

Public Document Pack

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 14th January 2025 at 6.30 pm

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

ALSO PRESENT: One Member of the Public, S Burrows (Town Clerk / RFO), W Peters (Finance Officer) and D Joyce (Office Manager / Assistant to the Town Clerk).

APOLOGIES: R Bickford, J Brady, J Foster, S Martin, L Mortimore, J Peggs and B Samuels.

106/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

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

107/24/25 DECLARATIONS OF INTEREST:

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

None.

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

None.

108/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

109/24/25 **TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 12 NOVEMBER 2024 AS A TRUE AND CORRECT RECORD.**

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

It was proposed by Councillor Miller, seconded by Councillor P Samuels and **RESOLVED** that the minutes of the Policy and Finance Committee held on 12 November 2024 were confirmed as a true and correct record.

110/24/25 TO RECEIVE A RECOMMENDATION FROM THE SERVICES COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

91/24/25 TO RECEIVE A REPORT ON TOWN COUNCIL LAND AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

Members debated at length the requests received to purchase land, including instances where encroachments had occurred prior to seeking permission to purchase.

Members acknowledged that action was necessary to address these matters appropriately, ensuring the correct procedures are followed.

During discussions, Councillor Stoyel gave his apologies and left the meeting.

Members considered the complexities involved in selling Town Council owned land, including any potential covenant on the land, character of the estate etc.

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

1. To appoint Coodes solicitors to manage, in principle, the sale of land at properties 9 Oak Apple Close, 57 Dartmoor View and 157 Grassmere, including the market valuation, working within the Acquisition or Sale of Land and Property on behalf of the Town Council;
2. To delegate to the Town Clerk to work with Coodes solicitors to manage the associated cost working within budget code 6224 Professional Fees;
3. To **RECOMMEND** to the Policy and Finance Committee to approve associated legal costs be allocated to 6224 Professional Fees, managed by the Town Clerk to remain within budget.

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

111/24/25 **TO RECEIVE RECOMMENDATIONS FROM THE FOLLOWING SUB COMMITTEES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

a. Property Maintenance Sub Committee held on 26 September 2024;

RECOMMENDATION:

25/24/25 TO RECEIVE A REPORT ON SALTASH HERITAGE EXTERNAL WINDOWS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed the report included in the reports pack and the recommendation from the Town Council's building surveyor to undertake a scope of works.

Following the scheduled installation of a new mural to the front elevation of the Heritage Building, further repair works had been identified. Members agreed a full scope of works would be appropriate to undertake to the front elevation of the building.

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

1. To appoint Barron Surveying to prepare a scope of works for external repair and painting of the front elevation of the Heritage Building;
2. To **RECOMMEND** to the Policy and Finance Committee the cost of £650+vat be allocated to budget code 6224 Professional Fees.

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

b. Town Vision Sub Committee held on 24 October 2024;

RECOMMENDATION:

38/24/25 TO RECEIVE THE TOWN COUNCIL BUSINESS PLAN DELIVERABLES FOR QUARTER TWO AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

4. To **RECOMMEND** to Policy and Finance to:

- a. Add under Strategic Priority 2 'Actions' – Continue to support the Delivery of Professional Youth Work in Saltash for the year 2024-25, setting a budget of £59,069 through a tender process.
- b. Add under Strategic Priority 2 'Actions' – Continue to support Saltash Youth Network for the year 2024-25, setting a budget of £4,726. To note; a formal Agreement is to be considered to improve the process in the coming years.

Members agreed to receive the above recommendation under minute number 112/24/25.

112/24/25 **TO RECEIVE AND REVIEW THE POLICY AND FINANCE BUSINESS PLAN DELIVERABLES FOR QUARTER THREE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Griffiths reported that the Town Vision Sub Committee had reviewed the Town Council deliverables at their previous meeting and requested additions for further consideration from the Policy and Finance Committee.

The Town Clerk requested Members further review and input if required to the Policy and Finance deliverables received at this evening's meeting. The Town Clerk highlighted the importance of regular quarterly reviews with an implemented deliverable workflow now in place to ensure that all Committees and Sub Committees consistently reviewed their objectives.

This process aims to identify any unmet deliverables and provide Members with an opportunity to contribute to the successful delivery of the Town Council Business Plan.

Members received the following recommendation from the Town Vision Sub Committee meeting held on 24 October 2024:

RECOMMENDATION:

38/24/25 **TO RECEIVE THE TOWN COUNCIL BUSINESS PLAN DELIVERABLES FOR QUARTER TWO AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

4. To **RECOMMEND** to Policy and Finance to:

- a. Add under Strategic Priority 2 'Actions' – Continue to support the Delivery of Professional Youth Work in Saltash for the year 2024-25, setting a budget of £59,069 through a tender process.
- b. Add under Strategic Priority 2 'Actions' – Continue to support Saltash Youth Network for the year 2024-25, setting a budget of £4,726. To note; a formal Agreement is to be considered to improve the process in the coming years.

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

1. To approve the above recommendation from Town Vision;
2. To note the status of the Committees deliverables;
3. To approve the Town Clerk continue to score quarter three.

113/24/25 TO NOTE THAT ALL ACCOUNTS AND BANK ACCOUNTS ARE RECONCILED UP TO NOVEMBER 2024.

It was **RESOLVED** to note.

114/24/25 TO NOTE THAT PETTY CASH IS RECONCILED UP TO DECEMBER 2024.

It was **RESOLVED** to note.

115/24/25 TO RECEIVE AND NOTE A REPORT ON VAT.

It was **RESOLVED** to note.

116/24/25 TO RECEIVE AND NOTE A REPORT ON INVESTMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

117/24/25 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.

118/24/25 TO RECEIVE THE CURRENT STC COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

119/24/25 TO RECEIVE A REPORT FROM THE FINANCE OFFICER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

120/24/25 TO RECEIVE AND NOTE A LETTER FROM THE EXTERNAL AUDITOR BDO LLP.

The Town Clerk provided a brief verbal update regarding the letter received from the external auditor.

The letter presented at this evening's meeting, confirmed that the Town Council had adhered to the external auditor's requirements. The letter is available on the Town Council website.

It was **RESOLVED** to note.

121/24/25 TO RECEIVE AND NOTE THE INTERIM INTERNAL AUDIT REPORT FOR THE YEAR ENDED 31 MARCH 2025.

The Town Clerk reported that the interim internal audit report was returned with no actions.

It was **RESOLVED** to note.

122/24/25 TO RATIFY THE TOWN COUNCIL PONTOON AND CYBER INSURANCE RENEWALS.

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

1. The pontoon insurance for the year 2025-26 appointing James Hallam Limited as the broker and Everard Insurance Brokers as the underwriter at a cost of £2,769.89 including taxes allocated to budget code 6205 P&F Insurance;
2. The cyber insurance for the year 2025-26 appointing Clear Insurance Management Ltd as the broker and Talbot Underwriting Limited as the underwriter at a cost of £1,434.88 inc taxes allocating to budget code 6205 P&F Insurance.

123/24/25 TO RECEIVE A REPORT ON THE TOWN COUNCIL FLEET INSURANCE RENEWAL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Miller, seconded by Councillor Dent and **RESOLVED** to delegate to the Finance Officer to obtain renewal for the Town Council Fleet Insurance for review and final approval from the Town Clerk/ RFO, working with the Chairman and Vice Chairman of Policy and Finance, and working within budget code 6205 P&F Insurance, reporting back at the 11 March 2025 Policy and Finance Committee meeting.

124/24/25 **TO RECEIVE A REPORT ON INSURANCE CLAIMS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk provided an overview on the report received and contained within the circulated reports pack.

The pontoon is currently unavailable for use due to the damage that occurred during Storm Darragh. Health and Safety notices are in place.

The Town Clerk advised that the insurers are to send a Marine Surveyor to assess the damage on 15 March 2025.

It was **RESOLVED** to note the update received with a further update to be received at the future Policy and Finance meeting.

