	Behringer XENYX X1222USB 12 Channel Analog Mixer	15.00	15.00
Product	KAM KWM1920 Wireless Microphones	20.00	20.00
Discount	100% discount on hire	-570.00	-570.00
Product	Consumables (cable ties / hazard tape / etc)	35.00	35.00
50:00 Hours	Pre event admin	25.00	1,250.00
Service	Event staffing	2,223.00	2,223.00
Discount	Discount on hours	-300.00	-300.00

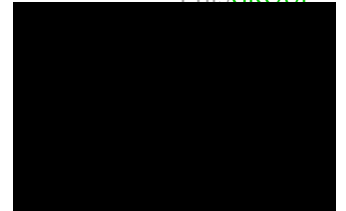
**GBP Total £3,208.00**

### Other Information

Company Registration Number: 12099647



FTaSGROUP

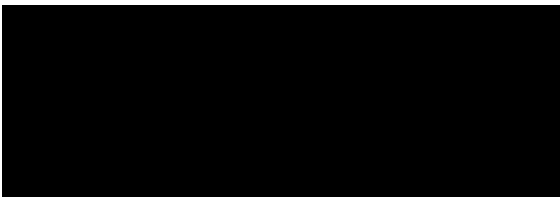


info@diverse-events.com

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

Invoice To:  
Saltash Regatta Committee  
Saltash  
PL12

Description	Total
Saltash Regatta 2024 – Custom Quote	<b>Total £1385.22</b>



Thank you for choosing FTaSGROUP.

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



# Saltash Town Council



## Grant Application Form

**APPLYING FOR:**

(Tick one box)

Community Chest Grant ☒

Festival Fund Grant ☐

**DATE APPLICATION SUBMITTED:**

16-04-2024

<b>Contact Name:</b>	[REDACTED]
<b>Position:</b>	Men`s Secretary
<b>Organisation:</b>	Saltash Bowls Club
<b>Contact Address:</b>	[REDACTED]
<b>Telephone Number:</b>	[REDACTED]
<b>E-mail:</b>	[REDACTED]
<b>Status of Organization:</b>	Lawn Bowls Club
<b>Charity/Company number (if applicable)</b>	<p>Charity No: N/A</p> <p>Company No: N/A</p>
<b>What geographical area does your organization cover?</b>	PL12 Post Code

<b>How long has your organization been in existence?</b>	101 Years
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**Please note that it may be asked to attend a meeting of the Policy and Resources Committee to answer questions on your application.**

### **1. Organisation Background**

	<b>Date Applied</b>	<b>Project</b>	<b>Amount Applied for</b>	<b>Successful Y/N</b>
<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)	2021/2022	Junior Bowls for Schools County Games.	£400.00	Yes
<b>Please list the aims and objectives of your organization</b>	<b>To enable all people regardless of age or abilities to play Lawn Bowls.</b>			

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

## 2. Your project

<b>Project</b>	<b>Start Date</b>	20 / 05 / 2024
	<b>Finish Date</b>	27 / 05 / 2024
	<b>Total Cost</b>	£ 3,484.00
	<b>Grant Applied For</b>	£ 1,000.00

<b>Project title:</b>	Replacement of New Perimeter Railings
-----------------------	---------------------------------------

<b>Description of project</b> (please continue on a separate sheet if necessary):	To replace a section of perimeter railings including a corner post due to existing railings being unstable.
<b>Where will the project/activity take place?</b>	Longstone Park Bowling Green
<b>Who will benefit from the project?</b> (What groups will benefit and approximately how many people will benefit in total)	Members of the Bowls Club and anyone else who uses the premises for other functions.
<b>What evidence do you have that this project is required?</b> (This might be survey work or statistical evidence)	Current corner post rusting away and existing fencing in need of replacement.  This will be the first phase of replacing all railings.

<p><b>What support have you received for this project?</b></p> <p>(Please tell us about any expressions of support you have received from outside your organization</p> <p>Consultation with Community)</p>	<p>This is a matter of health and safety.</p>
<p><b>How will the project be managed and how will you measure its success?</b></p>	<p>Wrought Iron Works of Plymouth will carry out the work under the supervision of a member of our Executive Committee.</p>
<p><b>Please give the timescale and key milestones for your project, including a start date and finish date.</b></p>	<p>This should hopefully be being done between early April to Mid May.</p>
<p><b>What arrangements do you have in place to ensure safeguarding of children and /or young people and/or vulnerable people</b></p> <p>(applicable only if your project involves working with this client group)</p>	<p>We have members with the necessary qualifications should they be needed.</p>

### 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)	Please see attached quote from the company involved along with a drawing of the area to be replaced.
How will you promote STC once application and project are complete?	The grant details can be posted on both our WEB site and Facebook page.

**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>Organization</b>	<b>Contribution Sought (£)</b>	<b>Applied</b> (please tick as appropriate)	<b>Granted</b> (please tick as appropriate)
N/A			

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

**4. Further information enclosed Checklist.**



	<b>Enclosed</b> (please tick)
<b>A copy of your organization's most recent bank statements</b> (mandatory)	Yes
<b>Copies of all <u>relevant</u> Employer's, Building &amp; Public Liability Insurance Certificates &amp; Title Deeds if appropriate</b> (mandatory)	Yes
<b>A letter head showing the organization's address and contact details</b>	Yes
<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)	Yes
<b>A copy of your organization's latest set of accounting statements</b> (if any exist)	N/A
<b>Copies of any letters of support for your project</b>	N/A
<b>If your organization has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Council</b>	This has been done by word of mouth.
<b>Other</b> (please list)	<p>Re last comment.</p> <p>We have been able to enter the County Schools Bowls Tournament where we have had two local schools play.</p> <p>If this grant is successful it will be put on both our WEB site and Facebook pages.</p>

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

## **5. Declaration by the applicant**

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

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


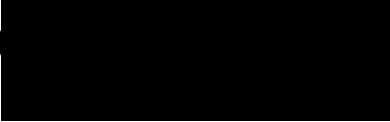
I/we confirm that a risk assessment will be completed prior to an event granted funding by the Town Council.

I/we accept the following:

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

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

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

<b>Signed</b>			
<b>Print Name(s)</b>			
<b>Position(s):</b>	Men`s Secretary		
<b>Date:</b>	16 <sup>th</sup> March 2024		

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 P&R Chairman/Vice Chairman	
Approved to go to Committee	
Committee date	
Decision/Minute number	
Amount awarded	
Application refused by P&R Chair or refused by Committee	

Appeal notice issued	
Appeal received	
Approved for Committee	
Decision/Minute number	

LLOYDS BANK



J31E3101A18MBA0000070648001003 393 B 000

SALTASH BOWLING CLUB

## Your account statement

Issue date: 29 February 2024

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

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

Visit us online: www.lloydsbank.com

Your branch: PLYMOUTH (309668)

## TREASURERS ACCOUNT

SALTASH BOWLING CLUB

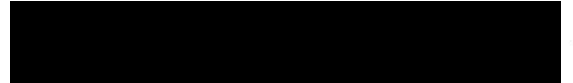
## Account summary

<b>Balance On 30 Jan 2024</b>	<b>£10,264.14</b>
Total Paid In	£6,962.60
Total Paid Out	£2,391.84
<b>Balance On 29 Feb 2024</b>	<b>£14,834.90</b>

## Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
<b>30 Jan 24</b>		<b>STATEMENT OPENING BALANCE</b>			<b>10,264.14</b>
31 Jan 24	FPI		96.00		10,360.14
31 Jan 24	FPI		95.00		10,455.14
05 Feb 24	FPI		192.00		10,647.14
05 Feb 24	FPO			6.10	10,641.04
05 Feb 24	FPO			160.00	10,481.04
05 Feb 24	FPO			50.00	10,431.04
05 Feb 24	FPI		96.00		10,527.04
05 Feb 24	DEP		4.00		10,531.04
05 Feb 24	DEP		422.00		10,953.04
05 Feb 24	FPI		96.00		11,049.04
05 Feb 24	FPI		21.95		11,070.99
05 Feb 24	FPI		96.00		11,166.99
08 Feb 24	FPI		95.00		11,261.99
09 Feb 24	FPI		106.00		11,367.99
12 Feb 24	FPI		190.00		11,557.99

Your Account activity is continued overleaf



Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
12 Feb 24	FPI		95.00		11,652.99
12 Feb 24	FPI		192.00		11,844.99
12 Feb 24	FPI		106.00		11,950.99
12 Feb 24	FPI		106.00		12,056.99
12 Feb 24	FPI		21.95		12,078.94
12 Feb 24	FPI		35.00		12,113.94
14 Feb 24	FPI		96.00		12,209.94
15 Feb 24	FPI		21.95		12,231.89
16 Feb 24	FPI		96.00		12,327.89
16 Feb 24	FPI		96.00		12,423.89
19 Feb 24	FPI		95.00		12,518.89
19 Feb 24	FPI		96.00		12,614.89
19 Feb 24	FPI		96.00		12,710.89
20 Feb 24	FPI		192.00		12,902.89
20 Feb 24	FPI		96.00		12,998.89
22 Feb 24	DD			6.14	12,992.75
22 Feb 24	FPI		192.00		13,184.75
22 Feb 24	FPI		190.00		13,374.75
22 Feb 24	FPI		2.00		13,376.75
22 Feb 24	FPI		95.00		13,471.75
22 Feb 24	FPI		96.00		13,567.75
22 Feb 24	FPI		21.95		13,589.70
23 Feb 24	FPI		96.00		13,685.70
23 Feb 24	FPI		192.00		13,877.70
23 Feb 24	FPI		192.00		14,069.70
26 Feb 24	FPI		96.00		14,165.70
26 Feb 24	FPI		96.00		14,261.70
26 Feb 24	FPI		96.00		14,357.70
26 Feb 24	FPI		95.00		14,452.70
26 Feb 24	FPI		96.00		14,548.70

PMC10JP3100000

M31E3104-HNO D31E3104-HNO

Page 2 of 6 / 0070648 / 0308670

Your Account activity is continued on the next page



Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
26 Feb 24	FPI		10.00		14,558.70
26 Feb 24	DEP		393.00		14,951.70
26 Feb 24	DEP		1,364.80		16,316.50
26 Feb 24	FPI		105.00		16,421.50
26 Feb 24	FPI		96.00		16,517.50
26 Feb 24	FPI		190.00		16,707.50
27 Feb 24	FPI		106.00		16,813.50
27 Feb 24	FPI		96.00		16,909.50
28 Feb 24	DD			252.00	16,657.50
28 Feb 24	FPO			175.60	16,481.90
28 Feb 24	FPO			1,742.00	14,739.90
29 Feb 24	FPI		95.00		14,834.90
29 Feb 24		STATEMENT CLOSING BALANCE	6,962.60	2,391.84	14,834.90

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

**Payment types:**

FPI - Faster Payment

FPO - Faster Payment

DEP - Deposit

DD - Direct Debit

PMCI0JPF3100000

M31E3104HNQ D31E3104HNQ

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HAND MADE IN  
THE U.K.

# Wrought Iron

MANUFACTURED BY MASTER CRAFTSMEN



Head Office:

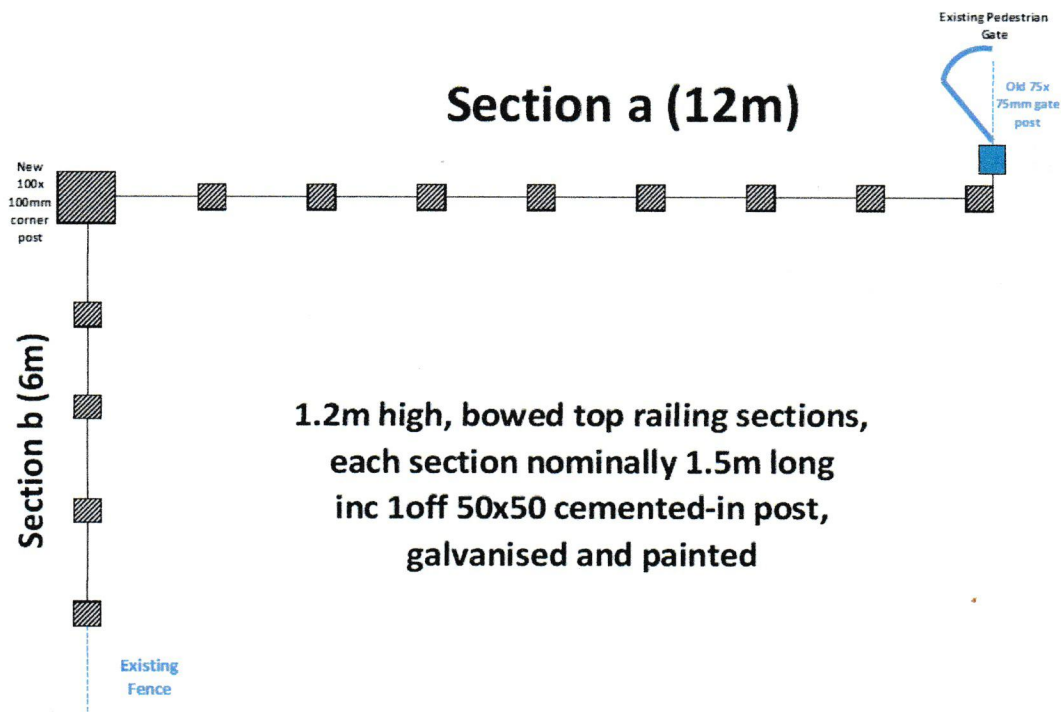
Iron Works SW Ltd , 164 Albert Road, Plymouth PL21AQ

M: 07748 571 646

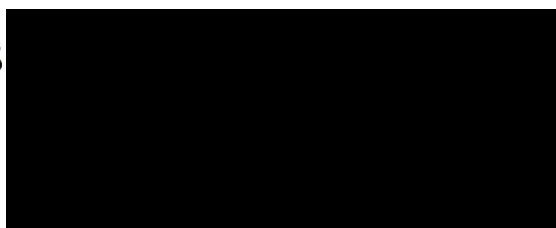
E: wrought.iron@live.co.uk W: wroughtirongatesandrailings.co.uk

Wrought Iron Gates & Railings, Plymouth		23 <sup>rd</sup> Feb 2024		
Supply & fit new wrought iron fence to Saltash Bowling Club				
Material - 1.5m wide, 1.2m high, 12.5mm dia solid sections, bow top, in the style of the existing fence inc 50x50 cement-in post				
Finish - Galvanised & painted dark green.				
Railings		Length (m)	Unit Cost/m	Total Cost
a	1.5m railing sections each with 1 off cement-in 50 x 50 post, galvanised & painted dark green (£170 + £18) Tied into the existing 75x75 clubhouse gate post and the new 100x100 corner post	12	£188.00	£2,256.00
b	1.5m railing sections each with 1 off cement-in 50 x 50 post, galvanised & painted dark green (£170 + £18) Tied into the new 100x100 corner post and the existing fence by the carpark gates.	6	£188.00	£1,128.00
100 x 100mm Posts		Unit	Cost / Unit	Total Cost
c	100 x 100mm cement in corner post, galvanised & painted dark green	1	£100.00	£100.00
Services				
d	Dismantle & dispose of old railings FOC		£0.00	£0.00
e	Delivery included FOC		£0.00	£0.00
f	Fitting Included FOC		£0.00	£0.00
g	VAT Exempt		£0.00	£0.00
	Sub Total			£3,484.00





BANK DETAILS



Customer Signature.....Date.....

