



Saltash Town Council

Konsel An Dre Essa



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

5 March 2025

Dear Councillor

I write to summon you to the **Meeting of Policy and Finance Committee** to be held at the Guildhall on **Tuesday 11th March 2025 at 6.30 pm.**

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

Yours sincerely,

S Burrows
Town Clerk

To:

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

Agenda

1. Health and Safety Announcements.
2. Apologies.
3. Declarations of Interest:
 - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
 - b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
4. 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.

5. To receive and approve the minutes of the Policy and Finance Committee held on 14 January 2025 as a true and correct record. (Pages 6 - 22)
6. To receive and consider the following recommendation from the Services Committee and consider any actions and associated expenditure. (Page 23)
7. To receive a recommendation from the Town Vision Sub Committee and consider any actions and associated expenditure. (Page 24)
8. To receive and review the Policy and Finance Committee's Business Plan Deliverables for quarter four and consider any actions and expenditure. (Pages 25 - 34)
9. To note that all accounts and bank accounts are reconciled up to January 2025.
10. To note that petty cash is reconciled up to February 2025.
11. To receive and note a report on VAT. (Page 35)
12. To receive and note a report on investments and consider any actions and associated expenditure. (Pages 36 - 37)
13. 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.

14. To receive the current STC Committee budget statements and consider any actions and associated expenditure. (Pages 38 - 51)
15. To receive a report from the Finance Officer and consider any actions and associated expenditure. (Pages 52 - 55)
16. To ratify the Town Council Fleet Insurance Renewal and consider any actions and associated expenditure. (Pages 56 - 71)
17. To receive a report on insurance claims and consider any actions and associated expenditure. (Page 72)
18. To consider Risk Management reports as may be received.
19. To consider Community Chest applications:
 - a. CC282 Saltash United Football Club; (Pages 73 - 108)
 - b. CC283 Sue Hooper Charitable Foundation (Pages 109 - 152)
 - c. CC284 Tamar Trotters Running Club. (Pages 153 - 189)
20. To consider Festival Fund applications:
 - a. FF127 Saltash Regatta; (Pages 190 - 245)
 - b. FF128 Saltash May Fair. (Pages 246 - 284)
21. To receive a report on Town Council Grant Funding and consider any actions. (Pages 285 - 290)
22. To receive a report on Town Council IT equipment and consider any actions and associated expenditure. (Pages 291 - 294)
23. To receive a report on updating Standing Orders and consider any actions and associated expenditure. (Page 295)
24. To review Town Council's policies and procedures and consider any actions and associated expenditure: (Pages 296 - 300)

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

- a. Employees;
 1. Data Protection - Criminal Records Information Policy;
 2. Data Protection Policy;
 3. Disability Employment Policy;
 4. Equality and Diversity Policy;
 5. Employee Handbook;
 6. Employee Recognition Scheme;
 7. Protocol for Member Officer Relations;

8. Recruitment & Selection Policy;
 9. Training and Development Policy;
- b. Finance;
1. Annual Business Continuity Plan;
 2. Annual Internal Audit and Business Risk Assessment;
 3. Annual Reserves Policy;
 4. Annual Statement on Internal Control;
 5. Annual Treasury Management Strategy;
 6. Anti Bribery Policy Statement & Anti Fraud & Corruption Strategy;
 7. Finance Schedule & Precept Plan;
 8. Financial Regulations.
 9. Receipting of Income & Banking Procedures;
 10. Risk Management Plan Statement;
 11. Risk Management Strategy;
 12. Scheme of Delegation;
 13. Local Government Pension Scheme.
- c. General;
1. Acquisition or Sale of Land and Property;
 2. Allotments;
 3. Communications Policy & Strategy;
 4. Complaint Handling and Customer Behaviour Policies;
 5. Data Retention and Disposal Policy;
 6. Events and Hire of Town Council Premises;
 7. FOI Model Publication Scheme 2023;
 8. Freedom of Information Policy;
 9. Grants Policy;
 10. Match Funding Policy;
 11. Planning – A Guide for Councillors;
 12. Public Loudspeaker Policy;
 13. Receiving Public Questions, Representations and Evidence at Meetings;
 14. Safeguarding Policy;
 15. Social Media Policy;
 16. Standing Orders;
 17. STC Corporate Guidelines;
 18. Corrections and Additions to Saltash War Memorials Policy;
 19. Noticeboard Policy;
 20. Fundraising Strategy.
- d. Health and Safety;
1. Health and Safety Manual.
 2. Emergency Plan.
- e. Library;
1. Home Library Service;
 2. Library Stock Management Policy.

- f. Members;
 - 1. Co-option Policy;
 - 2. Code of Conduct.
 - g. Civic;
 - 1. Awarding the Honorary Freedom of Saltash;
 - 2. Civic Awards;
 - 3. Civic Handbook;
 - 4. Election of Mayor and Deputy Mayor.
25. To receive reports from Working Groups and Outside Bodies:
- a. Neighbourhood Plan Steering Group;
 - b. Saltash Team For Youth; (Pages 301 - 302)
 - c. Section 106 Panel.
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 10 June 2025 at 6.30 pm

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: _____

Recommendation from Services Committee held on 13.02.25:

113/24/25 TO RECEIVE A REPORT ON CCTV AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members reviewed the report and considered suitable locations from the proposed sites identified in the report as areas that would benefit from CCTV coverage.

Members also discussed the associated cost of procuring the cameras and the potential for using S106 funding to cover the cost of the Town Centre cameras.

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

1. To delegate to the Administration Officer to purchase five CCTV cameras to cover locations - Top and bottom of Fore Street, Ashtorre Rock area, Old Ferry Road and Burraton Cross Traffic lights;
2. To delegate to the Administration Officer to submit an S106 application for associated capital cost for the cameras located in the Town Centre and **RECOMMEND to Policy and Finance Committee for the remaining cost to be allocated to budget 6270 PF EMF Crime Reduction;**
3. To delegate to the Administration Officer to appoint Plymouth City Council for the monitoring of, reporting and information sharing (Service Level Agreement) at a cost of £3,000 per annum allocated to budget 6229 SE CCTV Annual Maintenance;
4. To note there is likely to be additional cost relating to suitability of columns, electricity, permissions, additional improvements etc. the costs are to be allocated to budget 6229 SE CCTV Annual Maintenance working within budget;
5. To comply with all CCTV regulations;
6. To delegate to the Town Clerk on behalf of Saltash Town Council to sign the Service Level Agreement between Saltash Town Council and Plymouth City Council;
7. To delegate to the Town Clerk to sign the application to join the Airwave Sharers List and complete a TEA2 sub-licence to be submitted by 1 September 2025 at no cost to the Town Council.


Town Vision Sub Committee held on 23/01/2025

RECOMMENDATION:

To receive the Town Council Business Plan Deliverables for quarter three and consider any actions and associated expenditure.

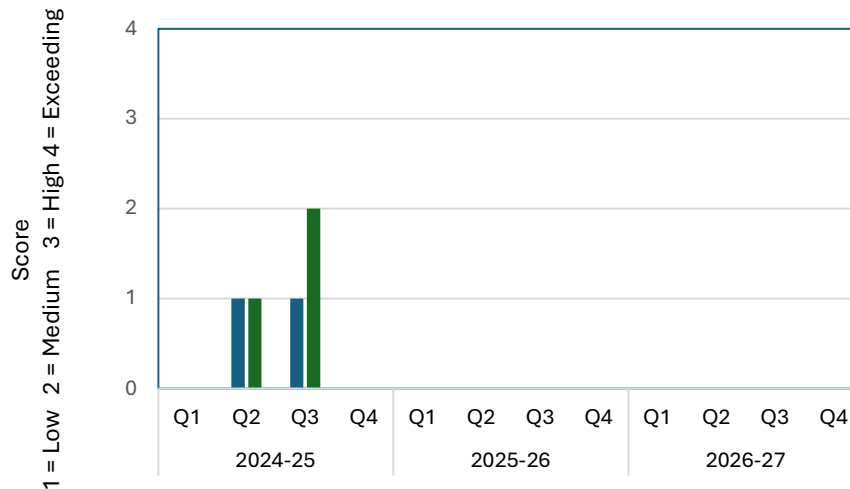
2. To **RECOMMEND** to the Policy and Finance Committee to:

- a. Add additional wording under Strategic Priority 5 'Actions' – The Town Vision recognises that Saltash Town Council embeds climate change decision making across all Committee and Sub Committees;
- b. Request the Town Clerk increases the score for Strategic Priority 5 'Q3' from 1 to 3;
- c. To enhance the promotion of the Town Council Match Funding Play Park Policy, supporting the advancement of the 'Actions' outlined in Strategic Priority 6;
- d. Request the Town Clerk increases the score for Strategic Priority 6 'Q3' from 1 to 3.


Strategic Priority 1 - Boosting Jobs and Economic Prosperity		Aims of the Policy and Finance Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.	To maintain a formal agreement between the Town Twinning to build and maintain a friendship and promote international understanding.	Work together with the twinned Plougestal community on projects and activities. Host a regular town twinning festival or celebration, alternating between the two towns, to celebrate the partnership. This could include cultural performances, food, and art from each town.	Create a Town Twinning agreement to ensure it reflects current objectives, values and commitments to Plougestal Promote and celebrate the Town Council's sustained friendship and collaboration with the Plougestel Work in partnership with the Twinning Association as appropriate	1	N/A	1	1	
		To support the enhancement of community engagement by providing grants and funding for local events, community initiatives and programs.	Supporting events, programs and initiatives that enhance the towns attractiveness and economic activity. Improved community cohesion that fosters local talent and promotes diversity	Community and Festival Grants awarded to Saltash Community Shed, Saltash United Football Club, Saltash Christmas Festival, Saltash Music, Speech and Drama Festival, Girlguiding Saltash Approved virement of £1,000 to support future Festival Fund applications until year-end Development and Engagement Manager connected with Saltash churches, PL12 and Heritage to assist with external funding opportunities relevant to their services	2	N/A	1	2	

Business Plan

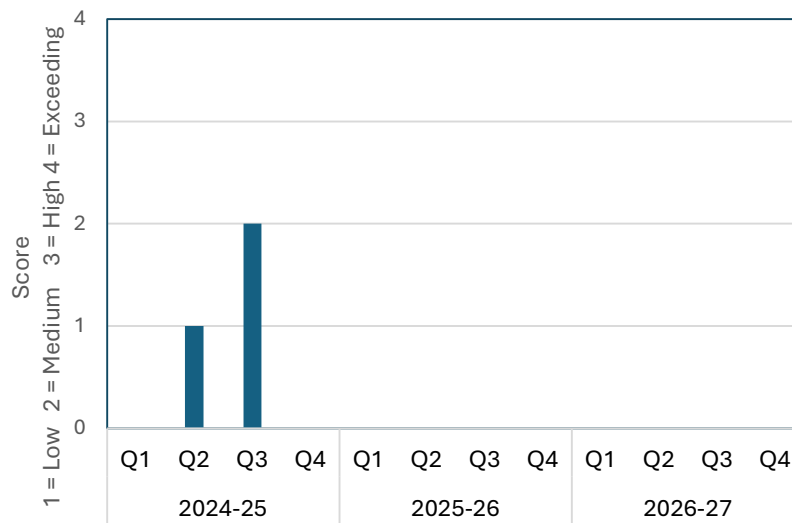
Strategic Priority 1 - Boosting Jobs and Economic Prosperity



- To maintain a formal agreement between the Town Twinning to build and maintain a friendship and promote international understanding.
- To support the enhancement of community engagement by providing grants and funding for local events, community initiatives and programs.