The Chairman brought forward Agenda Item 37 – To receive a report on the level of Town Council General Reserves, Contingency and Earmarked Reserves and consider any actions and associated expenditure due to it being misplaced at the end of the summons.

125/24/25

TO RECEIVE A REPORT ON THE LEVEL OF TOWN COUNCIL GENERAL RESERVES, CONTINGENCY AND EARMARKED RESERVES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk referenced the previous Policy and Finance meeting held on 12 November 2024, expressing concerns as the Proper Officer and Responsible Financial Officer (RFO) around the Town Council's current level of general reserves and contingency funds and lack of justification for maintaining such balances.

The Town Clerk submitted a report included in the circulated reports pack for Members consideration during the meeting. Drawing attention to the report summary, the Town Clerk highlighted guidance from section 5 of the Joint Panel on Accountability and Governance Practitioners Guide (JPAG), which clarifies best practice for the level of funds Town Councils of this size should hold.

Additionally, the Town Clerk referenced information from the Cornwall Association of Local Councils (CALC) concerning principal authorities that exceed expected income levels and how they are not able to declare bankruptcy.

Members were asked to review the Town Council's fund levels, as detailed in Appendices A and B of the reports pack. The Town Clerk emphasised the importance of conducting annual reviews as good practice and requested that Members provide clear justification for the current fund levels being maintained.

The Town Clerk confirmed she had no concern regarding the level of EMF's as justification is provided; Members agreed. However, she requested Members consider recommending to the Town Vision Sub Committee to review EMF 6280 Town Vision funds and future spending.

Members debated and discussed in length the levels being maintained.

The Town Clerk explained that the Town Council can adjust the contingency level during this evening's meeting without affecting the precept set for 2025/26. The Town Clerk noted that if Members chose to reduce the contingency funds to the recommended best practice level of three months' operating costs, the surplus would be transferred into General Reserves.

This adjustment would provide a clear, transparent and accountable rationale for maintaining funds specifically for unexpected situations. The General Reserves would then be available for further investments or projects.

As an example, the Town Clerk highlighted potential repair works to the Pontoon following storm damage, the Waterside or Victoria Gardens. Such expenditure aligns with the Town Council's strategic priorities outlined in the Business Plan, ensuring that these funds are used responsibly and in accordance with established goals.

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

1. To note the advice of the Proper Officer / RFO to Saltash Town Council (as attached and received at the meeting);
2. To **RECOMMEND** to the Town Vision Sub Committee to review budget code 6280 EMF Town Vision against future spend under the Sub Committees Terms of Reference;
3. To retain the level of General Reserves and Contingency stated in the report (as attached);
4. To note the Ear Marked Reserves (EMF's) of the Town Council are justified on the projects to be delivered in the near future (as attached);
5. The RFO continues to review the level of Town Council General Reserves, Contingency and Ear Marked Reserves on an annual basis reporting back to the Policy and Finance Committee for consideration.

126/24/25 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

127/24/25 TO RECEIVE THE TOWN COUNCIL HEALTH AND SAFETY AUDIT REPORT AND CONSIDER ANY ACTIONS AND EXPENDITURE.

The external auditor has undertaken the Town Council annual Health and Safety audit of all Town Council sites.

Twelve months ago, the Town Clerk raised concerns on the Health and Safety of the Town Council and Risk Assessments in place, she is pleased to confirm scores have alleviated any areas of non-compliance. Still areas for improvements and further work.

It was proposed by Councillor Miller, seconded by Councillor Lennox-Boyd and **RESOLVED** to note the latest external Health & Safety Audit report recognising further work is required, delegating to the SDM to prioritise the work working within budget.

128/24/25 TO RECEIVE A REPORT ON THE TOWN COUNCIL'S CIVIC REGALIA AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed the Town Council Civic Regalia report circulated in the reports pack.

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

1. To approve the cleaning and polishing of the Civic Regalia items as follows;
 - 2 x large maces
 - 2 x small silver oars
 - 1 x mini oar
 - 1 x pepper pot
2. To appoint Company A at a cost of £1,200 allocated to budget code 6272 PF EMF Robes and Civic Regalia;
3. To delegate to the Mayor's Secretary to arrange for the Mayor and Deputy Mayor's chain to be repaired, cleaned and polished working within budget code 6272 PF EMF Robes and Civic Regalia;
4. To delegate to the Mayor's Secretary to ensure all Civic Regalia cleaning does not jeopardise any Town Council Civic Events and or Mayoral Engagement

129/24/25 TO RECEIVE THE TOWN COUNCIL PRECEPT INFORMATION AND CONSIDER ANY ACTIONS.

Members received the Precept Information contained within the circulated reports pack.

It was proposed by Councillor Griffiths, seconded by Councillor Stoyel and **RESOLVED** to approve the content for both the Precept Information page of the Observer and the bus shelter display posters.

Members are requested to provide any feedback on the grammar and spelling no later than 24 January 2025.

130/24/25 TO RECEIVE A REPORT ON APPOINTING A PHOTOGRAPHER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members reviewed the recommendation to appoint a photographer to provide photos of Town Council property and assets that can be used for multiple publications and promotions such as leaflets, the Town Council website and Town Council portfolios.

It was proposed by Councillor Griffiths, seconded by Councillor Stoyel and **RESOLVED**;

1. To approve appointing Company A to undertake the photography specification to obtain good photos of the Town Council assets to use in the portfolios, promotion of the Town and for historical reference;
2. At a cost of £785 allocated to budget code 6301 PF Stationery/Postage/Printing;
3. To appoint a photographer to undertake drone photography subject to requirements of a specific project and associated costs.

131/24/25 TO CONSIDER COMMUNITY CHEST APPLICATIONS:

- a. CC280 Cornwall Air Ambulance;

Members discussed the application and of the vital work the Cornwall Air Ambulance undertake.

Members referred to the Grants Policy for further guidance on the application's suitability to receive funds from the Community Chest funding.

It was proposed by Councillor Miller, seconded by Councillor Dent and **RESOLVED** to reject the application due to the application not falling in line with Community Chest funding parameters, referring to Section 5 Types of grants and funding limits - The Community Chest supports small scale community projects intended to improve the town environment to strengthen the community or the common economy of the town.

- b. CC281 Saltash Floral Art Club

It was proposed by Councillor Bullock, seconded by Councillor Dent and **RESOLVED** to award £150.

132/24/25 TO RECEIVE A REPORT ON FUNDING AWARDED TO CC275 SALTASH UNITED FOOTBALL CLUB AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

133/24/25 TO RECEIVE A REPORT ON TOWN COUNCIL GRANT FUNDING AND CONSIDER ANY ACTIONS.

Members reviewed and deliberated on the report included in the circulated reports pack.

Members discussed the financial risks and scrutiny required if assessing an individual's claim for funding with Members agreeing that the Town Council currently does not fund individuals.

Members discussed various ways the Town Council could assist individuals trying to access funding for community projects.

It was proposed by Councillor Stoyel, seconded by Councillor Lennox-Boyd and **RESOLVED**;

1. To note the report;
2. To agree that Saltash Town Council does not fund applications from individuals based on financial risk in making payments to those individuals and level of scrutiny required when making grants compared to organisations;
3. To suggest individuals approach Saltash organisations in the town that may be able to assist.

134/24/25 TO RECEIVE AMENDMENTS TO THE FOLLOWING POLICIES AND PROCEDURES AND CONSIDER ANY ACTIONS:

a. Grants;

Members received the policy with amendments.

The Town Clerk drew members attention to the Project Approval Form contained within Appendix 4.

The Town Clerk requested an additional amendment be included to the section Safeguarding and Duty of Care to include successful applicants provide confirmation of training undertaken by the Designated Safeguarding Lead, their Disclosure Barring Certification and confirm an Action Plan is in place for their organisation.

It was proposed by Councillor Miller, seconded by Councillor Griffiths and resolved to **RECOMMEND** to adopt the Grants Policy as attached, to Full Council to be held on 6 February 2025.

b. STC Privacy Notice.