On signing this contract and or paying a deposit I am agreeing to the terms and conditions as detailed overleaf. I fully understand the design and structure of my order as explained to me and written in the accompanying information sheet. This is my confirmation that the work can proceed as specified and that payment will be made in full for the total sum agreed.

Cornwall Office:  
Cornish Gates & Railings  
7 Rosehill Lostwithiel PL22 OOG  
M: 07748 571 646

Plymouth:  
164 Albert Road  
Devonport Plymouth PL2 1AQ  
M: 07748 571 646

Devon Office:  
Devon Gates & Railings  
Totnes Ind  
M: 07748 571 646

Wrought Iron Gates & Railings, Cornish Gates & Railings & Devon Gates & Railings are the trading names of Ironworks SW Ltd  
Page 181 Registered in England & Wales. Company No. 08578360

# **SALTASH BOWLING CLUB**



**Founded 1923**

**Affiliated to BE, BC,  
ESMBA, CCSMBA, ECBL and the P&D League**

## **CONSTITUTION AND RULES**

**2019**

The Club shall be known as Saltash Bowling Club and the Club headquarters shall be Saltash Bowling Club, Longstone Park, Saltash, Cornwall PL12 6DX. The Club colours shall be navy blue and white.

Saltash Bowling Club operates a policy of non-discrimination in terms of disability, colour, race, religion and gender.

The club shall be affiliated to *Bowls England* (BE), *English Short Mat Bowling Association* (ESMBA), *Bowls Cornwall* (BC), *Cornwall County Short Mat Bowling Association* (CCSM-BA), *Plymouth and District Bowling League* (P&DBL), *Plymouth and District Ladies Bowling League* (P&DLBL) and *East Cornwall Bowling League* (ECBL).

All flat green matches shall be played in accordance with the Laws of the Sport as approved by Bowls England.

All short mat matches shall be played in accordance with the Laws of the Sport as approved by the ESMBA.

## **AIMS and OBJECTIVES**

The aims and objectives of the Club :

- To offer coaching and competitive opportunities in flat green bowling and short mat bowling.
- To promote the name of the club within the local community and the sport of bowling.
- To ensure a duty of care to all of the members of the Club.
- To manage the Saltash Bowling Club Pavilion, green playing surface and its surroundings.
- Provide all its services in a way that is fair to everyone.

## **MEMBERSHIP**

Membership should consist of officers and members of the Club.

All members will be subject to the regulations of the constitution and by joining the Club will be deemed to accept these regulations and codes of practice that the Club has adopted. The Club generates a “No Smoking” Policy within the Club Pavilion and the Club external boundary.

Members will be enrolled in the following categories

- Full Member
- Full Member and Short Mat Member
- Short Mat Only Member
- Social Member
- Junior Member ( under 18 years of age on 1st May)
- Life Member

If a member of Saltash Bowling Club should also be a full member of another bowling club they may only serve as a committee member of one club.

## **DRESS CODE**

The Dress Code for League, County and Friendly games is Club Shirts along with Regulation Grey or White Trousers; Tailored Regulation (Bowls England) Grey or White Shorts may be worn by men and ladies., For women, Tailored Grey or White Skirts as determined by the game in question. Specific dress codes will be shown on Team Selection Sheets. Certain County games may require Shirts, Ties and Blazers to be worn. Further details will be found within the County Handbook. For all Internal Club Competitions, Greys and Club Shirts should be worn at all times including the markers for single games. Club Finals should be played in whites. For Club Nights, general casual play and roll-ups, smart informal casual wear is permitted to be worn.

Ladies competitions; if played in one single day will play in whites. Greys are only worn for the Boaz Competition. Dress code is always shown on the team selection sheets.

## **MEMBERSHIP FEES**

Membership fees will be set annually and agreed by the Executive/Management Committee or determined at the Annual General Meeting. Membership fees are to be paid at the spring meeting. Affiliation fees are due by 30 September.

Short Mat fees are to be paid at the spring meeting with affiliation fees due in May.

Junior Members (under 18 on 30th September) are exempt from paying Club fees with Bowls Cornwall paying affiliation fees for each Junior member.

A Life Member will have all the privileges of full membership without paying any subscriptions. The Executive Committee shall have the power to elect Honorary Life Members for special services rendered to the Club.

## **AVAILABILITY OF FACILITIES**

- The club shall be open seven days a week.
- The Green shall be available for bowling at all times between the official Opening and Closing dates each year, except when maintenance is being carried out or when climatic conditions are such that the use of the Green would cause damage. In such circumstances a member of the Green Committee may close all or a part of the Green. If such a decision is required and a member of the Green Committee cannot be contacted, the Captain or Management Committee member present shall make the decision.
- If the Green or a part of it does have to be closed the member making that decision shall check the booking diary in which bookings are recorded and inform, as soon as is possible, other members who may have made bookings for that day to inform them that play is not possible.

## **OFFICERS OF THE CLUB**

Men's President & Ladies President (To act as Club President in alternate years).

Club Secretary

Hon. Treasurer

Men's Secretary & Ladies Secretary

Men's Captain & Ladies Captain

Men's Match Secretary & Ladies Match Secretary

Tournament Secretary & Competition Secretary

Welfare Officer

Catering Manager

THE SHORT MAT SECTION shall consist of :-

Secretary/Area Rep.  
 Captain  
 Competition Organiser  
 Treasurer (Short Mat)

## EXECUTIVE COMMITTEE

The Executive Committee will meet as required but no less than three times per annum.  
**A minimum of 75% of all Committees shall form a quorum.**

The Club will be managed by the Executive Committee who are listed above.

If the performance of any member of the Management Committee be considered unsatisfactory, the Executive Committee may call an Extra-ordinary General Meeting for the purpose of electing a replacement.