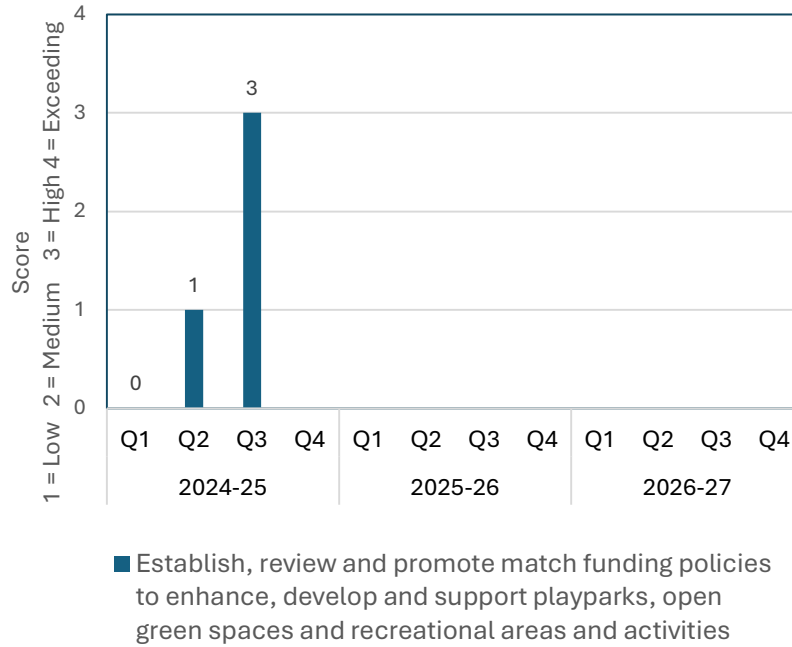
Strategic Priority 2 - Health and Wellbeing		Aims of the Policy and Finance Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To support the Saltash Healthcare Action Group in improving our local NHS provision. Support improvement to mental health, fitness facilities, educational wellbeing of children and opportunities to access a high level of quality learning for young people.	To continue supporting professional youth work and to foster collaboration among youth organisations through effective partnership working	Continue to provide grants and funding opportunities Establish a platform and network for youth organisations to collaborate, share ideas and pool resources Facilitate regular meetings or forums where organisations can discuss common challenges and opportunities for partnership Promote awarness for youth work by raising awareness of its benefits Share success stories from projects to demonstrate the impact and value of professional youth work	Presentation received from The Core outlining the service provided to the youth in Saltash 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 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 Livewire and The Core attended FTC to give a presentation on funding received and services provided in Saltash Development and Engagement Manager engaged with Livewire and The Core to understand services and share funding opportunties relevant to their remit	2	N/A	1	2	


Business Plan
Strategic Priority 2 - Health and Wellbeing
Aims of the Policy and Finance Committee




■ To continue supporting professional youth work and to foster collaboration among youth organisations through effective partnership working


Business Plan
Strategic Priority 6 - Recreation and Leisure
Aims of the Policy and Finance Committee



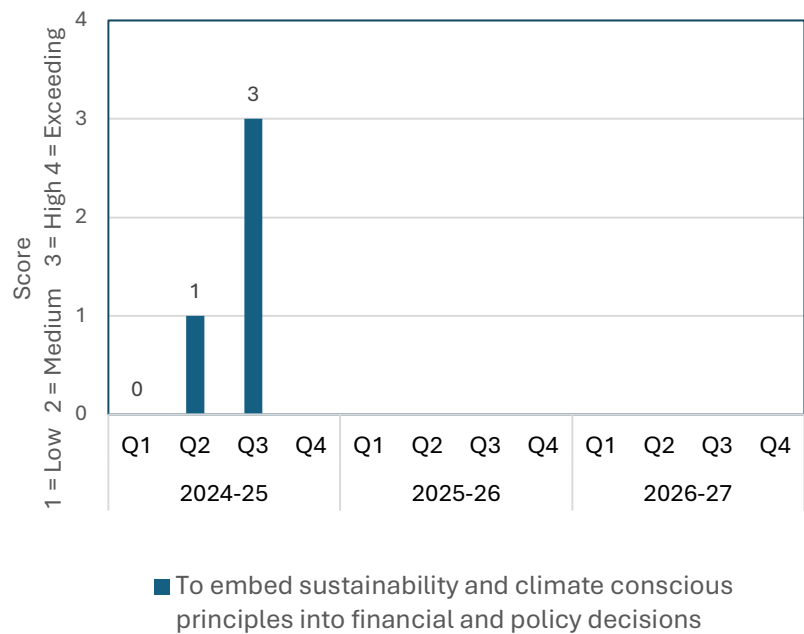
Strategic Priority 3 - Housing		Aims of the Policy and Finance Committee
	To ensure Saltash has a balanced range of high quality and affordable housing by working in partnership with Cornwall Council	The Policy and Finance Committee recongise Strategic Priority 3 - Housing did not fit within the remit (Terms of Reference) of the Committee.

Strategic Priority 4 - Travel and Transport		Aims of the Policy and Finance Committee
	To work with key stakeholders to support access to affordable, accessible and sustainable transport in Saltash and the rural and urban areas, and promote walking and cycling.	The Policy and Finance Committee recongise Strategic Priority 4 - Travel and Transport did not fit within the remit (Terms of Reference) of the Committee.

Strategic Priority 6 - Recreation and Leisure		Aims of the Policy and Finance Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To continue to provide, improve, and support in Saltash, play parks, open green spaces, library service, cultural activity, leisure and support facilities, and to acknowledge our unique position on the Tamar and Lynher Rivers.	Establish, review and promote match funding policies to enhance, develop and support playparks, open green spaces and recreational areas and activities	Match Funding for Play Park policy to encourage community groups to volunteer to improve the towns provision Promote the Match Funding for Play Park policy on Town Council social media channels and leaflets Partnership working with key stakeholders to support projects in the town where applicable to Policy and Finance remit	Match funding awarded (£10k) to Summerfield Play Park Promotion of the policy via social media channels and leaflets	1	N/A	1	3	

Strategic Priority 5 - Climate Emergency		Aims of the Policy and Finance Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2024-25			
						Q1	Q2	Q3	Q4
	To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.	To embed sustainability and climate conscious principles into financial and policy decisions	Support and encourage community projects, infrastructure developments and public services ensuring they align with environmental best practices where possible. Commit to integrating climate change action into the Town Council policies.	Town Council environmental policies include climate change where it doesn't disable the Town Council from fulfilling its responsibilities. Town Vision recognises that Saltash Town Council embeds climate change in its decision making across all committees.	1	N/A	1	3	

Business Plan
Strategic Priority 5 - Climate Emergency
Aims of the Policy and Finance Committee



To receive a report on VAT

Report to: Policy and Finance

Date of Report: 3 March 2025

Officer Writing the Report: Finance Officer / RFO

The last VAT Return submitted was for the period 1 October 2024 – 31 December 2024 and submitted on 7 February 2025. The refund amount was £33,738.71 and received on 13 February 2025.

Interest payment of £13.87 was also received from HMRC due to delayed refund payment for the same period above.

The next VAT Return for the period 1 January 2025 – 31 March is due on 7 May 2025.

Signature of Officer:
Finance Officer / RFO

To receive a report on investments and consider any actions and associated expenditure

Report to: Policy and Finance

Date of Report: 3 March 2025

Officer Writing the Report: Finance Officer / RFO

Investment Description	Amount	Limit of Investment	Required Period to Withdraw	Maturity Date	Percentage Rate
CCLA Public Sector Deposit Fund	£500,000	£500,000	Next Day	N/A	4.53% - February 2025
Barclays Active Saver	£101,272	£500,000	Instant	N/A	1.50% - December 2023
Nationwide 95 day Notice Account – Issue 11	£440,650	£1,000,000	95 days' notice	N/A	3.95% - December 2024
Cornwall Council Deposit Fund	£985,060	£1,000,000	Before 9:30am, same day. After 9:30am, next day	N/A	4.94% - February 2025

Recent transfers below:

- **£400,000** from **Nationwide 95 day Notice Account** to **Barclays E-Payments (Business Current account)**. This was for January, February & March expenditure and salaries.
- **£230,000** from **Barclays E-Payments (Business Current account)** to **Cornwall Council Deposit Fund** to reinvest the funds which were temporarily used for December and January expenditure and salaries.