It was proposed by Councillor Miller, seconded by Councillor Lennox-Boyd and resolved to **RECOMMEND** to adopt the STC Privacy Notice as attached, to Full Council to be held on 6 February 2025.

135/24/25 TO RECEIVE AND REVIEW THE FOLLOWING POLICIES AND CONSIDER ANY ACTIONS:

The Town Clerk advised that the Senior Policy and Data Compliance Officer has undertaken a review on the following policies and confirmed there are no amendments identified to be made.

- a. Code of Conduct;
- b. Home Library Service;
- c. Library Stock Management;
- d. Data Protection and Disposal Policies.

Members agreed that there are no amendments to be made at this time.

It was **RESOLVED** to note the policies en-bloc.

136/24/25 TO RECEIVE AND NOTE QUARTERLY REPORTS FOR THE COMMISSIONING OF PROFESSIONAL YOUTH WORK IN SALTASH:

a. The Core;

It was **RESOLVED** to note.

b. Livewire.

It was **RESOLVED** to note.

137/24/25 TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:

a. Section 106 Panel

It was **RESOLVED** to note.

138/24/25 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.

139/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

140/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

141/24/25 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

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

1. Community Chest Grant Award;
2. Precept Information.

DATE OF NEXT MEETING

Tuesday 11 March 2025 at 6.30 pm

Rising at: 8.27 pm

Signed: _____
Chairman

Dated: _____

To receive a report on the level of Town Council General Reserves, Contingency and Earmarked Reserves and consider any actions and associated expenditure

Report to: Policy and Finance Committee

Date of Report: 6 January 2025

Officer Writing the Report: Town Clerk / RFO

Officers Recommendations

Members are asked to review the report and ask questions relating to the information provided if not clear.

Members are asked to review and justify Saltash Town Council level of General Reserves, Contingency, and Earmarked Reserves attached to the report together with the information provided in the report.

Report Summary

At the November P&F meeting the committee Members were advised that a report on the level of General Reserves, Contingency and Earmarked reserves would be available for Members to consider the level and rationale of all reserves (General Reserves, Contingency and Earmarked Reserves).

Joint Panel on Accountability and Governance Practitioners Guide (JPAG):

JPAG is responsible for issuing proper practices about the governance and accounts of smaller authorities. The Practitioner's Guide is issued by the JPAG to support the preparation by smaller authorities of statutory annual accounting and governance statements found in the Annual Governance and Accountability Return (AGAR)

Reserves:

5.31. As with any financial entity, it is essential that authorities have sufficient reserves (general and earmarked) to finance both their day-to-day operations and future plans.

5.32 Smaller authorities have no specific right to accumulate funds via the precept. All reserves should be reviewed and justified regularly (i.e. at least annually). It is good practice to transparently publish both the level of rationale of all reserves.

General Reserves:

5.33 The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.

5.34 The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained between three and twelve months of net revenue expenditure.

5.35 The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller authority, the closer the figure may be to 12-month expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.

5.36 In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income.

5.37 Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.

Earmarked and other reserves:

5.38 None of the above in any way affects the level of earmarked and/or capital receipts reserves that an authority may or should hold.

5.39 There is, in practice, no upper or lower limit to EMR/CRRs save only that they must be held for genuine and identifiable purposes and projects, and their level should be subject to regular review and justification (at least annually and at budget setting), and should be separately identified and enumerated. Significant levels of EMRs in particular may give rise to enquiries from internal and/or external auditors.

Please note:

The following question was posed to Cornwall Association of Local Councils (CALC):

- Can principal authorities, in this case, Cornwall Council, declare themselves bankrupt, if so, would there be any impact to the Saltash Town Council precept?

CALC confirmed that principal authorities can't declare themselves bankrupt. If it looks like their expenditure will exceed their income, the Section 151 officer must issue a Section 114 notice, which makes any non-essential expenditure unlawful. The council must then make efforts to balance the books, usually by cutting expenditure.

If this doesn't work, there are several approaches that the Government can take, such as:

- Allowing the authority to use capital receipts to meet costs
- Raising the referendum limit to allow a bigger council tax increase (Croydon was allowed a 15% increase for 2023/24)
- Issue directions on what action the council must take
- Appointing commissioners to temporarily run the council
- Direct financial assistance (which is very rare)

Money collected from council tax and non-domestic rate payers is kept in the Collection Fund, separate from Cornwall council's own money. Cornwall Council cannot help itself to money collected for parishes, or fire and police authorities, or the portion of NNDR due to the Government. It is still required to pay those funds over to the authorities the money was collected for.

Budget Overview

Refer to Appendix A and B for further detailed information on the Town Council General Reserves and Earmarked Reserves.

Saltash Town Council contingency level for the year 2025-26 is at 5.06 months, £683,689.

Saltash Town Council contingency level at 3 months based on the year figures for 2025-26, £405,349 reducing the current value by £278,340. This would then increase General Reserves from £490,674 to £769,014.

Saltash Town Council self-generated income for the year 2024-25 is £97,985 and for the year 2025-26 is £96,086. We are aware that Saltash Town Council relies heavily on the precept to fund the operations of the Town Council.

Signature of Officer:

Town Clerk / RFO

Appendix B

Saltash Town Council General Reserves Breakdown

General Reserves Balance at 30 September 2024	£555,848
Virement from General Reserves to 6588 SE EMF Victoria Gardens	-£10,000
Virement from General Reserves to 6582 SE EMF War Memorial	-£14,000
<u>Add Estimated Surplus Budget at 31 March 2025</u>	
Payroll Surplus	£56,129
Burial Board Surplus	£3,000
Burial Authority Surplus	£4,500
Station Surplus	£2,589
P&F Surplus	£11,500
Library Surplus	£7,391
Less Virement from GR to reduce Precept Budgets 2025/26	-£41,981
Less Virement from GR to Contingency Fund to sustain 5.06 months	-£84,302
TOTAL ESTIMATED GENERAL RESERVES AT 31 MARCH 2025	£490,674