TRUSTEE'S OF THE CLUB		
<u>MENS PRESIDENT</u>	<u>LADIES PRESIDENT</u>	
<u>TREASURER</u>	<u>SECRETARY</u>	<u>LADIES/MENS SECRETARY</u>

EXECUTIVE		
<u>MENS PRESIDENT</u> <u>MENS CAPTAIN</u> <u>MENS SECRETARY</u> <u>MENS MATCH SECRETARY</u>	<u>LADIES PRESIDENT</u> <u>LADIES CAPTAIN</u> <u>LADIES SECRETARY</u> <u>LADIES MATCH SECRETARY</u>	<u>SHORT MAT CAPTAIN</u> <u>SHORT MAT SECRETARY</u> <u>SHORT MAT TREASURER</u> <u>SHORT MAT COMP.</u>
ALL EXECUTIVE COMMITTEE MEMBERS ARE SHOWN IN BOLD & UNDERLINED		

SUB COMMITTEE'S				
<u>MENS SELECTION</u> <u>CAPTAIN</u> <u>V. CAPTAIN</u> + 2	<u>LADIES SELECTION</u> <u>CAPTAIN</u> <u>V. CAPTAIN</u> + 2	<u>TOURNAMENT</u> <u>CHAIRMAN</u>	<u>CATERING</u> <u>CATERING MANAGER</u> + ASSISTANTS SOCIAL SEC.	<u>WELFARE</u> <u>WELFARE OFFICER</u> SICK VISITORS
<u>SHORT MAT SELECTION</u> <u>CAPTAIN</u> <u>V. CAPTAIN</u> + 2	<u>GREEN</u> <u>CHAIRMAN</u>	<u>COMPETITIONS</u> <u>MENS COMP. SEC.</u> <u>LADIES COMP. SEC.</u> <u>S.M. COMP. SEC.</u>		

## SUB - COMMITTIES

- *Men's Selection Committee*  
shall be responsible for all games relevant to that section
- *Ladies Selection Committee*  
shall be responsible for all games relevant to that section
- *Tournament Committee*  
shall be responsible for organising the annual Tournament(s) on behalf of the Club
- *Catering Committee*  
shall be responsible for all Club social events (together with the Social Secretary), catering, fund raising and shopping.
- *Welfare Committee* shall be responsible for *Sick visiting, Child Welfare and Vulnerable Adult duties.*
- *Short Mat Selection Committee*  
shall be responsible for all games relevant to that section
- *Green Committee*  
shall maintain the Green and surrounding areas
- *Competition Committee*  
shall be responsible for all Club Competitions

## DUTIES OF OFFICERS (EXECUTIVE COMMITTEE)

- *President* of both Men's and Ladies sections will also act as President/Chair and Vice-President/Chair persons of this Committee with these positions alternating on an annual basis. The President will preside at all official functions and Chair all joint meetings. In the absence of the President the aforementioned duties will be carried out by the Vice-President. The *Mens' President* shall chair all Meetings of the Men's Section. Should the Men's President be unavailable the Men's Secretary should take the Chair. Likewise, the *Ladies President* shall Chair all Meetings of the Ladies Section. Should the Ladies President be unavailable the Ladies Secretary should take the Chair.
- *The Club Secretary* shall prepare Minutes of all General Meetings and Meetings of the Management Committee. He/she shall provide a copy of the Minutes of the last Management Committee Meeting to its members at least seven days before the subsequent meeting of the Committee, and publish the Minutes of an Annual General Meeting within 1 month from the date of the AGM. He/she shall also prepare an annual report of Club activities for the Annual General Meeting and, wherever possible, give at least seven days notice of Meetings. He/she shall be responsible for all correspondence relating to the Club.
- *The Hon. Treasurer* shall keep the Accounts of the Club and inform the Management Committee and the Executive Committee at each meeting of the financial situation (Income, Expenditure and Current Balance).
- He/she shall prepare an Annual Statement of Accounts for Audit by the appointed Auditors and shall make a copy of the Statement available to all Members before the Annual General Meeting. He/she shall notify any Member whose subscription is overdue and report the same to the Management Committee.
- *Secretary (Men's Section)* shall be responsible for keeping a record of all business transacted at General & Executive Meetings and carry out all other administrative and secretarial duties in accordance with the decision of the Saltash Bowling Club (Men's Section) at its Committee Meetings and shall submit to the AGM a report of the proceedings of the Men's Section since the previous AGM.

- *Secretary (Ladies Section)* shall be responsible for keeping a record of all business transacted at General & Executive Meetings and carry out all other administrative and secretarial duties in accordance with the decision of the Saltash Bowling Club (Ladies Section) at its Committee Meetings and shall submit to the AGM a report of the proceedings of the Ladies Section since the previous AGM.
- *Captain (Men's Section)* shall call and Chair all Selection Meetings. He shall liaise with the Ladies Captain for the selection of Mixed Games and any Mixed Club competitions. the Vice - Captain will assist as necessary and deputise in the absence of the Captain.
- *Captain (Ladies Section)* shall call and Chair all Selection Meetings - display selected games and she shall liaise with the Men's Captain for the selection of Mixed Games and any Mixed Club competitions. The Vice - Captain will assist as necessary and deputise in the absence of the Captain.
- *Match Secretary (Men's Section)* shall arrange all mixed friendly games and advise the Ladies Match Secretary accordingly. He shall arrange any Men's fixtures not already fixed by the Division or County. He shall, in conjunction with the ladies Match Secretary, compile a fixture book. He shall display availability sheets for mixed and mens' games
- *Match Secretary (Ladies Section)* shall also arrange any Ladies fixtures not already fixed by the Division or County. She shall, in conjunction with the Mens Match Secretary, compile a fixture book.
- *Secretary (Short Mat)* shall deal with all correspondence - prepare and minute all Meetings, complete Competition Forms & affiliations and attend all area Meetings.
- *Captain (Short Mat)* shall call and Chair an annual meeting- display selection sheets and arrange selection with the Vice Captain and two Selectors. He shall liaise with the Social Secretary to select teams for Friendly matches. The Vice - Captain will assist as necessary and deputise in the absence of the Captain.
- *Competition Organiser (Short Mat)* He/she will organise and run the Internal Competitions.
- *Short Mat Treasurer.* He/she shall keep true and accurate records of allocated funds to the Short Mat Section. Shall manage the funds and carry out the banking on behalf of the S.M.Section. He/she shall receive, record and pay all sums due to the Club and County for subscriptions, competition fees, raffles etc., and regularly report to the relevant Committee.
- *Green Committee* will appoint a Chairman from within who will call regular meetings. The Committee will be responsible for the Maintenance of the Green and surrounding areas. They will liaise with any Green Specialist to organise the summer & winter programme. They shall report directly to the Management Committee for any major expenditure.
- *Tournament Secretary* shall call & Chair all Tournament Committee Meetings. He/she shall acquire a licence from the BE and provide feedback to that body. He/she shall endeavour to obtain financial sponsorship. He/she shall invite all past playing teams and invite teams from all Clubs in Cornwall & Devon. Advertise the event in all ways possible and seek support from local businesses. Delegate tasks to members of the Tournament Committee. Produce all relevant paperwork and run the Tournament on the day and provide relevant reports.
- *Competition Secretary* shall call & Chair all Competition Committee Meetings. He/she shall display entry forms for all Club Competitions and collect entry fees. He/she shall liaise with the Competition Committee to arrange draw and dates for all competitions, details of which will be displayed on the Club Notice Board. He/she may delegate duties as necessary.

- *Club Social Secretary* shall liaise with the Catering Chairman to arrange social activities e.g. Social evenings - dinners - raffles etc. He/she may delegate certain tasks if so desired. The undermentioned will serve on the Catering Committee .....
- *Sick Visitors* for both genders shall make regular contact with all members unfortunate to suffer any new, long term illness either physical or mental and to offer any support that the Club can offer. Sick Visitors will sympathetically report back to the Club at the AGM.
- *Welfare Officer* will carry out his/her duties to see that the Club is promoting a safe environment in which children and vulnerable adults may enjoy the game of bowls by following the Club *Safeguarding and Child Protection Policy*. The Welfare Officer has responsibility along with The Secretary for receiving any initial allegations of misconduct, concerning vulnerable adults or child protection incidents. The Welfare Officer shall also be responsible for seeing that the relevant Safeguarding certificates are current and upto date.

## **FINANCE**

All Club monies will be banked in an account held in the name of Saltash Bowling Club / Saltash Short Mat Bowling Club.

The Club Treasurer will be responsible for the finances of the Club.