Nationwide

Planned future withdrawals for expenditure and salaries

- 31 March 2025 £100,000

Signature of Officer:
Finance Officer / RFO

Saltash Town Council Summary Budget Report 2024-25

Saltash Town Council

For the 10 months to January 2025

Account	Prior Year 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept Budget 2025/26
Operating Income					
Burial Authority Income	18,455	13,019	18,213	(5,194)	16,473
Burial Board Income	7,813	9,941	7,669	2,272	7,109
Guildhall Income	2,173	2,625	2,443	182	2,246
Library Income	1,725	1,550	841	709	1,130
Maurice Huggins Income	938	810	1,103	(293)	1,600
P&F Income	73,263	37,140	70,812	(33,672)	38,255
Service Delivery Income	26,254	24,825	26,819	(1,994)	22,653
Station Income	5,226	8,075	6,953	1,122	6,620
Total Operating Income	135,848	97,985	134,853	(36,868)	96,086
Operating Expenditure					
Burial Authority Expenditure	24,878	26,912	24,437	2,475	15,407
Burial Board Expenditure	3,557	7,232	2,221	5,011	7,413
Guildhall Expenditure	34,232	47,679	30,081	17,598	43,025
Library Expenditure	65,775	90,910	48,379	42,531	74,708
Maurice Huggins Expenses	3,099	5,935	1,703	4,232	5,546
Personnel Expenditure	13,959	18,815	9,553	9,262	13,065
Personnel Staffing Cost	712,343	887,436	669,594	217,842	985,322
P&F Expenditure	192,529	251,264	174,678	76,586	219,361
Service Delivery Expenditure	86,984	135,370	90,557	44,813	170,850
Station Expenditure	12,373	31,792	11,822	19,970	26,454
Total Operating Expenditure	1,149,729	1,503,345	1,063,026	440,319	1,561,151
Total Operating Surplus/ (Deficit)	(1,013,881)	(1,405,360)	(928,173)	(477,187)	(1,465,065)
EMF Expenditure					
Burial Authority EMF Expenditure	2,755	22,057	261	21,797	1,500
Burial Board EMF Expenditure	15,763	3,023	0	3,023	3,000
Guildhall EMF Expenditure	1,415	78,888	76,205	2,683	25,410
Library EMF Expenditure	75,752	208,988	64,809	144,179	5,100
Maurice Huggins EMF Expenditure	0	2,072	0	2,072	2,750
Personnel EMF Expenditure	16,331	133,849	4,054	129,795	(21,441)
P&F EMF Expenditure	165,057	170,829	39,091	131,738	43,000
Service Delivery EMF Expenditure	50,967	358,187	163,099	195,088	92,812
Station EMF Expenditure	2,458	79,466	27,551	51,915	4,200
Total EMF Expenditure	330,498	1,057,359	375,070	682,289	156,331
Total Overall Expenditure (Operational & EMF)	1,480,227	2,560,704	1,438,096	1,122,608	1,717,482
Total Overall Budget Surplus/ Defecit	(1,344,379)	(2,462,719)	(1,303,243)	(1,159,476)	(1,621,396)

To/From Reserves & Budget Virements 2024/25

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

Burial Authority Committee - Burial Authority Budget 2024-25

Saltash Town Council

For the 10 Months ended 31 January 2025

Account	Prior Year 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept Budget 2025/26
Burial Authority Operating Income					
4612 BA Cemetery Fees	17,505	12,104	18,046	(5,942)	15,000
4614 BA Memorial Bench Income	950	900	167	733	458
4615 BA National Grid Wayleave Income	0	15	0	15	15
4616 BA Churchtown Carpark Income	0	0	0	0	1,000
Total Burial Authority Operating Income	18,455	13,019	18,213	(5,194)	16,473
Burial Authority Operating Expenditure					
6000 BA Petrol	117	406	343	63	250
6001 BA Machinery Maintenance Costs	121	296	188	108	305
6003 BA Health & Safety	0	60	0	60	0
6004 BA General Site Maintenance	2,132	658	595	63	1,000
6005 BA Fire Extinguishers	0	97	0	97	100
6008 BA Tree Survey & Tree Maintenance	0	849	0	849	875
6009 BA Electricity Costs	396	394	136	258	406
6010 BA PWLB Loan Repayment & Interest	21,385	21,385	21,385	0	10,693
6011 BA Water	0	391	0	391	403
6012 BA Memorial Bench (Expenditure)	187	751	140	611	408
6013 BA Security Alarm Maintenance	164	186	351	(165)	241
6014 BA Cemetery Software Subscription	377	1,439	1,299	140	726
Total Burial Authority Operating Expenditure	24,878	26,912	24,437	2,475	15,407
Total Burial Authority Operating Surplus/ (Deficit)	(6,423)	(13,893)	(6,224)	(7,669)	1,066
Burial Authority EMF Expenditure					
6070 BA EMF Churchtown Cemetery Capital Works	2,279	4,391	(20)	4,411	1,500
6071 BA EMF Replace Machinery & Equipment	0	13,942	127	13,815	0
6073 BA EMF Memorial Garden	476	3,724	154	3,570	0
Total Burial Authority EMF Expenditure	2,755	22,057	261	21,797	1,500
Total Burial Authority Expenditure (Operational & E	27,633	48,969	24,697	24,272	16,907
Total Burial Authority Budget Surplus/ Deficit	(9,178)	(35,950)	(6,485)	(29,465)	(434)

To/From Reserves & Budget Virements 2024/25

1. Virement from 6070 BA EMF Churchtown Cemetery Capital Works to 6014 BA Cemetery Software Subscription - £1,034 - BA 12/24/25
2. Virement from 4512 SE National Grid Wayleave Income to 4615 BA National Grid Wayleave Income - £15 - SE 69/24/25
3. 6013 BA Security Alarm Maintenance is overspent due to annual costs relating to future year which will be adjusted at year end

Key
Spending is on target as predicted at this point in the financial year
Spending is higher than anticipated and needs to be monitored closely
Budget is overspent - requires investigation and recommend virement

Joint Burial Board Committee - Burial Board Budget 2024-25
 Saltash Town Council
 For the 10 months to 31 January 2025

Account	Prior YTD 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept Budget 2025/26
Burial Board Operating Income					
4600 BB Cemetery Fees (St. Stephens)	7,185	8,863	7,010	1,853	6,000
4605 BB SLA Payment Grass Cutting	628	628	659	(31)	659
4607 BB Memorial Bench Income (St Stephens)	0	450	0	450	450
Total Burial Board Operating Income	7,813	9,941	7,669	2,272	7,109
Burial Board Operating Expenditure					
6100 BB Petrol	272	541	192	349	200
6101 BB Machinery Maintenance Costs	94	769	541	228	793
6103 BB Health & Safety	0	119	0	119	0
6104 BB General Site Maintenance	541	1,513	1,007	506	2,000
6108 BB Tree Survey & Tree Maintenance	2,650	3,914	480	3,434	4,032
6109 BB Memorial Bench (Expenditure)	0	376	0	376	388
Town & Waterfront Expenditure	0	0	0	(0)	0
Total Burial Board Operating Expenditure	3,557	7,232	2,221	5,011	7,413
Total Burial Board Operating Surplus/ (Deficit)	4,256	2,709	5,448	(2,739)	(304)
Burial Board EMF Expenditure					
6170 BB EMF Repairs to Cemetery Wall	15,763	3,023	0	3,023	3,000
Total Burial Board EMF Expenditure	15,763	3,023	0	3,023	3,000
Total Burial Board Expenditure (Operational & EMF)	19,320	10,255	2,221	8,034	10,413
Total Burial Board Budget Surplus/Deficit	(11,506)	(314)	5,448	(5,762)	(3,304)

Key
 Spending is on target as predicted at this point in the financial year
 Spending is higher than anticipated and needs to be monitored closely
 Budget is overspent - requires investigation and recommend virement

Services Committee - Guildhall Budget 2024-25
 Saltash Town Council
 For the 10 months to 31 January 2025

Account	Prior Year 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept Budget 2025/26
Guildhall Operating Income					
4200 GH Income - Guildhall Bookings	1,897	2,371	2,199	172	2,000
4201 GH Income - Guildhall Refreshments	272	249	193	56	242
4206 GH Income - Guildhall Photocopying Income	4	5	51	(46)	4
Total Guildhall Operating Income	2,173	2,625	2,443	182	2,246
Guildhall Operating Expenditure					
6400 GH Rates - Guildhall	9,899	10,729	10,729	1	11,051
6401 GH Water Rates - Guildhall	584	802	522	280	827
6402 GH Gas - Guildhall	3,632	5,551	875	4,676	5,718
6403 GH Electricity - Guildhall	9,444	6,066	930	5,136	9,728
6404 GH Fire & Security Alarm - Guildhall	982	1,498	1,422	76	1,012
6408 GH Cleaning Materials & Equipment - Guildhall	1,344	1,212	791	421	1,385
6409 GH Boiler Service & Maintenance	608	1,218	0	1,218	1,255
6410 GH General Repairs & Maintenance	4,012	3,046	2,525	521	3,138
6411 GH Entertainment Licenses	0	1,073	0	1,073	0
6412 GH Lift Service & Maintenance	2,636	3,632	2,610	1,022	3,741
6413 GH Refreshment Costs - Guildhall	183	445	228	217	245
6414 GH Equipment - Guildhall	0	1,189	123	1,066	4,725
6418 GH Professional Fees	600	10,730	9,185	1,545	0
6677 ST GH Staff Travelling & Mobile Phone Expenses (Guildhall)	84	288	89	199	0
6679 ST GH Staff Clothing (Guildhall)	14	200	53	147	200
Total Operating Expenditure	34,022	47,679	30,081	17,598	43,025
Total Guildhall Operating Surplus/ Deficit	(31,849)	(45,054)	(27,638)	(17,416)	(40,779)
Guildhall EMF Expenditure					
6470 GH EMF Guildhall Maintenance	1,415	78,888	76,205	2,683	25,410
Total Guildhall EMF Expenditure	1,415	78,888	76,205	2,683	25,410
Total Guildhall Expenditure (Operational & EMF)	35,437	126,567	106,287	20,280	68,435
Total Guildhall Budget Surplus/ (Deficit)	(33,264)	(123,942)	(103,844)	(20,098)	(66,189)

- To/From Reserves & Budget Virements 2024/25**
- Virement of Staff Salary budget £56,239 and Staff Trainingbudget £607 to Personnel budget - P&F 178/23/24
 - Virement from 6401 GH Water Rates - Guildhall to 6400 GH Rates - Guildhall - £107 - SE 28/24/25

Key

Spending is on target as predicted at this point in the financial year

 Spending is higher than anticipated and needs to be monitored closely

 Budget is overspent - requires investigation and recommend virement

Services Committee - Library Budget 2024-25
 Saltash Town Council
 For the 10 Months to 31 January 2025