Appendix A

Saltash Town Council
EMF Balances held at 8 January 2025

Nominal Code	Budget Department	2023/24 B/F Balance	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Notes (Committed Spend)
6070 BA EMF Churchtown Cemetery Capital Works	BA - Churchtown	3,925.41	466.00	-20.46	4,411.87	
6071 BA EMF Replace Machinery & Equipment	BA - Churchtown	13,941.97	0.00	127.05	13,814.92	
6073 BA EMF Memorial Garden	BA - Churchtown	3,724.00	0.00	153.91	3,570.09	
6170 BB EMF Repairs to Cemetery Wall	BB - St. Stephens	23.33	3,000.00	0.00	3,023.33	
6470 GH EMF Guildhall Maintenance	Guildhall	78,887.86	0.00	75,038.95	3,848.91	
6971 LI EMF Saltash Library Refurbishment	Library	169,504.07	30,000.00	61,759.13	137,744.94	Committed spend £14,971 windows
6972 LI EMF Library Equipment & Furniture	Library	8,553.87	0.00	3,049.65	5,504.22	
6974 LI EMF Library Funding	Library	930.00	0.00	0.00	930.00	
6472 MA EMF Maurice Huggins Room	Maurice Huggins	466.00	1,000.00	0.00	1,466.00	
7071 MA EMF Maurice Huggins (Furniture & Sundry Items)	Maurice Huggins	605.90	0.00	0.00	605.90	
6270 PF EMF Crime Reduction	P&F	58,360.00	0.00	0.00	58,360.00	
6271 PF EMF Election	P&F	26,456.53	0.00	0.00	26,456.53	
6272 PF EMF Robes & Civic Regalia	P&F	524.97	4,000.00	623.66	3,901.31	
6273 PF EMF Legal Fees	P&F	5,601.40	0.00	0.00	5,601.40	
6275 PF EMF Neighbourhood Plan	P&F	5,630.05	0.00	272.67	5,357.38	
6278 PF EMF CIL Planning Funds	P&F	12,878.62	1,376.72	0.00	14,255.34	£10k committed costs for CIL 4th Round (P&F 33/24/25)
6279 PF EMF Restart Business Support Gant	P&F	7,580.50	-1,000.00	0.00	6,580.50	
6280 PF EMF Town Vision	P&F	10,095.00	0.00	430.00	9,665.00	
6281 PF EMF Town Vitality Funding Grant	P&F	3,475.44	7,500.00	8,699.00	2,276.44	
6282 PF EMF Funding Bids (Consultancy Fees)	P&F	13,500.00	0.00	9,880.00	3,620.00	
6283 PF EMF Events	P&F	500.00	0.00	0.00	500.00	
6284 PF EMF Consultations	P&F	1,500.00	0.00	0.00	1,500.00	
6285 PF EMF Twinning	P&F	119.00	381.00	0.00	500.00	
6286 PF EMF CLUP Waterside Connectivity Project	P&F	-45,077.98	44,980.80	0.00	0.00	All funding received to offset expenditure
6370 PF EMF Computer Equipment Renewal	P&F	12,348.77	0.00	1,503.00	10,845.77	
6691 ST PE EMF Legal Fees (Staffing)	Personnel	4,398.40	0.00	0.00	4,398.40	
6692 ST BA EMF Staff Contingency (Churchtown)	Personnel	0.28	0.00	0.00	0.28	
6694 ST PF Staff Contingency (P&F)	Personnel	54,466.83	-9,096.00	1,492.93	43,877.90	Temp Admin Estimated cost to YE £12k
6696 ST GH EMF Staff Contingency (Guildhall)	Personnel	17,398.66	0.00	0.00	17,398.66	
6698 ST LI EMF Staff Contingency (Library)	Personnel	4,999.97	0.00	0.00	4,999.97	
6700 ST SE Services Delivery Staff Contingency	Personnel	80,169.01	-32,000.00	0.00	48,169.01	
6701 ST PE EMF Staff Recruitment	Personnel	317.95	15,000.00	642.95	14,675.00	
6591 SE EMF Open Spaces & Trees	Service Delivery	6,660.00	3,000.00	0.00	9,660.00	
6471 SE EMF Heritage Centre	Service Delivery	6,416.19	1,000.00	0.00	7,416.19	
6570 SE EMF Notice Boards (Repair & Replace)	Service Delivery	1,505.74	0.00	0.00	1,505.74	
6571 SE EMF Saltash Recreation Areas	Service Delivery	49,805.20	5,000.00	1,762.00	53,043.20	£10k Committed Costs for CIL 4th Round (Services 33/24/25)
6572 SE EMF Festive Lights	Service Delivery	989.13	30,000.00	8,246.56	22,742.57	
6573 SE EMF Public Art & Maintenance	Service Delivery	1,443.22	0.00	0.00	1,443.22	
6574 SE EMF Salt Bins	Service Delivery	2,367.87	0.00	0.00	2,367.87	
6575 SE EMF Street Furniture (New & Replace)	Service Delivery	1,036.68	463.00	132.74	1,366.94	
6578 SE EMF Equipment and Vehicles (Capital Works)	Service Delivery	33,988.90	51,335.00	34,285.78	51,038.12	
6580 SE EMF Public Toilets (Capital Works)	Service Delivery	14,584.94	1,000.00	1,627.05	13,957.89	
6582 SE EMF Town War Memorial	Service Delivery	1,978.00	14,540.00	14,540.00	1,978.00	
6584 SE EMF Pontoon Maintenance Costs	Service Delivery	2,317.62	10,000.00	2,585.21	9,732.41	
6588 SE EMF Victoria Gardens	Service Delivery	10,000.00	5,000.00	518.91	14,481.09	
6589 SE EMF Community Tree Planting Initiatives	Service Delivery	3,145.44	0.00	0.00	3,145.44	
6590 SE EMF Utilities & Rates	Service Delivery	2,157.00	0.00	0.00	2,157.00	
6592 SE EMF Pilmere Play Parks	Service Delivery	0.00	94,955.00	94,955.00	0.00	All funding received to offset expenditure
7170 LO EMF Longstone Depot Capital Works	Service Delivery	2,500.00	1,000.00	836.82	2,663.18	
6473 SA EMF Station Building (Purchase & Capital Works)	Station	57,745.31	500.00	19,266.19	38,979.12	Committed spend £8.25k for balance of carparkIncome £500 sale of slate
6870 SA EMF Isambard House (Retention Fund)	Station	18,491.65	0.00	0.00	18,491.65	
6871 SA EMF Tresors Kernow Funding	Station	468.64	128.42	34.85	562.21	Income £128.42 Beating of Bounds
6872 SA EMF Entertainment Licenses	Station	2,132.00	0.00	0.00	2,132.00	
TOTALS		775,539.34	283,529.94	342,443.55	716,722.91	

DRAFT Grants Policy

RESPONSIBLE COMMITTEE: P&F

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

Current Document Status			
Version	2024/25	Approved by	ATM
Date	01.08.2024	Responsible Officer	AJT
Minute no.	143/24/25a	Next review date	Annual or as required

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
01/2019	1	AJT	FTC 07.02.2019	497/18/19d(i)	New policy – review one year.
04/2021	1	AJT	ATM 20.05.2021	46/21/22c(vi)	Review for reapproval – new Town Council.
05/2022	1/2022	AJT	ATM 05.05.2021	54/22/23b(ix)	Reapproved.
08/2022	2/2022	AJT	FTC 06.10.2022	217/22/23c	Updated following review (P&F 09/2022).
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02/2024	2024	AJT	FTC 01.02.2024	339/23/24	Uplift to FF funding limit.
02/2024	2/2024 DRAFT	AJT	P&F 27.02.2024	156/23/24c(10)	Reference to support for external grant applications. Recommendation to FTC 03.2024

03.2024	2024	AJT	FTC 07.03.2024	367/23/24c	Recommendation from P&F. Approved
05.2024	2024	AJT	ATM 02.05.2024	64/24/25c(7)	Readopted
06.2024	2024.1 DRAFT	AJT	P&F 09.07.2024	47/24/25e	Minor text amendments pages 8, 27 Recommendation to FTC.
07.2024	2024.1	AJT	FTC 01.08.2024	143/24/25a	Rec from P&F. Approved.
01.2025	2025 DRAFT	AJT	P&F 14.01.2025		Amendments section 8 and application form; Safeguarding policy requirement

Document Retention Period

Until superseded

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Grants Policy

1. Policy/Procedure Background

This document sets out a clear and structured procedure for grant applications being submitted to Saltash Town Council.

This procedure is prepared in accordance with the Town Council's policy on grants in paragraph 2.

Saltash Town Council is committed to support a range of causes each year within a limited budget. It is therefore imperative that the Town Council has in place an established method of scrutinising grant applications to ensure it uses its budget to the best possible effect.

Applications will be considered providing sufficient funds remain in the budget and the criteria in the policy are met in full.

2. Policy Statement

A grant or subsidy is any payment made by Saltash Town Council to be used by an organisation in the furtherance of the well-being of the community, either generally, or for a specific purpose and which is not directly controlled or administered by Saltash Town Council. The purpose of any grant or subsidy given by Saltash Town Council is to support initiatives in the local community and to help create opportunities for the residents of Saltash that are not, as a matter of course, funded by Saltash Town Council or Cornwall Council.

3. Application principles

3.1. Applications must be fully completed and assessed against a set of criteria laid down by members of Saltash Town Council.

3.2. If an application is refused by the Committee, then an appeal procedure can be implemented under certain circumstances and within a set deadline.