An audited statement of annual accounts will be presented by the Treasurer at the AGM.

Any cheques drawn against Club funds shall be presented with the signature of the treasurer and up to two other officers.

## **ANNUAL GENERAL MEETINGS**

Notice of the Club AGM will be given by the Club Secretary to all members which will be held in October.

The AGM will receive a report from officers of the Executive Committee and a statement of the audited accounts.

All Officers of the Club shall be up for re-election annually at the AGM.

All members apart from Social Members and Junior Members have the right to speak and vote at the AGM.

The quorum for an AGM will be 25% of the membership.

The Management Committee has the right to call an Extra-ordinary General Meeting (EGM) outside the AGM. A request for an EGM may also be requested in writing to the Club Secretary provided the request is signed by at least 15 paid up members; such a meeting will require at least 28 days notice.



## MISCONDUCT, DISCIPLINE & APPEALS

As a Club our affiliation with Bowls England states that we are duty bound to follow the procedures for Misconduct, Discipline and Appeals as laid out by Bowls England *Regulation 9*.

Club members must also be aware of the code of conduct regarding social media and its use as laid out in the Bowls Cornwall Constitution *item 7*.

## Safeguarding Policy

### Safeguarding and Child Protection Policy

Saltash Bowling Club has considered its responsibilities to the young people participating in bowls at our premises and within our club very carefully, and has produced this Safeguarding and Child Protection Policy setting out the standards we wish to uphold in providing activities for children and safeguarding them accordingly. Saltash Bowling Club is affiliated to Bowls England, its National Governing Body and the Club recognises the policies of its Governing Body, as set in out in its "Safeguarding Bowls Guidelines".

1. **Policy Statement** Saltash Bowling Club acknowledges its duty of care to safeguard the welfare of all young people (defined as those under 18) involved in bowls within the club. All young people have a right to protection, and have their particular needs taken into account Saltash Bowling Club will endeavour to ensure the safety and protection of all young people involved with the club through the Safeguarding and Child Protection Procedures adopted by the Committee of the club.

### 2. Policy Aims

- To provide young people with appropriate safety and protection whilst in the care of the club and also help them to enjoy their experience of the sport.
- To reassure parents that their children will receive the best practicable care possible whilst participating in activities within the club.
- To provide support to club members and volunteers to make informed and confident responses to specific child protection issues and to fulfil their role effectively.

### 3. Principles

- The welfare of young people is paramount.
- All young people and adults, whatever their age, culture, disability, gender, language, ethnic origin and religious beliefs have the right to protection from abuse.
- All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.
- All members have a responsibility to report concerns to the Club Welfare Officer.
- Club members, coaches and umpires will be supported to understand their role and responsibility with regard to the duty of care and protection of young people.
- Individuals will, as necessary, receive support through education and training to be aware of and understand best practice and how to manage any welfare or child protection issues that may come to light.

- Saltash Bowling Club will work in partnership with young people and parents to review and implement child protection and safeguarding procedures.
- Saltash Bowling Club's policy and procedures are based on the above principles and UK and international legislation and government guidance, including:
- The Children Act 1989 and 2004.
- Working Together to Safeguard Children 2013.
- The UN Convention on the Rights of the Child.
- Any subsequent legislation relating to child protection would implicitly be incorporated into this document.

#### **4. Responsibilities, Communication, Monitoring and Review**

- The Saltash Bowling Club Safeguarding and Child Protection Policy will be available to all members and parents.
- The Policy will be reviewed by the Committee every three years or in response to significant legislation and amended as appropriate. Guidance from Bowls England will be sought as part of the review.
- The Committee has responsibility for ensuring that the policy and procedures are implemented, including referring any appropriate disciplinary action to the national governing body as appropriate.
- *The Club Welfare Officer* has responsibility for responding to any allegations, concerns or child protection incidents, passing information to the Bowls England Safeguarding Officer and informing club officers where appropriate.
- Parents have a responsibility to work with the club in implementing procedures and providing their children with the necessary information to keep themselves safe.
- The policy will be monitored in partnership with Bowls England and Bowls Development Alliance Procedures.

### **Safeguarding Adults at Risk Policy**

Saltash Bowling Club is affiliated to Bowls England, it's National Governing Body and the Club recognises the policies of the Governing Body, as set in out in the "Safeguarding Bowls Guidelines".

#### **Policy Aims**

- The purpose of this policy is to outline the duty and responsibility of members working on behalf of the Club in relation to Safeguarding Adults at risk.
- All adults have the right to be safe from harm and must be able to live free from fear of abuse, neglect and exploitation.

#### **Objectives**

- Everyone who participates in bowls is entitled to do so in a safe and enjoyable environment.
- The Club is committed to helping everyone in bowls and accepts the responsibility to safeguard adults at risk, from harm and abuse.
- All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.
- Members working with adults at risk in bowls have a responsibility to report concerns to the Club Welfare Officer.

### **Definition of an Adult at Risk?**

- An Adult (a person aged 18 or over) who 'is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation'. (Definition from the Department of Health 2002)
- This could include people with learning disabilities, mental health problems, older people and people with a physical disability or impairment. It may also include victims of domestic abuse, hate crime and anti- social behaviour. The persons' need for additional support to protect themselves may be increased when complicated by additional factors, such as, physical frailty or chronic illness, sensory impairment, challenging behaviour, drug or alcohol problems, social or emotional problems, poverty or homelessness.

### **Types of Abuse**

- The Department of Health in its 'No Secrets' 2000 report suggests the following as the main types of abuse:
- **Physical abuse** - including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions.
- **Sexual abuse** - including rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressured into consenting.
- **Psychological abuse** - including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.
- **Financial or material abuse** - including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- **Neglect and acts of omission** - including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- **Discriminatory abuse** - including race, sex, culture, religion, politics, that is based on a person's disability, age or sexuality and other forms of harassment, slurs or similar treatment, hate crime.
- **Institutional abuse** - Institutional abuse although not a separate category of abuse in itself, requires specific mention simply to highlight that adults placed in any kind of care home or day care establishment are potentially vulnerable to abuse and exploitation. This can be especially so when care standards and practices fall below an acceptable level as detailed in the contract specification.
- **Multiple forms of abuse** - Multiple forms of abuse may occur in an ongoing relationship or an abusive service setting to one person, or to more than one person at a time, making it important to look beyond single incidents or breaches in standards, to underlying dynamics and patterns of harm. Any or all of these types of abuse may be perpetrated as the result of deliberate intent and targeting of adults at risk, negligence or ignorance.

### **Responsibilities and Communication**

- Saltash Bowling Club's Safeguarding Policy will be available to all members and participants. It is important that adults at risk are protected from abuse. All complaints, allegations or suspicions must be taken seriously with the Welfare Officer passing information to the appropriate NGB Safeguarding Officer and informing the appropriate club officers where relevant.
- The Club has responsibility for ensuring that the policy and procedures are implemented, including referring any appropriate disciplinary action to the national governing body as appropriate.

### **The Role of Key Individual Agencies**

- *Adult Social Services* - The Department of Health's recent 'No secrets' guidance document requires that authorities develop a local framework within which all responsible agencies work together to ensure a coherent policy for the protection of vulnerable adults at risk of abuse. All local authorities have a Safeguarding Adults Board, which oversees multi-agency work aimed at protecting and safeguarding vulnerable adults. It is normal practice for the board to comprise of people from partner organisations who have the ability to influence decision making and resource allocation within their organisation.
- *The Police* - The Police play a vital role in Safeguarding Adults with cases involving alleged criminal acts. It becomes the responsibility of the police to investigate allegations of crime by preserving and gathering evidence. Where a crime is identified, the police will be the lead agency and they will direct investigations in line with legal and other procedural protocols.