Account	Prior YTD 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept Budget 2025/26
Library Operating Income					
4517 LI Library - Replacement Membership Cards	320	50	8	42	50
4518 LI Library - Photocopying Fees	964	600	730	(130)	600
4524 LI Library Book Sales	261	300	103	197	300
4526 LI Library Activity Income	180	0	0	0	180
4529 LI Library Activities Funding Income	0	600	0	600	0
Total Library Operating Income	1,725	1,550	841	709	1,130
Library Operating Expenditure					
6900 LI Rates - Library	13,099	16,958	13,099	3,859	13,492
6901 LI Water Rates - Library	312	391	251	140	403
6902 LI Gas - Library	5,196	6,034	1,108	4,926	6,216
6903 LI Electricity - Library	3,946	5,365	1,387	3,978	4,946
6904 LI Fire & Security Alarm - Library	1,016	1,109	1,031	78	1,143
6908 LI Cleaning Materials & Equipment - Library	483	1,990	410	1,580	983
6909 LI Boiler Service & Maintenance - Library	405	1,218	80	1,138	905
6910 LI General Repairs & Maintenance - Library	4,324	2,436	2,266	170	2,510
6911 LI TV License & PRS - Library	132	460	333	127	474
6913 LI Refreshment Costs - Library	187	305	26	279	315
6914 LI Equipment - Library	383	805	617	188	830
6918 LI EMF Legal & Professional Fees (Private Contractors)	6,900	21,460	0	21,460	13,105
6920 LI Legionella Risk Assessment - Library	210	532	0	532	0
6921 LI IT & Office Costs - Library	1,778	1,773	1,290	483	1,827
6922 LI Library Activities	2,597	2,544	2,365	179	3,000
6975 LI Home Library Service	304	550	20	530	550
6923 LI PWLB Loan Repayment & Interest	24,477	24,679	23,993	686	23,509
6680 ST LI Staff Clothing (Library)	16	1,301	0	1,301	250
6681 ST LI Staff Travelling Expenses (Library)	8	1,000	53	947	250
Total Operating Expenditure	65,775	90,910	48,330	42,580	74,708
Total Library Operating Surplus/ Deficit	(64,049)	(89,360)	(47,489)	(41,871)	(73,578)
Library EMF Expenditure					
6971 LI EMF Saltash Library Property Refurbishment	74,859	199,504	61,759	137,745	5,100
6972 LI EMF Library Equipment & Furniture	893	8,554	3,050	5,504	0
6974 LI EMF Library Funding	0	930	0	930	0
Total Library EMF Expenditure	75,752	208,988	64,809	144,179	5,100
Total Library Expenditure (Operational & EMF)	141,527	299,898	113,139	186,759	79,808
Total Library Budget Surplus/ (Deficit)	(139,801)	(298,348)	(112,298)	(186,050)	(78,678)

To/From Reserves & Budget Virements 2024/25
 1. Virement of Staff Salary budget £169,277, Staff Trainingbudget £1,182 & Staff Contingency £5,000 to Personnel budget - P&F 178/23/24

Key

Spending is on target as predicted at this point in the financial year

Spending is higher than anticipated and needs to be monitored closely

Budget is overspent - requires investigation and recommend virement

Services Committee - Maurice Huggins Budget 2024-25
 Saltash Town Council
 For the 10 months to 31 January 2025

Account	Prior Year 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept Budget 2025/26
Maurice Huggins Operating Income					
4207 MA Maurice Huggins Room Income	938	810	1,103	(293)	1,400
4208 MA Income - Maurice Huggins Refreshments	0	0	0	0	200
Total Maurice Huggins Operating Income	938	810	1,103	(293)	1,600
Maurice Huggins Operating Expenditure					
7000 MA Rates	429	522	429	93	443
7001 MA Water Rates	171	424	173	251	437
7003 MA Electricity	1,462	2,185	277	1,908	2,251
7004 MA Fire & Security Alarm	167	235	352	(117)	243
7008 MA Cleaning Materials & Equipment	211	355	341	14	366
7010 MA General Repairs & Maintenance	448	1,607	130	1,477	1,656
7019 MA Refreshment Costs - Maurice Huggins	0	0	0	0	150
7018 MA Professional Costs	0	607	0	607	0
Total Maurice Huggins Operating Expenditure	2,889	5,935	1,703	4,232	5,546
Total Maurice Huggins Operating Surplus/ (Deficit)	(1,951)	(5,125)	(600)	(4,525)	(3,946)
Maurice Huggins EMF Expenditure					
6472 MA EMF Maurice Huggins Room	0	1,466	0	1,466	2,750
7071 MA EMF Maurice Huggins (Furniture & Sundry Items)	0	606	0	606	0
Total Maurice Huggins EMF Expenditure	0	2,072	0	2,072	2,750
Total Maurice Huggins Expenditure (Operational & EMF)	2,889	8,007	1,703	6,304	8,296
Total Maurice Huggins Budget Surplus/ (Deficit)	(1,951)	(7,197)	(600)	(6,597)	(6,696)

Note: 7004 MA Fire & Security Alarm shows overbudget - £117 relates to future year spend and will be adjusted at year end

Key
Spending is on target as predicted at this point in the financial year
Spending is higher than anticipated and needs to be monitored closely
Budget is overspent - requires investigation and recommend virement

Policy & Finance (P&F) Committee - P & F Budget 2024-25
 Saltash Town Council
 For the 10 months to 31 January 2025

Account	Prior Year 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept Budget 2025/26
P&F Operating Income					
4901 PF Bank Interest Received	72,874	37,140	70,691	(33,551)	38,255
4908 PF Misc Income	390	0	121	(121)	0
Total P&F Operating Income	73,263	37,140	70,812	(33,672)	38,255

P & F Operating Expenditure					
6200 PF Bank Charges	1,597	1,866	977	889	1,922
6201 PF Audit	3,300	4,000	600	3,400	4,000
6202 PF Civic Occasions (including Road Closures)	1,498	6,500	3,805	2,695	9,500
6203 PF Mayors' Allowance	5,160	5,418	4,335	1,083	5,581
6204 PF Councillors' Allowance	1,374	2,952	0	2,952	3,946
6205 PF Insurance	16,824	26,146	26,571	(425)	30,510
6206 PF Youth Council	4,000	4,726	4,726	0	4,000
6208 PF Subscriptions	14,947	18,006	17,067	939	16,869
6210 PF Community Chest	1,080	10,000	3,940	6,060	10,300
6211 PF Website Maintenance	105	1,000	630	370	1,030
6213 PF Councillor Training & Expenses	773	3,019	274	2,745	1,100
6214 PF Health & Safety	7,705	8,861	5,495	3,366	9,127
6217 PF Data Protection	55	200	80	120	206
6220 PF Festival Fund	7,040	16,000	15,088	912	15,450
6221 PF Town Messenger	3,960	4,250	3,300	950	4,378
6222 PF Commissioning Youth Work	59,876	59,069	49,224	9,845	60,842
6224 PF Professional Costs	7,571	20,000	6,321	13,679	5,000
6514 PF Town Leaflets/ Reprinting	46	100	0	100	0
6516 PF Road Safety Grant	0	215	0	215	0
P&F IT/Office Costs	29,169	49,040	31,753	17,287	33,776
6661 PF Finance Consultancy Fees	23,701	9,096	0	9,096	0
6650 ST PF Parking Space	275	300	286	14	320
6653 ST PF Staff Clothing	29	200	27	173	252
6655 ST PF Staff Travelling Expenses	89	300	179	121	252
6230 PF Social Media Advertising	0	0	0	0	1,000
Total P & F Operating Expenditure	190,173	251,264	174,678	76,586	219,361

Total P&F Operating Surplus/ (Deficit)	(116,910)	(214,124)	(103,866)	(110,258)	(181,106)
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P&F EMF Expenditure					
6270 PF EMF Crime Reduction	97	58,360	0	58,360	0
6271 PF EMF Election	11,485	26,457	0	26,457	30,000
6272 PF EMF Robes & Civic Regalia	45	4,525	624	3,901	4,500
6273 PF EMF Legal Fees	0	5,601	0	5,601	0
6275 PF EMF Neighbourhood Plan	637	5,630	273	5,357	2,500
6278 PF EMF CIL Planning Income	0	14,256	0	14,256	0
6279 PF EMF Restart Business Support Gant	0	6,581	0	6,581	0
6280 PF EMF Town Vision	355	10,095	430	9,665	0

Account	Prior Year 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept Budget 2025/26
6281 PF EMF Town Vitality Funding Grant	66,282	10,975	24,114	(13,139)	0
6282 PF EMF Funding Bids (Consultancy Fees)	5,000	13,500	9,880	3,620	0
6283 PF EMF Events	0	500	0	500	0
6284 PF EMF Consultations	0	1,500	0	1,500	0
6285 PF EMF Twinning	0	500	0	500	0
6286 PF EMF CLUP Waterside Connectivity Project	79,597	0	0	0	0
6287 PF EMF Website (Capital Expenditure)	0	0	0	0	6,000
6370 PF EMF Computer Equipment Renewal	1,559	12,349	3,771	8,578	0
Total P&F EMF Expenditure	165,057	170,829	39,091	131,738	43,000
Total P&F Expenditure (Operational & EMF)	355,230	422,093	213,769	208,324	262,361
Total P&F Budget Surplus/ (Deficit)	(281,966)	(384,953)	(142,957)	(241,996)	(224,106)

To/From Reserves & Budget Virements 2024/25

- 6275 PF EMF CIL Planning Funds - CC received £341.79 - April 2024
- 6275 PF EMF CIL Planning Funds - CC received £1,034.93 - October 2024
- 6286 PF EMF CLUP - CC funding received £45,078 - May 2024
- 6281 PF EMF Town Vitality Funding Grant - CC funding received £7,500 - May 2024
- Virement of P&F training budget to Personnel - £2,000 - P&F 178/23/24
- Virement of P&F staffing budget to Personnel - £361,524 - P&F 178/23/24
- Virement of P&F Staffing Contingency to Personnel - £45,371 - P&F 178/23/24
- Virement from 6694 ST PF EMF Staff Contingency (P&F) to 6661 ST PF Finance Consultancy Fees - £9,096 - 172/23/24
- Virement of 6229 PF CCTV Annual Maintenance to Services - £7,511 - P&F 39/24/25
- Virement from 6279 PF EMF Restart Business Support Grant to 6220 PF Festival Fund - £1,000 - P&F 63/24/25
- Virement from 6302 PF Office and IT Equipment to 6300 PF Telephone - £1,200 - P&F 90/24/25

Note: 6205 PF Insurance is overspent by -£425. The actual includes partial annual costs relating to 2025/26 and will be adjusted at the year end

Note: 6281 PF EMF Town Vitality Funding Grant is overspent by -£13,139 which is due to CIL funding to be claimed AFTER full expenditure is completed for project