3.3. If an application is:

3.3.1. not called in by a relevant number of Town Councillors;

3.3.2. is refused on appeal;

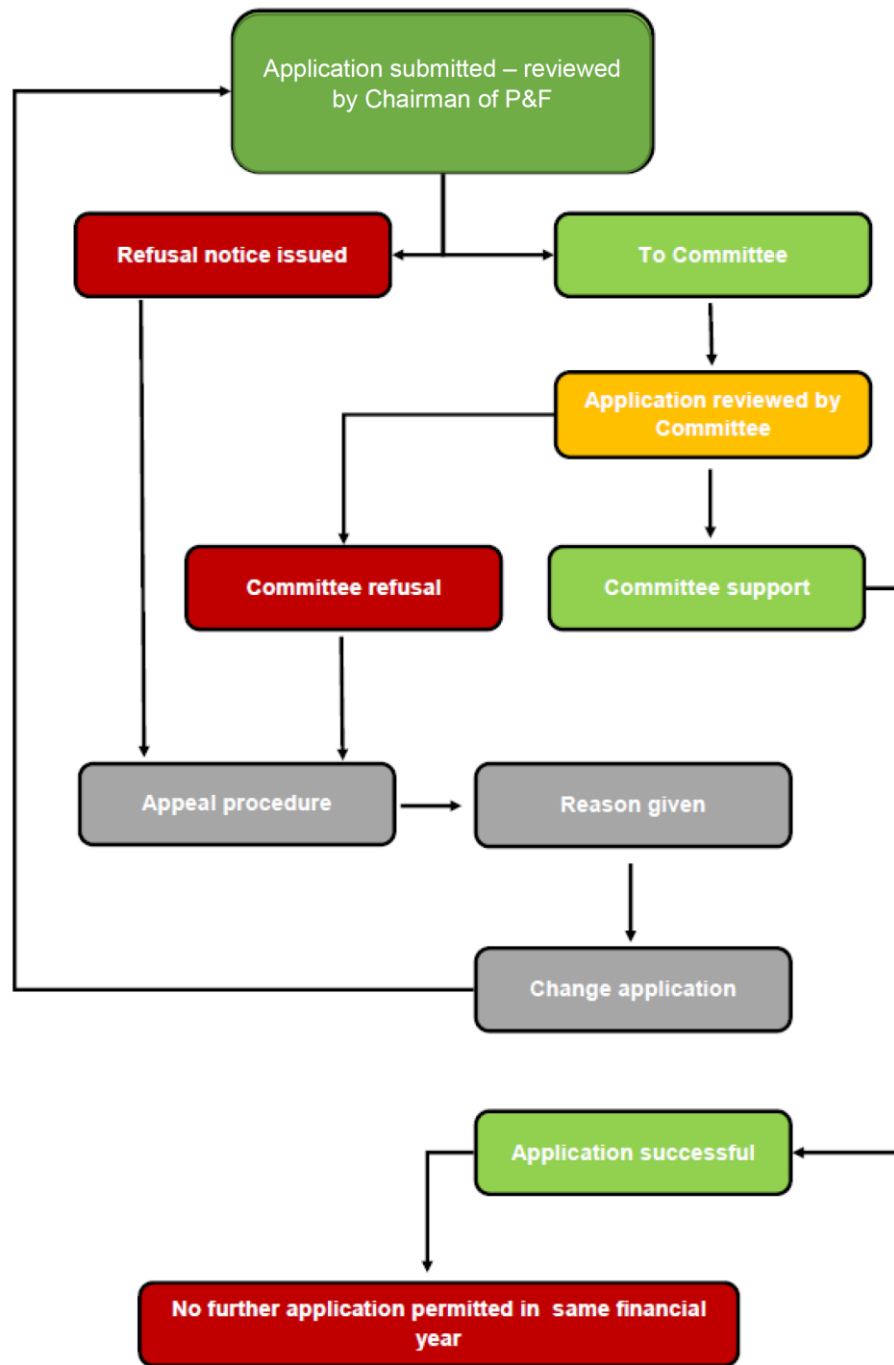
3.3.3. is not appealed within the deadline set or

3.3.4. has been turned down by members at a previous Committee meeting;

3.3.4.1. then a new request/re-application or a request of a similar nature will automatically be turned down for a period of not less than 12 months' time from the date the previous application was turned down without the ability to appeal.

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4. Application process



Application Submitted

Applications should be made using the Grant application form (Appendix 1). Applicants should ensure that all relevant documents are included or there may be a delay to the application being considered. It is the responsibility of the applicant to ensure that the application is submitted a minimum of six weeks before the meeting of the Policy and Finance Committee. (The calendar of meetings can be found on the Town Council website.)

Acknowledgement of the Grant

All successful applicants must, on all publicity material for the relevant festival or project, (including posters, banners, programmes, press releases or on social media) fully acknowledge the support of the Town Council, using the following wording:

'Funded by Saltash Town Council's Festival Fund'

Or

'Funded by Saltash Town Council's Community Chest'

as appropriate.

The modern version of the Town Council logo should be used alongside the above wording, this will be given to you by a staff member of the admin team. The size and prominence of the logo and wording should reflect the relative value of the grant given against other funders, donators or sponsors. Press releases must use the wording, but the logo can be omitted.

All successful applicants will provide a quote on how the grant will benefit their organisation, along with a suitable photo for use in future Town Council press releases.

Additional conditions may be required as deemed appropriate by the Policy and Finance Committee.

Application reviewed by Chairman of Policy and Finance Committee¹

The application will be reviewed by the Chairman of Policy and Finance Committee against the eligibility criteria (listed in this document) and will either notify the applicant of refusal with details of the appeal procedure or submit it to the next available meeting of the Policy and Finance Committee.

Chairman of Policy and Finance Committee Refusal

When an application is refused by the Chairman of Policy and Finance Committee the applicant will be notified immediately and given 30 days to appeal. Members of the Policy and Finance Committee will also be notified who may choose to call in the application themselves.

Appeal procedure

Following notification of refusal, applicants have 30 days to appeal in writing. Within this period a member of the Policy and Finance Committee may request that the application is called in.

No appeal or appeal refused

Appeals will be considered by the Chairman of the Policy and Finance Committee. Where no appeal is received this will be noted on the application form.

Successful appeal or call in

Where an appeal is successful, or a member of the committee has called the application in, it will be submitted to the next available meeting of the Policy and Finance Committee.

Restrictions on re-applications

Applications that have been refused by the Chairman of the Policy and Finance Committee, the Policy and Finance Committee or that have not been appealed after 30 days will be closed. Applicants may not apply for a grant for the same or similar scheme until 12 months from the date of closure.

¹ If the Chairman is unavailable, the Vice Chairman will undertake all roles outlined in this document

Chairman of the Policy and Finance Committee Support

Where the Committee Chairman considers the application is valid and meets required criteria the application will be placed on the agenda for the next Policy and Finance meeting.

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Application submitted to committee

The Policy and Finance Committee will consider applications at the next available meeting. The applicants will be invited to attend the meeting to answer questions and will be given at least five working days' notice. If an applicant is unable to attend the Committee Chairman may defer the application to a future meeting.

Application successful

Successful applicants will be advised in writing and given two months to apply for funding to be released. Any conditions placed on the funding will have to be met before funds are released. If the applicant wishes to extend this period, the request should be put in writing and this will be passed to the Committee Chairman for a decision.

Application refused

If an application has been heard by the Policy and Finance Committee and been refused, the applicant cannot reapply or submit a further grant request for the same or a similar project for a period of 12 months. Any application received will be automatically rejected without appeal or the option for a member to call in the application.

5. Types of grant and funding limits

Saltash Town Council has two separate funds available to the local community. To enable as many organisations as possible to benefit from the grants, there will only be one grant per organisation permitted in any financial year.

The Community Chest supports small scale community projects intended to improve the town environment to strengthen the community or the common economy of the town.

The Festivals Fund supports larger events that are free, 6 to 7-hour long events likely to attract several thousand people. Other festivals may be considered

Both funds have a cap on the amount which can be awarded:

The Community Chest grant will not exceed £1000.

The Festivals Fund grant will not exceed £2500 per day up to a maximum of two days per event.

6. Normal Eligibility Criteria

This section outlines the criteria which organisations are required to fulfil to qualify for grants.

6.1. Mandatory requirements. All of the following requirements must normally be met by applicants. Where they are not met a clear reason should be given in writing with the application.