### **Legal Framework**

- *The Government guidance 'No Secrets'*, published in 2000, sets out a code of practice for the protection of adults at risk: <http://www.gov.uk/government/publications/no-secrets-guidance-on-protecting-vulnerable-adults-in-care> The Care Act (2014), which came into force from April 2015, sets out for the first time a legal framework for safeguarding adults. Each Local Authority must have a Safeguarding Adults Board (SAB) that includes the local authority, NHS and police. SABs must meet regularly, develop shared safeguarding plans and publish an annual review of progress. SABs will carry out Safeguarding Adults Reviews in some circumstances relating to safeguarding failures. The Act also introduces a responsibility for Local Authorities to make enquiries and take any necessary action if an adult with care and support needs could be at risk, even if that adult isn't receiving local authority care and support.
- *Human Rights Act 1998*, the *Mental Capacity Act 2005* and *Public Interest Disclosure Act 1998*
- *Data Protection Act 1998*, *Freedom of Information Act 2000*, *Safeguarding Vulnerable Groups Act 2006*, *Deprivation of Liberty Safeguards*, *Code of Practice 2008*
- *The Mental Capacity Act 2005*, covering England and Wales, provides a statutory framework for people who lack capacity to make decisions for themselves, or who have capacity and want to make preparations for a time when they may lack capacity in the future. It sets out who can take decisions, in which situations, and how they must go about this.

### **Monitoring and Review**

- This policy will be reviewed one year after being introduced and then every three years or in response to significant new legislation, by the Committee, and amended as appropriate. Guidance from Bowls England will be sought as part of the review process. The policy will be monitored in partnership with the Bowls England and Bowls Development Alliance Procedures.

## **AMENDMENTS AND ADDITIONS TO THE CONSTITUTION**

- Amendments and additions to the Constitution shall only be made at an Annual General Meeting or at an Extra-Ordinary General Meeting convened for that purpose.
- Written notice of the proposed amendments and/or additions shall be provided by the Club Secretary at least 28 days before such a meeting.
- Resolutions can be passed by not less than 2/3rd majority of the members present.

## **SALE AND CONSUMPTION OF INTOXICATING LIQUOR**

- The Club shall, having obtained the necessary authority, sell liquor for consumption within the Club boundaries.
- All revenues from such sale shall be passed to the Honorary Treasurer to be added to Club funds.
- No person under the age of 18 shall be permitted to purchase or consume liquor.
- Members of visiting teams may purchase and consume liquor on the Club premises.
- Guests of Club members may purchase and consume liquor on the Club premises.
- Members of the public, unless they are visitors to the club or guests of Club members, may not purchase or consume liquor on the Club premises.

## **CLOSURE OF THE CLUB**

The Club may be dissolved by a resolution passed by a two-thirds majority of those present and voting at a Special General Meeting convened specifically for that purpose. Twenty-one days written notice shall have been given to all members. Such resolution to give the instructions for the disposal of any assets held by or in the name of the Club, provided that any property remaining after the satisfaction of any/all debts and liabilities shall be given or transferred to another registered Community Amateur Sports Club with similar sports purposes.

# Certificate of Employers' Liability Insurance (a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policyholder employs persons covered by the policy.)

1. Policy number:



2. Name of policyholder:

Saltash Bowling Club

3. Date of commencement of Insurance Policy:

1st April 2024

4. Date of expiry of Insurance Policy:

31st March 2025

We hereby certify that subject to paragraph 2:-

1. The policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney (b); and
2. (a) the minimum amount of cover provided by this policy is no less than £5 million (c);  
~~(b) the cover provided under this policy relates to claims in excess of £ — but not exceeding £~~

Signed on behalf of **Allianz Insurance plc**  
 Authorised Insurers



Nadia Côté  
 Commercial Managing Director UK  
 Allianz Commercial

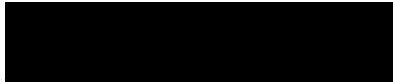
## Notes

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

# Certificate of Employers' Liability Insurance(a)

*(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policyholder employs persons covered by the policy.)*

1. Policy number:



2. Name of policyholder: Saltash Bowling Club

3. Date of commencement of insurance policy 1st April 2023

4. Date of expiry of insurance policy 1st April 2024

We hereby certify that subject to paragraph 2:-

1. The policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney **(b)**; and
2. **(a)** the minimum amount of cover provided by this policy is no less than £5 million **(c)**;  
~~**(b)** the cover provided under this policy relates to claims in excess of £ — but not exceeding £ —~~

Signed on behalf of **Allianz Insurance plc**  
 Authorised Insurers



Jonathan Dye  
 Chief Executive

## Notes

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

Allianz Insurance plc 57 Ladymead, Guildford Surrey GU1 1DB Tel 01483 568161 Fax 01483 300952 [www.allianz.co.uk](http://www.allianz.co.uk)

Allianz Insurance plc is authorised by the Prudential Regulation Authority and Regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Financial Services Register Number 121849.

Allianz Insurance plc Registered in England number 5441840 Registered Office 57 Ladymead Guildford, Surrey GU1 1DB UK

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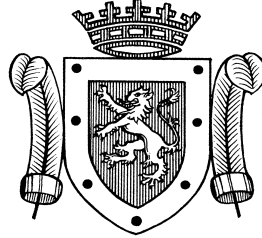
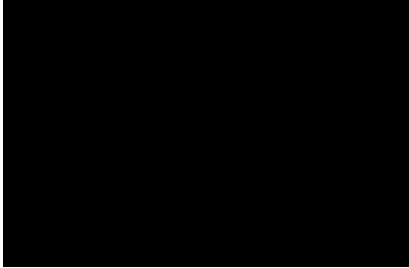
# SALTASH BOWLS CLUB

FOUNDED 1923

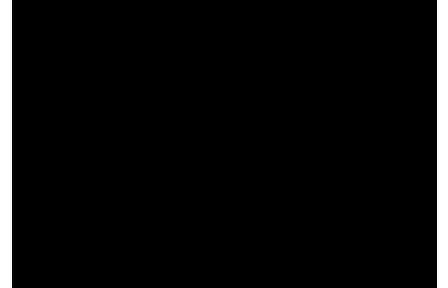
Mens President  
Ladies President



Club Secretary



Hon Treasurer



Affiliated to  
Bowls England  
Bowls Cornwall  
ESMBA CCSMBA  
P & D League  
E.C.B.L.



## Saltash United Football Club grant update

### Background

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

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

Minute no 18/23/24

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

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

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

The project was due to be completed by 1<sup>st</sup> August 2023.

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

a. CC269 Saltash United Football Club;

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

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

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

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

a. CC269 Saltash United Football Club:

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

A further update was received at the Policy and Finance meeting held on 12<sup>th</sup> March 2024

a. CC269 Saltash Football Club

It was proposed by Councillor P Samuels, seconded by Councillor Stoyel and **RESOLVED** to note the updated report on the project and delegate to the Receptionist to obtain a further report on the progress of the project to be received at the Policy and Finance meeting held on 14<sup>th</sup> May 2024.

### **Update from Saltash United Football Club**

Saltash United Football Club have confirmed that work is due to commence on Tuesday 7<sup>th</sup> May and will be undertaken by a Saltash based building company. Work is expected to be completed within four weeks from commencement

### **Proposal**

1. To note the report updating the commencement of the project and receive the final project report at the next schedule meeting due to take place on 9<sup>th</sup> July 2024.