1. P&F IT/Office Costs

Nominal Code	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept Budget 2025/26
6300 Telephone	4,065	3,319	746	3,046
6301 Stationery	3,000	1,351	1,649	3,090
6302 Office and IT Equipment	800	587	213	-
6303 Copier Maintenance	5,756	4,390	1,366	3,869
6304 Broadband	859	234	625	885
6305 Finance Software	6,560	5,122	1,438	4,362
6306 IT Maintenance	28,000	16,750	11,250	18,524
TOTALS	49,040	31,753	17,287	33,776

Personnel Committee - Personnel Budget 2024-25
 Saltash Town Council
 For the 10 months to 31 January 2025

Account	Prior Year 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept Budget 2025/26
Personnel Operating Expenditure					
Personnel Expenditure					
6654 ST PE Staff Welfare	886	7,385	944	6,441	2,000
6660 ST PE Staff Recognition	0	250	0	250	250
6662 ST PE HR Professional Fees	13,073	11,180	8,609	2,571	10,815
Total Personnel Expenditure	13,959	18,815	9,553	9,262	13,065
Training Costs					
6678 ST PE Staff Training (Guildhall)	0	607	95	512	0
6682 ST PE Staff Training (Library)	371	1,182	281	901	1,218
6656 ST PE Staff Training (P&F)	2,288	2,000	1,864	136	4,000
6676 ST PE Staff Training (Service Delivery)	7,091	6,500	6,252	248	7,695
Total Training Costs	9,750	10,289	8,493	1,796	12,913
Staffing Costs					
Guildhall Staffing Costs	26,270	56,239	23,100	33,139	0
Library Staffing Costs	144,061	169,277	119,672	49,605	165,056
P&F Staffing Costs	318,508	361,524	283,686	77,838	461,874
Services Staffing Costs	212,870	289,150	233,761	55,389	344,379
Total Staffing Costs	701,709	876,190	660,220	215,971	971,309
Other Staffing Cost					
6652 ST PF Employers Pension - Monthly Fee	500	500	500	0	500
6659 ST PF Town Sergeant & Mace Bearer Fees	385	457	382	75	600
Total Other Staffing Cost	885	957	882	75	1,100
Total Personnel Operating Expenditure	726,302	906,251	679,147	227,104	998,387
Total Personnel Operating Surplus/ (Deficit)	(726,302)	(906,251)	(679,147)	(227,104)	(998,387)
Personnel EMF Expenditure					
6691 ST PE EMF Legal Fees (Staffing)	0	4,398	0	4,398	0
6694 ST PF EMF Staff Contingency (P&F)	0	43,564	3,843	39,721	(8,280)
6696 ST GH EMF Staff Contingency (Guildhall)	0	17,399	0	17,399	0
6698 ST LI EMF Staff Contingency (Library)	0	5,000	0	5,000	12,553
6700 ST SE Services Delivery Staff Contingency	6,421	48,169	0	48,169	(25,714)
6701 ST PE EMF Staff Recruitment	9,910	15,318	211	15,107	0
Total Personnel EMF Expenditure	16,331	133,848	4,054	129,794	(21,441)
Total Personnel Expenditure (Operational & EMF)	742,633	1,040,099	683,201	356,898	976,946
Total Personnel Budget Surplus/ (Deficit)	(742,633)	(1,040,099)	(683,201)	(356,898)	(976,946)

To/From Reserves & Budget Virements 2024/25

- 1. Virement of Guildhall training budget to Personnel - £607 - P&F 178/23/24
- 2. Virement of Library training budget to Personnel - £1,182 - P&F 178/23/24
- 3. Virement of P&F training budget to Personnel - £2,000 - P&F 178/23/24
- 4. Virement of Services training budget to Personnel - £6,500 - P&F 178/23/24
- 5. Virement of Guildhall staffing budget to Personnel - £56,239 - P&F 178/23/24
- 6. Virement of Library staffing budget to Personnel - £169,277 - P&F 178/23/24
- 7. Virement of P&F staffing budget to Personnel - £361,524 - P&F 178/23/24
- 8. Virement of Services staffing budget to Personnel - £289,150 - P&F 178/23/24
- 9. Virement of Guildhall Staffing Contingency to Personnel - £17,399 - P&F 178/23/24
- 10. Virement of Library Staffing Contingency to Personnel - £5,000 - P&F 178/23/24
- 11. Virement of P&F Staffing Contingency to Personnel - £45,371 - P&F 178/23/24
- 12. Virement of Services Staffing Contingency to Personnel - £48,169 - P&F 178/23/24
- 13. Virement from 6694 ST PE EMF Staff Contingency (P&F) to 6661 ST PF Finance Consultancy Fees - £9,096 - P&F 172/23/24
- 14. Virement from General Reserves to 6654 ST PE Staff Welfare - £5,000 - FTC 45/24/25
- 15. Virement from 6694 ST PE EMF Staff Contingency (P&F) to 6662 ST PE HR Professional Fees - £1,800 - PE 36/24
- 16. Virement from 6694 ST PE Staff Contingency (P&F) to 6659 ST PE Town Sergeant and Mace Bearer Fees - £7 - PE 36/24/25

Key

Spending is on target as predicted at this point in the financial year
Spending is higher than anticipated and needs to be monitored closely
Budget is overspent - requires investigation and recommend virement

Services Committee - Service Delivery Budget 2024-25
 Saltash Town Council
 For the 10 months to 31 January 2025

Account	Prior Year 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept Budget 2025/26
Service Delivery Operating Income					
Grounds & Premises Income					
4500 SE Allotment Rents	4,079	5,600	5,348	252	5,000
4510 SE Public Footpath Grant	804	0	726	(726)	426
4512 SE National Grid Wayleave Income	602	(1)	15	(16)	0
4513 SE Water Rates Income	1,113	1,714	694	1,020	1,113
4523 SE Service Delivery Income - Seagull Bags	919	0	10	(10)	0
Total Grounds & Premises Income	7,517	7,313	6,794	519	6,539
Town & Waterfront Income					
4520 SE Waterfront Income - Trusted Boat Scheme	2,560	3,000	2,037	963	2,000
4521 SE Waterfront Income - Annual Mooring Fees	9,477	11,235	10,788	447	13,364
4522 SE Waterfront Income - Daily Mooring Fees	6,700	3,276	7,200	(3,924)	750
Total Town & Waterfront Income	18,737	17,511	20,026	(2,515)	16,114
Total Service Delivery Operating Income	26,254	24,824	26,819	(1,995)	22,653
Service Delivery Operating Expenditure					
Grounds & Premises Expenditure					
6209 SE Oyster Beds	0	1	0	1	1
6229 SE CCTV Annual Maintenance	93	7,511	198	7,313	0
6500 SE Tree Survey and Tree Maintenance	3,850	11,814	7,050	4,764	20,000
6503 SE Allotments	373	1,418	1,258	160	1,000
6532 SE Allotments - Grenfell	0	0	0	0	3,500
6533 SE Allotments - Fairmead	0	0	0	0	2,000
6506 SE Grounds Maintenance & Watering	11,112	10,730	8,841	1,889	18,000
6508 SE Public Toilets (Operational Costs)	6,845	6,555	6,114	441	7,051
6517 SE Cross (Maintenance)	5,780	3,545	133	3,412	400
6525 SE Public Toilets (Repairs & Maintenance Costs)	2,691	2,054	1,067	987	3,043
6526 SE Tools, Equipment & Materials (Store & All Areas)	5,162	5,245	3,355	1,890	5,318
6529 SE Refuse Disposal	5,446	6,499	5,180	1,319	6,694
6530 SE Allotment Software Subscription	0	700	1,089	(389)	462
6531 SE Public Toilet Commercial Cleaning	3,115	35,436	28,541	6,895	38,469
Total Grounds & Premises Expenditure	44,467	91,508	62,825	28,683	105,938
Longstone Expenditure					
7100 LO Rates - Longstone	(125)	(6,136)	(6,136)	0	0
7101 LO Water Rates - Longstone	1,730	2,352	2,017	335	1,782
7103 LO Electricity - Longstone	1,418	1,581	247	1,334	1,629
7104 LO Fire & Security Alarm - Longstone	1,845	1,084	212	872	1,117
7107 LO Rent - Longstone	4,620	5,120	3,900	1,220	6,084
7108 LO Cleaning Materials & Equipment - Longstone	274	727	383	344	363
7110 LO General Repairs & Maintenance - Longstone	1,547	1,592	831	761	2,500
7114 LO Equipment - Longstone	407	700	0	700	1,700
7121 LO IT & Office Costs - Longstone	745	750	594	156	1,773
6673 ST SE Services Delivery - Clothing	1,833	2,436	1,302	1,134	2,304
6674 ST SE Services Delivery - Mobiles	1,776	1,595	1,020	575	2,060