6.1.2. Copies of the most recent bank statements must be provided.

6.1.3. Public Liability Insurance Certificates are required for any events or projects.

6.1.4. If staff will be involved Employee Liability Insurance Certificates are required.

6.1.5. Buildings Insurance will be required if an application relates to funding towards this purpose.

6.1.6. Full contact details for the applicant as well as any registered address for the organisation should be supplied.

6.1.7. A copy of the constitution for the organisation should be included.

6.1.8. Applicants may be required to attend a meeting to answer questions on the application or make a presentation.

6.1.9. Match funding is extremely important and the applicant needs to demonstrate that this is in the process of being sought or is already committed.

6.1.10. All successful applicants will be required to provide receipts and supporting documents after the event and return to the Town Council any unused grant awarded.

6.2. Key Priority Areas

6.2.1. Grants may be given for projects that fit into one or more of the following areas:

6.3. The promotion of tourism and leisure for both residents and visitors to the area with a community focus.

6.4. Supporting local safety campaigns.

6.5. Benefit health and wellbeing.

- 6.6. Promote pride in the community.
- 6.7. Highlight important local issues/history/culture to local residents and students.
- 6.8. Promote a sports-related initiative or event.
- 6.9. Increases visitors to Saltash and improves the local economy.
- 6.10. Promotes environmental issues which improve the local area.
- 6.11. Takes into account local residents when organising events.
- 6.12. Takes the environment and waste management into consideration.

7. Applications that will not be eligible

The Town Council will not consider applications for or from the following except in exceptional circumstances:

- 7.1. Statutory services.
- 7.2. Expeditions or trips.
- 7.3. Replacement for statutory funding.
- 7.4. Bursaries or scholarships.
- 7.5. Projects outside of Saltash.
- 7.6. Individuals.
- 7.7. Hospitality.
- 7.8. National Charities.
- 7.9. Salaries or routine administration costs.
- 7.10. "Upward funders"- local groups who send fundraising to central headquarters for redistribution.
- 7.11. Private organisations operating as a business to generate a profit or surplus.
- 7.12. Projects with party political links.
- 7.13. Organisations intending to support or oppose any particular political party or to discriminate on any grounds.
- 7.14. Projects which discriminate on any grounds.
- 7.15. Projects which do not benefit the Saltash community at large.
- 7.16. "Branches" that could be funded by the main organisation.
- 7.17. Buildings that are uninsured.
- 7.18. A project that competes or conflicts with any service, project or event being supported, organised or funded by the Town Council.
- 7.19. Applications from organisations with substantial and allocated resources will not be considered a priority for funding and will usually be unsuccessful.

7.20. Applications will not normally be considered from national organisations or local groups with access to funds from national “umbrella” or “parent” organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.

8. Guidelines for Grant Applications and Further Information

8.1. If an organisation (or a subgroup of the same organisation) is successful in obtaining a grant in one financial year, it is unlikely it will receive another grant in the same financial year.

8.2. It is a condition of any grant application that the group or project must bring direct benefit to the residents of Saltash. All applications must clearly demonstrate how this will be achieved.

8.3. Local suppliers should be used where possible.

8.4. Application forms are available from the Guildhall or from the Town Council website. Application forms must be submitted along with the latest set of the group’s accounts. It is important that all questions on the application form are fully answered and that any appropriate additional information, which supports an application, is provided at the time of submission.

8.5. Applications cannot be made retrospectively. Please allow three months before funds are required.

8.6. The scheme provides start-up funding for new community groups as well as grants for existing organisations. Applications will not be considered for day-to-day running expenses.

8.7. Schools will only be grant aided for environmental purposes or if, in the opinion of Saltash Town Council, their application is for the benefit of the wider community. The project must also be in addition to statutory services.

8.8. Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the parish. The project must also be in addition to statutory services.

8.9. Grants will not be available for buildings owned by Cornwall Council.

8.10. Grant applications will be considered against the following criteria:

8.10.1. meeting the priorities as set out above

- 8.10.2. meeting an identified need
- 8.10.3. viability of the project
- 8.10.4. the majority of those benefiting our residents of the town
- 8.11. A grant must only be used for the purpose for which it was awarded. Written approval must be obtained from the Town Council in advance for a change in use of grant money.
- 8.12. Saltash Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
- 8.13. **Grants will not be awarded retrospectively.**
- 8.14. Any underspent portion of the grant must be returned to Saltash Town Council within six months of the award or the completion of the project, whichever is sooner.
- 8.15. Where equipment has been purchased using grant funding and is going to be disposed of the Town Council should be given the opportunity to have the items returned to them so that they may be offered to other eligible organisations.
- 8.16. Administration of and accounting for the grant is the responsibility of the recipient.
- 8.17. The Town Council reserves the right to request any further information that it deems necessary to assist the decision-making process. Account will be taken of the amount and frequency of previous awards and of the extent to which funding has been sought or secured from other sources or own fundraising activities.
- 8.18. In the case of the grant awarded for projects for which additional grant funding is to be sought to enable the project to proceed, the funds approved will only be available to the organisation when all other funding is in place/secured subject to a time limit of 12 months from date of approval. After this 12-month period the applicant should submit in writing a full update, reasons for the delay and a request to extend the period of the grant. Requests will be considered by the Policy and Finance Committee following a review by the Chairman.
- 8.19. Organisations seeking funds for buildings must demonstrate a reasonable security of tenure in the relevant property.

- 8.20. The amount of any grant awarded is at the discretion of the Policy and Finance Committee.
- 8.21. All awards are made subject to any additional conditions and requirements as deemed appropriate by the Policy and Finance Committee.
- 8.22. The Town Council reserves the right to refuse any application considered inappropriate or not meeting the objectives of the Town Council.
- 8.23. The organisation awarded a grant must publicise the support of the Town Council.
- 8.24. All successful projects will be used as evidence by the Town Council when promoting the Community Chest and Festival Fund award schemes.

9. Banking Arrangements

Organisations should have a bank account in the name of the organisation. If your organisation does not have a bank account, please contact the Administration team for advice before applying.

10. Chairman Refusal

This section provides details of possible reasons for the Chairman of the Policy and Finance Committee refusing an application. It is not an exhaustive list and attempts to provide clarity over some of the topics which are considered:

- 10.1. Application does not meet the eligibility criteria.
- 10.2. Application is not complete.
- 10.3. Further information requested on an application has not been received in good time and no-communication has been achieved with the applicant.
- 10.4. Standard mandatory requirements are not in place/being met.
- 10.5. Does not fit in with the Key Priorities of the Town Council.
- 10.6. Similar applications have been rejected.
- 10.7. Following an established precedent.
- 10.8. Such an application would set an unfair or unsustainable precedent for future applications of a similar nature.

- 10.9. The project is considered too high risk for public funds to be contributed to it.
- 10.10. The business case is considered flawed or unsustainable (if appropriate).
- 10.11. The Town Council does not hold any more funding for grants and there are no suitable reserves that could be utilised.
- 10.12. Any other relevant reason(s) which are considered important enough to warrant refusal to safeguard the Town Council and the local public funds.
- 10.13. If an application has been submitted in the last 12 months it will be refused.

11. Automatic Refusal

An application will automatically be refused with no appeal rights if it is an application for the same or is similar to a previously refused application.

12. Appeals Procedure

- 12.1. The Appeals Procedure is only available to applicants at the initial stages of the process whereby an Officer has issued an "Chairman Refusal Notice". The applicant has 30 days from the date of the "Chairman Refusal Notice" to apply for an appeal to the decision, irrespective of when the applicant receives the Notice (which may be via email or in the post).
- 12.2. To appeal, the applicant needs to do any of the following:
- 12.3. answer and justify any observations made to the satisfaction of the Chairman;
- 12.4. provide information which is required by the Chairman ;
- 12.5. put forward a strong case for an Chairman to re-view the decision taken;
- 12.6. give further clarification on how the application meets the normal qualifying criteria.
- 12.7. An Officer will take any appeal requests deemed valid to the Committee Chairman/Vice Chairman to obtain approval to progress the application to committee or to refuse the appeal.
- 12.8. Applicants, who are appealing under 12b, must make sure they correctly justify why their project does meet the normal criteria and does not conflict with any of the Town Council's strategies.