**End of report**

**Receptionist/Mayor's Secretary.**

## **SALTASH MUSIC, SPEECH & DRAMA FESTIVAL REPORT TO SALTASH TOWN COUNCIL**

Firstly, may I thank Saltash Town Council for the financial support given to the Saltash Music, Speech & Drama Festival.

The Festival took place at Saltash Wesley Methodist Church during the two week span from Monday 22 January to Saturday 3 February 2024. The syllabus and programme highlighting that the Festival was supported by Saltash Town Council. In addition, in the church was two screens with instructions for audiences to refrain from recording, etc. and in bold lettering that Saltash Town Council supported the Festival. These screens stayed on for the duration of the Festival.

It was a great honour to have the Town Mayor and Mayoress in attendance to officially open the Festival at 0900 hours on the opening day and also in the evening of the first day to watch & present trophies and awards to those who took part in the Mayor's Drama competition.


The Festival this year boasted over 400 entries which was slightly up on the numbers of the previous year. We had 5 sessions of Speech, 3 sessions of Vocal & 5 sessions of instrumentals.

The three professional Adjudicators were excellent and all gave the performers much encouragement and provided advice on how improvements could be made. It all provided a very relaxed and accommodating atmosphere so much so that nearly everyone said Saltash Festival was a pleasure to be at and would be coming again next year.

At the end of the Festival it was an honour to have the Town Mayor & Mayoress attend the Gala Concert at which he presented 35 special trophies and awards. The Town Council were thanked publicly for their support which was appreciated by the committee of volunteers and the audience alike.

Hopefully we provided a platform for both old and young to perform in a relaxed & warm atmosphere and that the Town of Saltash benefitted from the many people who visited the Festival.

Finally, may I once again thank Saltash Town Council for their financial support to the Festival.

  
Chairman of Saltash Music, Speech & Drama Festival

## **SALTASH YOUTH NETWORK** **CONSTITUTION**



The Network hereby formulates the following rules as its Constitution.

The Constitution, as amended from time to time, is the sole source of authority of the Saltash Youth Network (SYN).

### **1. TITLE AND DATE OF OPERATION**

Saltash Town Youth Council came into effect on Wednesday 9<sup>th</sup> September 1992. Its name was formally amended at the January 2023 AGM to Saltash Youth Network.

### **2. THE AIM AND OBJECTIVES OF THE SALTASH YOUTH NETWORK**

The aim of the organisation is to provide a networking opportunity for all Saltash youth organisations to communicate, support and co-ordinate youth activities within the Town of Saltash.

**The Objectives of the Saltash Youth Network are:**

**2.1** To assist all affiliated youth organisations in Saltash to provide better facilities and equipment for young people.

**2.2** To provide a focal point for other organisations in the Town of Saltash to donate funds for youth work with confidence that its distribution is properly directed and controlled.

**2.3** To represent youth organisations as a whole to other parts of the community - for example Saltash Town Council.

**2.4** To act as a central reference point for the availability of equipment, transport, and venues.

**2.5** To assist and advise affiliated organisations in their fundraising.

**2.6** To allocate funding grants to affiliated organisations and individuals.

### **3. MEMBERSHIP OF THE SALTASH YOUTH NETWORK**

**3.1** One representative from each recognised 'not for profit' youth organisation within Saltash shall be eligible for appointment to the Network on the payment of the annual affiliation fee. New members must complete an application form.

**3.2** The Network shall consist of the following Elected Officers:

CHAIRMAN

VICE – CHAIR ( optional - added Jan 23 )

HONORARY SECRETARY

HONORARY TREASURER

**3.3** A quorum shall be five members, of which one must be the Chair, Vice Chair, the Honorary Secretary or the Honorary Treasurer.

**3.4** Ceasing to be a member: members may resign at any time in writing to the Honorary Secretary. Any member who has not paid their affiliation fee by the end of February will be contacted by the committee, who will then decide whether that member is deemed to have resigned.

### **4. ELECTION OF OFFICERS**

**4.1** Elections will take place at the AGM.

**4.2** All nominations for Officer appointments to the Network shall be approved by the person nominated prior to the election of the Officers.

**4.3** The Chairman of the Network shall be elected from the body of the network

**4.4** The Network shall if they so request elect a Vice Chair who will be elected from the body of the network.

**4.5** The Network shall elect annually an Honorary Secretary who shall be a member of the Network and shall ensure that proper minutes are kept.

**4.6** The Network shall elect annually an Honorary Treasurer who shall be a member of the Network and shall ensure proper accounts are kept.

**4.7** The period of office of all Elected Officers shall be one year, at the end of which they shall resign, but they shall be eligible for re-election for a further year. (There is no limit on the number of times they may be re-elected even in consecutive years, if appointed by a majority vote.) If it is the wish of the Network the election may be conducted by secret ballot.

**4.8** In the event of an officer standing down during the year a replacement will be elected by the members at the next meeting.

## **5. EXECUTIVE COMMITTEE**

**5.1** An Executive committee consisting of a minimum of four members (two of whom must be Officers ) will be elected by the Network at the AGM. At least two of these Executive Committee members must be in attendance (one of whom must be an officer) at the Executive meetings to be quorate.

**5.2** They will meet from time to time, as and when necessary to discuss the operation of the Network and make any urgent decisions.

**5.3** Should it be necessary, due to an urgent request for funding being received between General Meetings of the Network, the Executive Committee will discuss the funding application and go out to the membership via email for final approval before issuing funds.

## **6. FUNCTION OF THE SALTASH YOUTH NETWORK**

**6.1** The Saltash Youth Network shall meet not less than four times in each financial year.

**6.2** The Saltash Youth Network shall be responsible for ensuring the fulfilment of the purposes set out in the Aims and Objectives (2)

**6.3** The Saltash Youth Network will adhere to its rules, policies and standing orders for the conduct of its meetings.

**6.4** Each organisation member of the Saltash Youth Network present at a meeting shall have the right to exercise one vote. If necessary, the Chair of the meeting shall have the right to exercise the casting vote.

## **7. ANNUAL GENERAL MEETING**

**7.1** The Saltash Youth Network shall hold an AGM before the 31<sup>st</sup> January each year, to which one representative from each recognised 'Not for Profit' youth organisation within Saltash shall be eligible for appointment to the Saltash Youth Network on the payment of the annual affiliation fee.

**7.2** The date of the AGM shall be advertised at Saltash Library and via social media.

**7.3** The Chair shall present the Annual Report, and the Honorary Treasurer the statement of accounts, with such explanations as may be necessary.

**7.4** The Election of Officers and Executive Committee will take place at this meeting.

**7.5** Any amendments to the Constitution may be made at this meeting.

## **8. FINANCE**

**8.1** The Saltash Youth Network is responsible for the safety and proper management of all monies and assets of the Saltash Youth Network.

**8.2** The Saltash Youth Network shall elect annually an Honorary Treasurer, who shall be a member of the Saltash Youth Network, and shall ensure that proper books of account are kept.

**8.3** The Honorary Treasurer shall submit to the Saltash Youth Network as early as possible, and not later than four months after the end of each financial year, an annual report with accounts.

**8.4** Each financial year shall begin on 1st January and end on 31st December.

**8.5** The Saltash Youth Network shall open and operate a suitable bank account. Three persons will be appointed as bank signatories. These will be either Elected Officers or Executive Committee Members. The signatories must not be related or living at the same address. Two out of three signatures are required on all withdrawals.