Account	Prior Year 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept Budget 2025/26
6675 ST SE Services Delivery Staff Travelling Expenses	1,276	1,875	1,579	296	1,721
Total Longstone Expenditure	17,346	13,676	5,949	7,727	23,033
Town & Waterfront Expenditure					
6504 SE Street Furniture (Maintenance)	2,444	2,500	1,593	907	2,575
6505 SE Street Lighting	276	750	195	555	773
6511 SE Tourism & Signage	429	269	60	209	15,000
6512 SE Bus Shelters (Maintenance)	0	565	0	565	582
6515 SE Festive Lights Maintenance & Electricity	2,734	3,756	2,557	1,199	3,869
6519 SE Flags & Bunting	1,717	2,954	2,378	576	3,043
6522 SE Pontoon (Maintenance Costs)	1,322	3,000	2,239	761	3,090
6524 SE Vehicle Maintenance and Repair Costs	9,948	9,520	7,792	1,728	10,815
6527 SE Salt Bins Refill	383	537	0	537	554
6528 SE Pontoon Accommodation	5,309	6,335	4,970	1,365	1,306
6534 SE Pontoon Broadband	0	0	0	0	272
Total Town & Waterfront Expenditure	24,563	30,186	21,783	8,403	41,879
Total Service Delivery Operating Expenditure	86,376	135,370	90,557	44,813	170,850
Total Service Delivery Operating Surplus/ (Deficit)	(60,122)	(110,546)	(63,738)	(46,808)	(148,197)
Service Delivery EMF Expenditure					
Grounds & Premises EMF Expenditure					
6471 SE EMF Heritage Centre	1,473	7,416	0	7,416	8,800
6571 SE EMF Saltash Recreation Areas	11,531	54,805	1,762	53,043	0
6580 SE EMF Public Toilets (Capital Works)	337	15,585	1,686	13,899	12,500
6588 SE EMF Victoria Gardens	0	15,000	519	14,481	0
6589 SE EMF Community Tree Planting Initiatives	322	3,145	0	3,145	0
6591 SE EMF Open Spaces & Trees	0	9,660	0	9,660	3,000
6592 SE EMF Pilmere Play Parks	0	94,955	94,955	0	0
6593 SE EMF Cornish Cross (Maintenance)	0	0	0	0	2,500
6595 SE EMF Legal & Professional Fees (Grounds & Premises)	0	0	0	0	1,800
Total Grounds & Premises EMF Expenditure	13,663	200,566	98,922	101,644	28,600
Longstone EMF Expenditure					
7170 LO EMF Longstone Depot Capital Works	0	3,500	837	2,663	14,750
Total Longstone EMF Expenditure	0	3,500	837	2,663	14,750
Town & Waterfront EMF Expenditure					
6570 SE EMF Notice Boards (Repair & Replace)	587	1,506	0	1,506	0
6572 SE EMF Festive Lights	9,062	30,989	11,797	19,192	32,000
6573 SE EMF Public Art & Maintenance	0	1,443	0	1,443	0
6574 SE EMF Salt Bins	96	2,368	0	2,368	0
6575 SE EMF Street Furniture (New & Replace)	0	1,500	133	1,367	0
6578 SE EMF Equipment and Vehicles (Capital Works)	21,535	85,324	34,286	51,038	17,462
6582 SE EMF Town War Memorial	0	16,518	14,540	1,978	0
6584 SE EMF Pontoon Maintenance Costs	6,024	12,318	2,585	9,733	0
6590 SE EMF Utilities & Rates	0	2,157	0	2,157	0
Total Town & Waterfront EMF Expenditure	37,305	154,123	63,340	90,783	49,462
Total Service Delivery EMF Expenditure	50,967	358,189	163,099	195,090	92,812

Account	Prior Year 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept Budget 2025/26
Total Service Delivery Expenditure (Operational & EMF)	137,344	493,559	253,657	239,902	263,662
Total Service Delivery Budget Surplus/ (Deficit)	(111,089)	(468,735)	(226,837)	(241,898)	(241,009)

To/From Reserves & Budget Virements 2024/25

1. 4500 SE Allotment Rent - Reduce budgeted income by £900 due to water reduction in the annual water charge - 132/23/24. New income budget £4,700
2. 6592 SE EMF Pilmere Play Parks - CC funding received (Third CIL round) £74,955
3. 6582 SE EMF Town War Memorial - Crowdfunder donations £968.82
4. Virement of staff salary budget £289,150 and staff training budget £6,500 to Personnel budget - P&F 17/23/24
5. Virement from 6524 SE Vehicle Maintenance and Repair Costs to 6578 SE EMF Equipment and Vehicles (Capital Works) - £8,000 - SE 8/24/25
6. Virement from 6588 SE EMF Victoria Gardens to 6578 SE EMF Equipment and Vehicles (Capital Works) - £10,000 - SE 8/24/25
7. Virement from General Reserves to 6578 SE EMF Equipment and Vehicles (Capital Works) - £30,000 - FTC 45/24/25
8. Virement from General Reserves to 6588 SE EMF Victoria Gardens - £10,000 - FTC 45/24/25
9. Virement of 6229 PF CCTV Annual Maintenance to Services - £7,511 - P&F 39/24/25
10. Virement from General Reserves to 6582 SE EMF War Memorial - £13,571.18 - FTC 157/24/25
11. Virement from 7100 LO Rates - Longstone to 6526 SE Tools, Equipment & Material (Store & All Areas) - £1,700 - SE 47/24/25
12. Virement from 7100 LO Rates - Longstone to 6531 SE Public Toilet Commercial Cleaning - £3,436 - SE 47/24/25
13. Virement from 7100 LO Rates - Longstone to 7110 LO General Repairs & Maintenance - Longstone - £1,000 - 47/24/25
14. Virement from 7101 LO Water Rates to 6524 SE Vehicle Maintenance and Repair Costs - £1,000 - 47/24/25
15. Virement from 4512 SE National Grid Wayleave Income to 4615 BA National Grid Wayleave Income - £15 - SE 69/24/25
16. Virement from 6571 SE EMF Saltash Recreation Areas to 6592 SE EMF Pilmere Play Parks - £20,000 - SE 39/23/24
17. Virement from 6578 SE EMF Equipment and Vehicles (Capital Works) to 6524 SE Vehicle Maintenance and Repair Costs - £3,000 - SE 84/24/25
18. 6530 SE Allotment Software Subscription overspent by -£389 which includes £420 annual cost for 2025/26 which will be adjusted at Year End

Key

- Spending is on target as predicted at this point in the financial year
- Spending is higher than anticipated and needs to be monitored closely
- Budget is overspent - requires investigation and recommend virement

Services Committee - Isambard House (Station Building) Budget 2024-25
 Saltash Town Council
 For the 10 Months to 31 January 2025

Account	Prior Year 2023/24	Budget Including Virements 2024/25	Actual YTD 2024/25	Budget Available 2024/25	Precept Budget 2025/26
Isambard House Operating Income					
4301 SA Isambard House - Bookings	5,145	8,000	6,890	1,110	6,500
4302 SA Isambard - Refreshment Income	81	75	63	12	120
Total Isambard House Operating Income	5,226	8,075	6,953	1,122	6,620
Isambard House Operating Expenditure					
6800 SA Rates - Isambard House	3,720	4,431	3,842	589	3,958
6801 SA Water Rates - Isambard House	300	693	(886)	1,579	714
6802 SA Gas - Isambard House	481	6,519	354	6,165	3,000
6803 SA Electricity - Isambard House	2,498	9,679	3,341	6,338	7,494
6804 SA Fire & Security Alarm - Isambard House	382	1,073	473	600	967
6808 SA Cleaning Materials & Equipment - Isambard House	611	1,817	752	1,065	1,350
6810 SA General Repairs & Maintenance - Isambard House	1,217	2,000	1,852	148	2,560
6813 SA Refreshments Costs - Isambard House	0	226	81	145	500
6814 SA Equipment - Isambard House	947	1,062	426	636	1,094
6818 SA Professional Costs - Isambard House	668	2,146	105	2,041	3,211
6821 SA IT & Office Costs - Isambard House	70	1,073	0	1,073	500
6822 SA Activities & Events	1,479	1,073	1,482	(409)	1,106
Total Operating Expenditure	12,373	31,792	11,822	19,970	26,454
Total Isambard House Operating Surplus/ (Deficit)	(7,147)	(23,717)	(4,868)	(18,849)	(19,834)
Isambard House EMF Expenditure					
6473 SA EMF Station Building (Purchase & Capital Works)	0	58,245	27,516	30,729	4,200
6870 SA EMF Isambard House Retention Fund	0	18,492	0	18,492	0
6871 SA EMF Tresorys Kernow Funding	2,458	597	35	562	0
6872 SA EMF Entertainment Licenses	0	2,132	0	2,132	0
Total Isambard House EMF Expenditure	2,458	79,466	27,551	51,915	4,200
Total Isambard House Expenditure (Operational & EMF)	14,831	111,258	39,373	71,885	30,654
Total Isambard House Budget Surplus/ (Deficit)	(9,605)	(103,183)	(32,419)	(70,764)	(24,034)

To/From Reserves & Budget Virements 2024/25
 1. 6871 SA EMF Tresorys Kernow Funding - Beating of the Bounds tickets sales - £128
 2. 6473 SA EMF Station Building (Purchase & Capital Works) - Income received for sale of slate - £500
 3. 6822 SA Activities & Events overspent -£409 - Expenditure includes £1,482 Murder Mystery offset against income 4301 SA Isambard House Bookings £1,984

Key
 Spending is on target as predicted at this point in the financial year
 Spending is higher than anticipated and needs to be monitored closely
 Budget is overspent - requires investigation and recommend virement

To receive a report from the Finance Officer

Report to: Policy and Finance

Date of Report: 3 March 2025

Officer Writing the Report: Finance Officer / RFO

1. Investing funds for Precept 2025/26

Saltash Town Council are due to receive the first instalment of £789,708 during April 2025.

It is recommended to the members to transfer £289,708 to Barclays Active Saver for short-term future cashflow for April to June to be drawn down when required.

This leaves a balance of £500,000 to invest in a long-term option.

Below is a list of active bank accounts which Saltash Town Council have the option to invest the monies.

- Nationwide 95 day Notice account
 - Percentage Rate 3.95%
 - Notice Period: 95 days
 - Invest £500,000
 - Interest Return: £9,875 (based on 6 months investment)
- Lloyds Fixed Term Deposit account
 - Percentage Rate: 2.83%
 - Fixed Term: 6 months
 - Invest: £500,000
 - Interest Return: £7,075

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

It is recommended to the members to invest £500,000 in the Nationwide 95 Day Notice Deposit account which currently attracts interest of 3.95%.

Note: Similarly to 2024/25, the members will be asked to recommended staged withdrawals to meet future expenditure and salaries.

2. Zurich Municipal Insurance update

Following a review of the insurance coverage for play park equipment, including Honeysuckle Close, Grassmere Way, Pilmere Drive, and Ashton Way, the coverage has been increased from £155,000 to £255,000. The new premium payable is £109.91, inclusive of insurance premium tax.

3. New Pay Now on Xero invoices

Saltash Town Council uses Xero accounting software and there is the functionality to include a “Pay Now” button on sales invoices. This enables the customers to click on the link and pay online by card making the process more convenient. The system uses a trusted payment gateway provided by Stripe. There are no setup fees or contracts and the transaction fees are 1.5% which is less than the current card machine/remote terminal with an average of 1.8%.

The majority of the Town Council's income (excluding precept) originates from sales invoices therefore it's anticipated this will lead to reduced bank charges.

There is still the option to pay face to face by card machine if the customer prefers this method.

4. Debtors

Below is a list of the current outstanding invoices.

The table shows one account in the **1 Month** column which is for **Cornwall Council** for a room booking in May 2025. We have received an official purchase order and payment will be paid after the event.

All other invoices are either for future room bookings or the invoice is not yet due. There are no areas of concern.