13. Requests for References to support external grant applications

The Town Council understands that local organisations will seek funding from many different sources to fund their events. Organisations that require a reference from the Town Council to support their application should contact the Town Council in writing. The request will be considered by the Town Clerk. If eligible, a basic reference will be sent to the requestor on Town Council headed paper. It is the responsibility of the organisation to ensure the request is received within sufficient time for a reference to be issued.

The Town Council does not wish to provide references for commercial businesses.

Appendix 1: Sample Grant Application Form (separate document provided to applicants)

Appendix 2: Definition of a Voluntary Community Organisation

Appendix 3: Application scoring matrix

Appendix 1 – Grant Application Form

Saltash Town Council – Grant Application Form (sample)

APPLYING FOR: Community Chest Grant
(Tick one box)

 Festival Fund Grant

DATE APPLICATION SUBMITTED:

Contact Name:	
Position:	
Organisation:	
Contact Address:	
Telephone Number:	
E-mail:	
Status of Organisation:	
Charity/Company number (if applicable)	Charity No: Company No:
What geographical area does your organisation cover?	

How long has your organisation been in existence?	
--	--

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

1. Organisation Background

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

What are the main activities of your organisation?	
---	--

	Yes / No or 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?	
If application is from an education, health or social service establishment – do you work in partnership with other groups?	
If application is from an education, health or social service establishment – is project in addition to statutory services?	

2. Your project

Project	Start Date	/ /
	Finish Date	/ /
	Total Cost	£
	Grant Applied For	£

<p>Project title:</p>	
<p>Description of project (please continue on a separate sheet if necessary):</p>	
<p>Where will the project/activity take place?</p>	
<p>Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)</p>	
<p>What evidence do you have that this project is required? (This might be survey work or statistical evidence)</p>	

<p>What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation Consultation with Community)</p>	
<p>How will the project be managed and how will you measure its success?</p>	
<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p>	
<p>What arrangements do you have in place to ensure safeguarding of children and/or young people and/or vulnerable people? (Mandatory if your project involves working with this client group.)</p>	

3. How you will pay for your project.

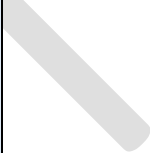
<p>What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)</p>	
<p>How will you promote the contribution to your project from STC?</p>	

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

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

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

4. Further information enclosed Checklist.

	Enclosed (please tick)
A copy of your organisation's most recent bank statements (mandatory).	
Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory).	
A letter head showing the organisation'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 organisation's status).	
A copy of your organisation's latest set of accounting statements (if any exist).	
Copies of any letters of support for your project.	
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 Town Council.	
A copy of your organisations Safeguarding Policy (if relevant).	

Please provide the name and contact details of your designated Safeguarding Lead, along with evidence of relevant safeguarding training certification / DBS certification	
Other (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 Grants 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:

1. that any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered;
2. that any grant offered will be used only for the purposes set out in this application;
3. that we will provide reports on progress at the request of the Town Council;
4. it is a condition of the grant that the support of the Town Council is clearly publicised.
5. 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.
6. Saltash Town Council will use successful grant applications to publicise the Community Chest and Festival Fund.

I/we confirm that on completion of the project the following will be provided within one calendar month:

- a report including photographs to the Town Council demonstrating how the grant was used;
- evidence showing how the support of the Town Council was promoted;
- copies of all receipts.

NOTE: You will be notified whether your application has been successful shortly after the relevant Town Council meeting.

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

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

COMPLETED FORMS SHOULD BE RETURNED TO:

The Town Clerk, Saltash Town Council, The Guildhall, 12 Lower Fore Street,
Saltash PL12 6JX Email: enquiries@saltash.gov.uk

OFFICE USE ONLY:

Date received	
Received by:	
Application Reference:	
Date to P&F Chairman/Vice Chairman	
Approved to go to Committee	
Committee Date	
Decision/Minute number	
Amount awarded	
Application refused by P&F Chairman or refused by Committee	
Appeal notice issued	
Appeal received	
Approved for Committee	
Decision/Minute number	

DRAFT

Appendix 2 - Definitions

Definition of Voluntary / Community Organisation For the purposes of Saltash Town Council's Community Grants Scheme, a voluntary or community organisation is:

1. **Formal.** It has a formally-constituted character (excludes informal groups, households, families and friends) and may be a company limited by guarantee, a housing association, an unincorporated association, a friendly society, etc.
2. **Private.** It is not a part of government, established by statute or royal charter, or under a substantial degree of executive control by government (excludes universities and non-department public bodies); it may include consortia composed of local authorities and others (e.g. local regeneration and development bodies), if the consortium is formally constituted and, at the very least, given a name
3. **Self-governing.** It has its own decision-making system and usually a formal constitution with procedures for accountability to independent trustees or its own members or constituents (e.g., excludes any so-called "self-help groups" which are in fact directly run by clinicians)
4. **Non-profit-making and distributing.** It does not distribute any surpluses to owners or members but spends them on serving its basic purpose (excludes commercial concerns but includes organisations which charge users or the public for services, undertake contracts for statutory bodies or operate commercial subsidiaries which trade and transfer profits to parent organisations)
5. **Non-political** It is not engaged in supporting candidates for political office (excludes political parties but includes campaigning and pressure groups, even though they are not eligible for charitable status e.g. Greenpeace, Child Poverty Action Group)
6. **Voluntary.** It has an element of involvement of volunteers (some voluntary and community organisations appear to be entirely reliant on paid staff; however, their trustees or committee members are, in fact, their only volunteers).

While this definition applies to formal organisations (those with constitutions or rules and which probably are registered with the Charity Commission, local authority or intermediary bodies, etc.), less-formal groups based in neighbourhoods or local communities are not necessarily excluded.

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Appendix 3 - Application scoring matrix

Key Priority Areas

Grants may be given for projects that fit into one or more of the following areas:

1	The promotion of tourism and leisure for both residents and visitors to the area with a community focus	
2	Supporting local safety campaigns	
3	Benefit health and wellbeing	
4	Promote pride in the community	
5	Highlight important local issues/history/culture to local residents and students	
6	Promote a sport - related initiative or event	
7	Increases visitors to Saltash and improves the local economy	
8	Promotes environmental issues which improve the local area	
9	Financial management and attempts to generate matched funding	
Total		

Scoring:

0 Does not meet criteria

1 Partially meets criteria

2 Meets criteria

Applications must score a minimum of SIX to be eligible to receive grant funding.

Appendix 4 – Approval Form and Conditions

INSERT DATE

Our ref: INSERT REF

Dear INSERT ORGANISATION / APPLICATION NAME

Community Chest Funding

I enclose two copies of an offer letter for Community Chest Funding / Festival Fund. Please carefully read the conditions on page 2 and the specific conditions to your grant on page 1. You now have two months from the date of this letter in which to accept the conditions by signing one copy and returning it to this office.

Subject to the conditions applying to your grant, payment will be made when the signed approval form is received. If you are not able to spend all the money granted on the project, the Town Council will require re-payment of all or part of the grant.

Payment will be made via BACS transfer, please include your bank details on the Project Approval form attached returning to the Guildhall.

Good luck with your project. If you meet any problems with implementing the project, please contact the Town Council.

Yours sincerely,

INSERT NAME

Clerk to the Town Council

Enc.

**Saltash Town Council
Community Chest**

Project Approval

Project Name/Organisation:

Amount Approved:£

Minute Number: CC

Start Date:

Finish Date:

Brief Description of Project:

Specific Conditions:

1. Receipts required by **INSERT DATE**
2. To provide a report to the Town Council on how the money has been spent by **INSERT DATE**

Bank Details:

1. Bank Name:
2. Account Name:
3. Account Number:
4. Sort Code:

Please see page two for detailed conditions of the grant.