**8.6** The Honorary Treasurer is to maintain a minimum reserve of £500.00 in the Saltash Youth Network account for the purpose of meeting any outstanding liabilities should a decision by the Saltash Youth Network subsequently result in a deficit.

## **9. OWNERSHIP**

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

## **10. APPLICATIONS FOR FINANCIAL ASSISTANCE**

**10.1** All applicants requiring assistance must complete a SYN application form to be forwarded to the Chairman prior to the date of the Meeting at which they are to be considered.

**10.2** Applications for assistance will only be considered at the second or subsequent Meeting of the Saltash Youth Network after receipt and acceptance of the youth organisation's affiliation. (i.e., an organisation cannot affiliate and immediately apply for grant funding.)

**10.3** Assistance will be limited to a maximum of up to £500 per affiliated organisation per financial year. An organisation may submit more than one application within that time period so long as the amount for the year for that organisation does not exceed £500.

**10.4** The Executive Committee may meet to discuss the authorisation of a Grant, up to a value of £500 maximum per organisation, should it be necessary due to an urgent request being received between General Meetings of the Saltash Youth Network. An email will be sent to the membership for approval before funds are issued.

**10.5** All grants are at the discretion of the SYN affiliated membership, and Grants must be for the benefit of local young people living in the Saltash Wards.



**10.6** Applications must be made prior to the event taking place. Applications will not be considered retrospectively.

**10.7** SYN may make grant donations to an individual young person (up to the age of 21 years) up to a maximum of £150. The applicants must live within the Saltash Wards. In the case of an organised group activity SYN would be unable to fund individual participants. In such a case an affiliated group may apply to the larger Grant scheme (see 10.3). This is to ensure public funds are fairly distributed.

**10.8** Affiliated youth organisations and individuals in receipt of a grant will be asked to submit a written report, to include photographs where appropriate, for reporting Saltash Youth Network activities to the local press and Saltash Town Council.

## **11. DISSOLUTION**

**11.1** If the activities of the Saltash Youth Network cease, notice of such cessation shall be given to the next AGM. The affairs of the Saltash Youth Network shall remain in abeyance from the date of such AGM, for a period of six months, at which time an Extraordinary Annual General Meeting (EAGM) shall be held.

**11.2** If at the time of such EAGM that meeting shall fail to resolve to revive the activities of the Saltash Youth Network, a winding up Committee shall be appointed by such EAGM comprising Saltash Youth Network members who shall be empowered to return the assets of the Saltash Youth Network to the original funding organisations as appropriate. Any equipment held in the name of Saltash Youth Network may be donated to youth organisations in the town subject to agreement by the winding up committee.

## CHANGE RECORD

- 1. Amended at the AGM held on the 10<sup>th</sup> January 2011:**  
The move of the AGM from October to January of each year.
- 2. Amended at the AGM held on the 10<sup>th</sup> January 2011:**  
The maximum level of grant increased from £100 to £150 for an individual and from £150 to £250 for a youth organisation.
- 3. Amended at the AGM held on the 31<sup>st</sup> January 2023 :**  
The change of name from Saltash Town Youth Council to Saltash Youth Network.
- 4. Amended at the AGM held on the 31<sup>st</sup> January 2023:**  
The addition of the position of Vice Chair.
- 5. Amended at the AGM held on the 31<sup>st</sup> January 2023:**  
The maximum grant for an organisation increased from £250 to £500.
- 6. Amended at the AGM held on the 31<sup>st</sup> January 2023:**  
Organisations can make more than one application in any one financial year as long as their total grant does not exceed £500. (Paragraph 11.4)
- 7. Amended at the AGM held on the 23<sup>rd</sup> January 2024:**  
Constitution rewritten to reflect and accommodate the name change to SYN.
- 8. Amended at the AGM held on the 23<sup>rd</sup> January 2024:**  
7.2 amended to remove the necessity for the AGM to be advertised in the local press. Saltash Library and social media will be used instead.
- 9. Amended at the AGM held on the 23<sup>rd</sup> January 2024:**  
10.5 amended to clarify that grants must benefit young people living in the Saltash Wards, and are at the discretion of the affiliated membership.
- 10. Amended at the AGM held on the 23<sup>rd</sup> January 2024:**  
Individual grant applications under 10.2 clarified so that SYN do not receive multiple applications from individuals attending the same event.

Signed by Chair Don Berrey:

23<sup>rd</sup> January 2024

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## **To receive a report from Section 106 Panel.**

The Section 106 Panel met on Thursday 2<sup>nd</sup> May 2024 to consider an application for grant funding to the value of £9565 by Salt Arts CIC, who have negotiated a lease on the old Barclays Bank in Fore Street, Saltash. Attendance on behalf of Saltash Town Council was by Cllrs Julia Peggs, Richard Bickford and Pete Samuels.

Salt Arts CIC envisage:

- Launching a new work space for individuals and small enterprises to the centre of Saltash which will attract additional footfall to Fore St during the day, Mon- Fri.
- Launching a new community space and programme of events in the centre of Saltash which will attract additional footfall in the evenings and weekends.
- Improving the environment of Fore Street through bringing a building that has been empty for 5 years back into use.
- Improving the frontage of 24 Fore St to make it a welcoming and inspiring place to visit and improving to the appearance of the street. ii) Generation of Employment Space ✓ This project is an imaginative investment in creating new employment space in the town centre, including launching:
  - Flexible co-workspace for 50+ members – with a particular focus on supporting creative and social enterprise sectors.
  - 5 office/studio spaces with total capacity for up to 15 individuals.
  - A social and meeting space for networking and training.
  - A programme of enterprise support activities including visiting speakers and mentoring.

The application further states:

Salt Arts CIC is applying for funding to support the marketing and delivery of an 18 month launch season at the Studios. The aims of the project are to: • Give the whole community opportunity to contribute ideas on the setting up of the Studios, to ensure that the Studios is furnished, equipped, and run in a way that makes it accessible to all. • Support local residents who face personal, economic or physical challenges to access the co-workspaces and trial facilities. • Enable access to the cultural programme for residents who may not currently take part in arts/cultural activities due to personal, economic or physical barriers.

The launch programme will include: June 2024: - 2x Public engagement events to enable the community to give feedback on the project and ensure that the building is accessible to the whole community. - 4x Hard-hat tours for specific groups including local business people, further and higher education groups and community organisations.

Sept-Jan 2024: Welcome sessions and trials of the co-work facilities aimed at young people and people in the creative industries, looking to change careers, carers or getting back into work. Including: - Free trial use of desk space and induction sessions for 75 people. - 4x Open days/evenings.

Oct-Jan 2024: - 2x Free enterprise events and activities including talks and skills training, run in partnership with users of the co-work facilities and other local agencies such as Plymouth Culture, Feast and Creative Kernow.

Nov-Sept 25: Arts and cultural events programme including: - 2x free exhibitions of work by local artists. - 10x pay-what-you-feel film screenings for specific groups such as carers & babies, older people, families and special needs groups. - 4x pay-what-you-feel creative workshops. - 4x free talks by local creatives or cultural/heritage groups.

The application was considered by the S106 panel and approved, subject to:

- 1) An assurance that any refreshments provided at the venue will not compete with other businesses in Fore Street or surrounding area.
- 2) That the funding requested from the Community Levelling Up Fund, totalling £17,449 is successful, enabling the project to get underway.

**End of Report**  
**Cllr Pete Samuels**  
**S106 Panel Member**