Contact	Invoice Date	Total	Less than 1 Month	1 Month	2 Months & Older	Notes
335 (Saltash) Sqn Air Cadets	27/02/25	£172.00	£172.00	£0.00	£0.00	Guildhall room booking April & May 2025
Cornwall Council	08/01/25	£449.73	£240.00	£323.93	-£114.20	Isambard room booking Feb 25 £240 Chamber room booking May 25 £324 Note overpayment of £114.20 to be matched against future invoice
Saltash Bowling Club	05/03/25	£45.80	£45.80	£0.00	£0.00	Recharge of water meter usage
Saltash Co-operative Funeralcare	26/02/25	£444.00	£444.00	£0.00	£0.00	Interment services
Saltash Probus	19/02/25	£62.20	£62.20	£0.00	£0.00	Chamber room booking March 25
We Are With You	19/02/25	£120.00	£120.00	£0.00	£0.00	Maurice Huggins room booking March 25
TOTAL		£1,293.73	£1,084.00	£323.93	-£114.20	

5. CIL (Community Infrastructure Levy) Neighbourhood Parish Payments

The table below summarises the CIL income received from Cornwall Council. The total amount received is £14,255.34.

CIL 4th round for Saltash Waterside Improvement Project has been approved and STC have committed to spend £10k of Neighbourhood Parish Payments. This will leave a budget left to spend of £4,255.34

Note: The Town Council have five years from receipt to spend the income on infrastructure projects within the area that meet the criteria set out in CIL Regulation 59C. The relevant dates are provided in the table for reference.

Date Received	Amount Received	Amount Committed CIL 4th round	Balance to Spend	5 Year Deadline	Planning Ref	Planning Address
07/04/2021	£1,395.00	£1,395.00	£0.00	06/04/2026	PA19/09168	Land off 28 Castlemead Drive, Saltash
17/04/2021	£189.06	£189.06	£0.00	16/04/2026	PA20/05475	Land Adjacent To Polmear, Homer Park, Saltash, PL12 6HJ
15/11/2021	£385.99	£385.99	£0.00	14/11/2026	PA19/09772	Old Churchtown Farm Farm Lane St Stephens Saltash Cornwall PL12 4AR
15/11/2021	£840.00	£840.00	£0.00	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	£2,434.67	£0.00	06/10/2027	PA21/06948	Land East Of 16 Castle View, St Stephens, PL12 4RD
07/10/2022	£815.63	£815.63	£0.00	06/10/2027	PA21/03745	Land South of Old Churchtown Farm Lane, Stephens, PL12 4AR
19/04/2023	£1,372.84	£1,372.84	£0.00	18/04/2028	PA20/10644	12 Sunningdale Road, St Stephens, Saltash, PL12 4BN
19/04/2023	£2,246.66	£2,246.66	£0.00	18/04/2028	PA22/09842	Land East of 62 St Stephens Road, Saltash, PL12 4BJ
19/04/2023	£943.29	£320.15	£623.14	18/04/2028	PA21/03745	Land South of Old Churchtown Farm Lane, Stephens, PL12 4AR
18/10/2023	£8.82		£8.82	17/10/2028	PA20/10644	12 Sunningdale Road, St Stephens, Saltash, PL12 4BN
18/10/2023	£2,246.66		£2,246.66	17/10/2028	PA22/09842	Land East of 62 St Stephens Road, Saltash, PL12 4BJ
18/04/2024	£341.79		£341.79	17/04/2029	PA21/05336	Land West Of The Stables, Farm Lane, St Stephens, Saltash, PL12 4AR
14/10/2024	£1,034.93		£1,034.93	14/10/2029	PA21/05336	Land West Of The Stables, Farm Lane, St Stephens, Saltash, PL12 4AR
	£14,255.34	£10,000.00	£4,255.34			

6. Revaluation of property and assets

Pursuant to P&F committee held on 24 September 2024, minute nr 64/24/25.

To delegate authority to the Finance Officer to obtain 3 valuation quotes for the valuation of STC property and assets by the appointment of a surveyor working within budget code 6224 Professional Costs, reporting back to a future P and F meeting subject to establishing that a valuation has not taken place during that time.

The last property valuation was conducted in March 2022, and is now outdated. Therefore, the Finance Officer will be obtaining three quotes for consideration by the P&F committee.

Signature of Officer:
Finance Officer / RFO

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

Report to: Policy and Finance

Date of Report: 3 March 2025

Officer Writing the Report: Finance Officer / RFO

Pursuant to: P&F committee held on 14 January 2025, minute number 123/24/25

Officers Recommendations

Members are asked to ratify the Town Clerk and Finance Officer / RFO's delegated authority to appoint James Hallam Council Guard to insure the Town Council vehicles for the year 2025/26 at a cost of £2,456.80 incl applicable taxes and admin fee, allocated to budget code 6205 PF Insurance.

Report Summary

Saltash Town Council Fleet Insurance is due to expire on 5th March 2025 for 2024/25.

Insurance broker:	James Hallam Council Guard
Insured with:	ERS Insurance Group
Premium renewal 2025/26	£2,456.80
Premium 2024/25	£2,788.56
Decrease of	-£331.76 (-11.9%)

Above costs include applicable taxes and administration fee

The premium reduction is because the valuation of the vehicles have been updated on the policy schedule to reflect current market values.

Note: The insurance claim excess has increased from £100 to £250. This is due to all excesses increasing on all policies and not specific to Saltash Town Council.

Budgets

Budget Codes: 6205 PF Insurance

Budget Availability 2025/26: £30,510

Committed Spend: Unknown

Signature of Officer:
Finance Officer / RFO

Certificate of Motor Insurance



Policy number 50068626

1. Description of vehicle(s)

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

2. Name of policyholder

Saltash Town Council

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

06 March 2025 00:01

4. Date of expiry of insurance

05 March 2026

5. Persons or classes of persons entitled to drive

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

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

6. Limitations as to use

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

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

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

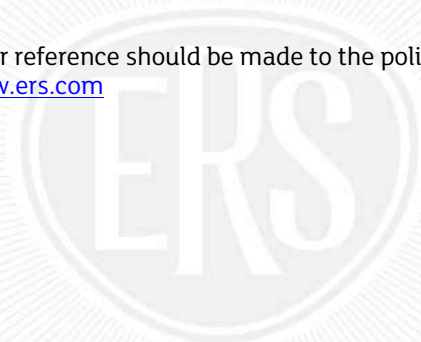
For and on behalf of the Underwriter subscribing ERS, 30 Fenchurch Street, London EC3M 3BD

Authorised Insurer

Martin Hall
Active Underwriter

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

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



This page forms part of your certificate of insurance

European cover

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

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

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

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

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



Certificate of Motor Insurance



Policy number 50068626

1. Description of vehicle(s)

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

2. Name of policyholder

Saltash Town Council

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

06 March 2025 00:01

4. Date of expiry of insurance

05 March 2026

5. Persons or classes of persons entitled to drive

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

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

6. Limitations as to use

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

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

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

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

Authorised Insurer

Martin Hall
Active Underwriter

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



This page forms part of your certificate of insurance

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

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

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

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



Farmers Plan

Renewal Invite



Policy number 50068626
Broker agency number 12534 Scheme 954

Broker Instructions

Please send your renewal instructions to agricultureuw@ers.com

Policy details

Policyholder Saltash Town Council
Address 12 Lower Fore Street, Saltash, PL12 6JX
Commencement date and time 06 March 2025 00:01
Expiry date 05 March 2026

Premium

Premium (excluding IPT) £2,140.00
IPT £256.80
Total premium due £2,396.80

Vehicle details

Make & model	Vehicle Type	Numbers	Registration / Chassis number	Year of manufacture	CC	GVW	Value	Cover	Class of use	Annual rate per vehicle (excl. IPT)
KUBOTA F3890 RIDE ON MOWER	Agricultural	1	RO200TG	202	0		£11,000	Comprehensive	Agricultural	£248.00
WESTWARD V25 50H RIDE-ON-MOWER	Agricultural	1	WA17PPX	2017	1		£4,500	Comprehensive	Agricultural	£130.00
KUBOTA RTV 900 + SPRAY TANK	Agricultural	1	WK59DNE	2009	1	1	£4,000	Comprehensive	Agricultural	£130.00
CITROEN RELAY 35 L3 HDI 150 C/CAB	LCV	1	BX15HWJ	2015	2198	3500	£4,500	Comprehensive	Carriage Of Own Goods	£544.00
FORD TRANSIT CUSTOM 270 L1 100	LCV	1	EA14ZCZ	2014	2198	2700	£3,300	Comprehensive	Carriage Of Own Goods	£544.00
FORD E-TRANSIT 350 LEADER L2H2 184	LCV	1	WG23 VDL	2023		3500	£29,000	Comprehensive	Carriage Of Own Goods	£544.00
GREENMECK CS100E CHIPPER TRAILER	Trailer	1	160523	2016			£4,000	Comprehensive	Agricultural	£0.00

Permitted drivers

Registration / Chassis number	Driver restrictions
RO200TG	Any Driver
WA17PPX	Any Driver
WK59DNE	Any Driver
BX15HWJ	Any Driver - Excluding Drivers Under 25
EA14ZCZ	Any Driver - Excluding Drivers Under 25
WG23 VDL	Any Driver - Excluding Drivers Under 25
160523	Any Driver

Vehicle excess details

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

Registration / Chassis number	Total excess		Windscreen excess			
	Accidental damage	Fire & theft	Repair by ERS approved supplier	Replacement by ERS approved supplier	Use of non-approved ERS supplier	Agricultural vehicles*
RO200TG	£250	£250	£10	£75	£125	£50
WA17PPX	£250	£250	£10	£75	£125	£50
WK59DNE	£250	£250	£10	£75	£125	£50
BX15HWJ	£250	£250	£10	£75	£125	£50
EA14ZCZ	£250	£250	£10	£75	£125	£50
WG23 VDL	£250	£250	£10	£75	£125	£50
160523	£100	£100	£10	£75	£125	£50

*regardless of which company carries out the repair or replacement

Additional excesses for young or inexperienced drivers

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

Drivers

Under 21

Aged 21 to 24

25 or over who has a provisional driving licence or has not held, for 12 months or more, a full driving licence issued by the UK or any country which is a member of the European Union

Amount

£300

£200

£200

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

Important notes

This renewal invitation is based on the information held at the time and date of issue. Any change to this information may affect the premium and terms offered.