Name Printed:

Date:

Signed:

On behalf of Saltash Town Council

Name Printed:

Date:

Signed:

On behalf of Organisation

CONDITIONS OF GRANT

Saltash Town Council may withhold further payments of the grant and will be entitled to reclaim from you amounts already paid if any of the following events occur:

1. Any of the terms and conditions of this agreement are not complied with.
2. Any information given to Saltash Town Council either in the application or at any time and concerning the approved project is found to be incorrect.
3. There has been any financial impropriety by you or anyone connected with the project.
4. You fail to provide information regarding the project within the timescales prescribed in this letter or in any other communication to you.
5. The grant paid has not been used towards the completion of the approved project.
6. You or anyone connected with the project become subject to a bankruptcy order, or in the case of a company, go into liquidation whether compulsory or otherwise.
7. Any payment of grant has been made to you in error.

REPORTING PROCEDURES

On completion of the project you will provide Saltash Town Council with the details of your finished project. (This can be in the form of photos or a letter.)

OTHER CONDITIONS

You agree to co-operate in publicising Saltash Town Council and the Community Chest. By returning this form, you agree to provide a quote on how the grant will benefit your organisation, along with a suitable photo for use in the press release announcing the grant award.

SAFEGUARDING AND DUTY OF CARE

You confirm that your project will adhere to safeguarding policies to ensure the safety and well-being of all participants. If your project involves working with children, young people, or vulnerable adults, you acknowledge your duty of care and commit to implementing appropriate measures to safeguard them throughout the project's duration. Successful applicants to provide confirmation of training undertaken by the Designated Safeguarding Lead, their Disclosure Barring Certification and confirm an Action Plan is in place for their organisation.

ACCEPTANCE OF THIS OFFER

Acceptance of the terms and conditions of this offer will be indicated by you signing and returning one copy of this letter to Saltash Town Council. The offer remains open for a period of two months from the date of this letter. If acceptance does not take place within this period, the offer will lapse and Saltash Town Council will be under no obligation to provide any grant assistance.

This letter should not be construed as giving any consents required for carrying out the project. Sponsoring Organisations and other interested parties must ensure that they have the necessary authority (legislative or otherwise) for the activities proposed.

All persons must comply with the law for the time being in force in the United Kingdom, and in particular must:

1. Take all necessary steps to secure the health, safety and welfare of all persons involved in the project.
2. Not unlawfully discriminate against any persons on the grounds of sex or race. The Commission for Racial Equality and the Equal Opportunities Commission have issued Codes of Practice giving guidance on the law and equal opportunities good practice in employment.

Name Printed:

Date:

Signed:

On behalf of Saltash Town Council

Name Printed:

Date:

Signed:

On behalf of Organisation

Saltash Town Council Privacy Notice

Our contact details

Name: Saltash Town Council

Address: The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX

Phone Number: 01752 844846

E-mail: enquiries@saltash.gov.uk

Web: www.saltash.gov.uk

This privacy notice is to aid transparency between Saltash Town Council and those that interact with us with regard to how we use your data and what your rights are regarding that data.

What is personal data?

Personal data is any information about a living person which allows them to be identified. For example this might include names, images, contact details (email addresses, telephone numbers)

The types of personal information we may collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details, images of individuals attending town/civic events)
- Email addresses of those individuals that interact with us
- Financial information for users of council services (for example bank account details, card numbers)
- Employee details
- Volunteer details
- We may collect special category data as part of the process of booking paid for council services, as part of our employment records, whilst recording town and civic events for communication purposes and historical archives.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Because you are a user of council services.
- To allow us to deliver a contractual service to you or because you have asked us to do something before entering into a contract.
- Because you wish us to make representation on your behalf.
- Because you have attended an event organised by the Town Council.

We use the information that you have given us in order to provide the service that you have requested of us.

We may share this information with our employees and/or professional advisors, third party service providers who provide services to us, for example payment processors.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- a. **Your consent. You are able to remove your consent at any time. You can do this by contacting the Town Clerk:**

By email: enquiries@saltash.gov.uk

By telephone: 01752 844846

By post: The Town Clerk , The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX

- b. **We have a contractual obligation.**
- c. **We have a legal obligation.**
- d. **We have a legitimate interest**

Personal data that we collect and the lawful bases for processing.

Purpose for processing	Categories of personal data collected	UK GDPR Lawful Basis
Service provision: Allotments (service users and waiting list) Pontoon (service users and waiting list) Cemetery Hire of facilities Events publicity – notices and banners	Identity information; contact information; bank details for purpose of invoicing where service provided and chargeable.	Contract (and request from data subjects wanting a contract)
CCTV: Providing evidence which may assist in the detection of crime and apprehension and prosecution of offenders. Providing assistance with issues relating to public safety and health.	Images captured by CCTV camera, other identifying information (e.g.) vehicle registration numbers.	Legal obligation Public task Legitimate interests

<p>Customer service:</p> <p>Enquiries/correspondence received from the general public.</p> <p>Complaints received from the general public.</p>	<p>Identity information; contact information.</p>	<p>Consent</p> <p>Legal obligation</p>
<p>Data protection compliance:</p> <p>FOI/EIR/UK GDPR requests</p>	<p>Identity information; contact information.</p>	<p>Legal obligation</p>
<p>Library Hub:</p> <p>Volunteers – home library service and working in library</p>	<p>Identity information; contact information for purpose of arranging shifts; contact information for referee; next of kin information in event of an emergency</p>	<p>Legal obligation</p>
<p>Town Council events:</p> <p>Ticketed events for residents and visitors</p> <p>Competitions</p> <p>Opening of new facilities</p>	<p>Identity information which may include images recording the event, bank details and contact information (where needed for potential refund e.g. cancelled event)</p> <p>Contact information to enable notification of competition prize winners (where under</p>	<p>Consent</p> <p>Contract</p> <p>Legitimate interest</p>

	13/vulnerable adult permission from responsible adult)	
Civic events and awards	Identity information, contact information to invite to events, images recording the event, contact details of nominees for awards	Consent Legitimate interest
Democratic services: Administration of council meetings including receiving questions, deputations, requests, petitions	Identity information, contact information,	Legal obligation
Democratic services – Councillors Council members register of interests and hospitality Council members next of kin details for use in the event of an emergency	Contact details, personal details, employment details, financial details may also include connected persons Identity information; contact information; next of kin details in event of emergency	Legal obligation

Details for payment of allowances and reimbursement of expenses		
Finance: Sales/Purchase	Identity information; contact information; for purpose of invoicing and contact regarding contract/purchases; records of sales	Contract
Finance: Insurance	Personal information relating to any claims involving the Town Council	Contract Legal obligation
HR/Finance	Information relating to employees of the Town Council including recruitment and payroll	Contract Legal obligation

How we store your personal information

Your information is securely stored in a Microsoft Office 365 cloud storage system, the servers are located within the UK.

Our Data Retention and Disposal Policy explains how long we may store data that is collected by the Town Council in the course of its everyday activities.

We keep financial and employee records in line with legislative requirements.

We keep emails and correspondence that you send us and we send you, for 2 years unless a longer period is necessary to fulfil the purposes outlined in this privacy notice.

When personal data is no longer needed or you request us to delete it, we will then dispose of your information by deleting electronic data and secure disposal of paper records.

Your data protection rights

You have the right to be informed about our collection and use of your personal data. Under data protection law, you have the following with respect to your personal data:

1. The right to access personal data we hold about you. You have the right to ask us for copies of your personal information.
2. The right to correct and update the personal data we hold about you if you think it is incorrect, incomplete or inaccurate.
3. The right to be forgotten . You have the right to ask us to erase your personal information in certain circumstances.
4. The right to restrict the processing of your personal information in certain circumstances.
5. The right to object to us using (processing) your personal information in certain circumstances.
6. The right to data portability. You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.
7. The right to withdraw your consent to processing of your personal information where we are relying on your consent as the legal basis for using your personal data..

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

If you wish to make a request please contact us either by:

Email: gdpr@saltash.gov.uk

Telephone: 01752 844846

Post: **The Town Clerk, The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX**

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us by :

Email: enquiries@saltash.gov.uk

Telephone: 01752 844846

Post: The Town Clerk, The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX.

You can also complain to the ICO if you are unhappy with how we have used your data.

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>