Any changes to your existing terms or a change to your cover and benefits will be shown on the Schedule of Endorsements and/or Notice to Policyholder attached to this invitation. You can obtain a copy of the latest policy document from the documents section on our website, www.ers.com.

You must tell us immediately about any changes to the information you have already provided. Please contact your broker if you are not sure if the information is relevant. If you don't tell us about relevant changes, your insurance may not cover you fully, or at all. Here are some examples of the changes you should tell us about:

- A change of vehicle (including extra vehicles and any temporary vehicles).
- All changes you or anyone else make to your vehicle if these make your vehicle different from the manufacturer's standard specification (whether the changes are mechanical or cosmetic).
- A change of address.
- A change of job, including any part-time work by you or other drivers, a change in the type of business or having no work.
- A change in the purpose which you use your vehicle for.
- A new main user of your vehicle.
- Details of any driver you have not told us about before, or who is excluded by the certificate of motor insurance or an endorsement, but who you now want to drive.
- Details of any motoring conviction, disqualification or fixed-penalty motoring offence of any person allowed to drive or of any prosecution pending (where a case is being investigated but there is no conviction yet) for any motor offence.
- Details of any non-motor conviction or prosecution pending (where a case is being investigated but there is no conviction yet) for any person allowed to drive.
- Details of any accident or loss (whether or not you make a claim) involving your vehicle or that happens while you are driving or in charge of anyone else's vehicle.
- If any driver suffers from a disability or medical condition that must be revealed to the DVLA, whether the driving licence has been restricted or not.

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

Notice To Policyholder



ERS Policy Wording updates.

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

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

Farmers Plan

Schedule of Endorsements



Policy number 50068626
Effective date and time 06 March 2025 00:01

ENDORSEMENTS APPLICABLE

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

ENDORSEMENTS APPLICABLE TO SPECIFIC VEHICLES

Vehicle type	Registration / Chassis number	Endorsement number	Description	Value	Specified driver(s)
Agricultural, Agricultural, LCV, LCV, Agricultural, LCV	WA17PPX, WK59DNE, EA14ZCZ, BX15HWJ, RO200TG, WG23 VDL	001	Damage, fire and theft excess	250	
LCV, LCV, LCV	EA14ZCZ, BX15HWJ, WG23 VDL	012	Driving exclusion	25	
	All vehicles	525	Trailer limit amended	15000	
	All vehicles	530	Legal expenses insurance		
	All vehicles	D77	Trailer cover attached or detached		

ENDORSEMENT APPENDIX

001 - Damage, fire and theft excess

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

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

012 - Driving exclusion

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

525 - Trailer limit amended

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

530 - Legal expenses insurance

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

Definitions

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

Administrator

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

Tel: 0344 770 9000

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

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

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

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

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

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

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

Settling claims:

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

Specific conditions

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

Specific exclusions

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

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

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

We will not pay the following:

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

- (i) a contract or agreement entered into;
- (ii) a criminal or deliberate act by you;
- (iii) patents, copyrights and trademarks; or
- (iv) libel or slander or verbal injury.

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

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

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

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

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

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

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

D77 - Trailer cover attached or detached

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

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

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

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

Farmers Plan

Statement of Fact



Quote reference

Broker agency number 12534 Scheme 954
Effective date 06 March 2025

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

You, the proposer

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

Cover operative for 12 months from

Time	<input type="text" value="00:01"/>	Date	<input type="text" value="06 March 2025"/>
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Additional information

Data protection notice

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

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

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

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

Important notes

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

Motor insurance database

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

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

Farmers Vehicle Insurance



Insurance Product Information Document











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

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

What is this type of insurance?

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

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

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

**To receive a report on insurance claims and consider and actions and
associated expenditure**

Report to: Policy and Finance

Date of Report: 4 March 2025

Officer Writing the Report: Finance Officer / RFO

Officers Recommendations

To note the updated situation of the ongoing insurance claim for storm damage to Saltash Town Council's pontoon.

Report Summary

Storm Darragh caused severe damage to the pontoon, making it unsafe and requiring it to be closed to all users for the foreseeable future. An insurance claim had been submitted on 9 December 2024.

The insurers appointed a marine surveyor who attended the site on 15 January 2025. The marine engineer report confirms damage to the pontoon but due to the pontoon not being lifted in 7-8 years, suggesting some issues may be caused because of the lack of maintenance rather than storm.

The insurer has stated the pontoon berths are required to be lifted to dry land for further inspection to ascertain if and how much the insurance claim is likely to be.

A quote of £26,450 + VAT has been received to undertake this work and agreed by the Service committee on 13 February 2025, minute number 106/24/25 to appoint the specialist company.

The pontoon has now been removed from Jubilee Green and located at the premises of the specialist marine company where the insurers marine engineer will visit on 12 March 2025 for further inspection.

Note: Pontoon is insured for £250,000 with an excess payable of £500

Signature of Officer:

Finance Officer / RFO

CC282 Saltash United Juniors Football Club

Things to note

- This is a separate club to Saltash United Football Club
- Permission from the landowner, Cornwall Council has been received and is included in the pack

Budget

6210 PF Community Chest £6,060

This application was received prior to the Grants policy being approved for adoption at Full Town Council on 6th February 2025. However the safeguarding policy including designated safeguarding lead is included in the pack



Saltash Town Council



Grant Application Form

APPLYING FOR:

(Tick one box)

Community Chest Grant ☒

Festival Fund Grant ☐

DATE APPLICATION SUBMITTED:

20 December 2024

Contact Name:		
Position:		
Organisation:	Saltash United Juniors Football Club	
Contact Address:		
Telephone Number:		
E-mail:		
Status of Organization:	Club/Association	
Charity/Company number (if applicable)	Charity No: Company No:	
What geographical area does your organization cover?	Saltash and surrounding areas	

How long has your organization been in existence?	30 Plus 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

	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)	1 April 2022	To purchase equipment such as footballs, bibs and goals.	£970	Yes
Please list the aims and objectives of your organization	To make organised football accessible to local children. The club now has over 300 players ranging from ages 5 to 18.			

What are the main activities of your organization?	Organising football for children to include training one night a week from August through to May annually, and then training and matches from September to April/May.
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	Yes / No or N/A
Are you part of a religious group?	No
If application is for a Church – is it for anything other than a parish clock, Community Hall (used by all within the community) or environmental purposes?	N/A
If application is for a School – Is, it for anything other than environmental purposes or a project that does not benefit the wider community and is not in addition to statutory services?	N/A
If application is from an education, health or social service establishment – do you work in partnership with other groups?	N/A
If application is from an education, health or social service establishment – is project in addition to statutory services?	N/A

2. Your project

Project	Start Date	01 / 04 / 2025
	Finish Date	30 / 06 / 2025
	Total Cost	£ 1,000
	Grant Applied For	£ 1,000

Project title:	New removable goals for lower Warfelton pitch
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Description of project (please continue on a separate sheet if necessary):	The goals on the 'lower' Warfleton pitch are fixed in place and dated. We would like to obtain new goals which are removable and which can be taken away when games are not taking place. This should ensure that the grass between the goals is protected from overuse to preserve the quality of the field. When the goals are not being used by the teams and are put away, then it will also mean they cannot be damaged by unsupervised people.
Where will the project/activity take place?	Warfleton playing field, which is owned by the Council and rented by Saltash United Juniors club. Please note that Saltash United Football Club and Saltash United Juniors are different organisations.
Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)	Saltash children who are members of the club which includes over 300 boys and girls ranging from the ages of 5 through to 18
What evidence do you have that this project is required? (This might be survey work or statistical evidence)	The area of grass between the goals is often very worn by the end of February. At this time, the goal area is mud rather than grass which can make conditions unpleasant and unsafe for the goalkeepers. It can also make the field less aesthetically pleasing for all users of the area.
What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organization Consultation with Community)	We carried out a straw poll of people who we encountered at the park and asked for their opinion. They all agreed that it was a good idea.

How will the project be managed and how will you measure its success?	Management of the project will be by the committee of Saltash United Juniors. We will delegate the installation to those who have construction experience and they will install fittings for the new goals and remove the old goals. The agreement of the main Saltash United adult club will be obtained to store the new goals within the main stadium.
Please give the timescale and key milestones for your project, including a start date and finish date.	Subject to a successful grant application, the project will begin in April, and will be completed within 2 weeks of delivery of the new goals. We plan to then arrange for the local media to take photos of the new goals as a recognition of thanks to the Council for their support.
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)	Children will not be involved in the installation process. On a day to day basis the club goes to great lengths to safeguard children to include DBS checking all adults who are involved in coaching.

3. How you will pay for your project.

What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)	The full quoted cost of the goals as per Appendix A is £1,758 including VAT and delivery. The club will pay for the cost of construction materials to include cement.
How will you promote STC once application and project are complete?	We will ask the local media to prepare an article when the project is complete.

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)
Other options explored but none are practical. Our club will meet the shortfall by using funds generated from members.			

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

	Enclosed (please tick)
A copy of your organization's most recent bank statements (mandatory)	App 1
Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	App 2

A letter head showing the organization's address and contact details		Appendix 3
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organization's status)		Appendix 4
A copy of your organization's latest set of accounting statements (if any exist)		Appendix 5
Copies of any letters of support for your project		None
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		Media publicity as thanks was secured.
Other (please list)	App 6 – evidence of sum required	

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

5. Declaration by the applicant

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

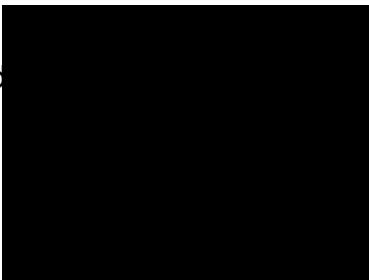
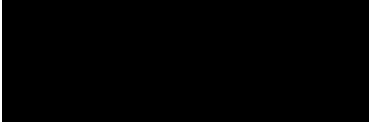
I/we declare that, I/we have read the Town Council's Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

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

I/we accept the following:

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

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

Signed			
Print Name(s)			
Position(s):	Treasurer		
Date:	20/12/2024		

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

COMPLETED FORMS SHOULD BE RETURNED TO:

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

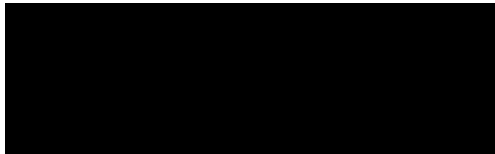
OFFICE USE ONLY:	
Date received	
Received by	
Application reference	
Date to P&R Chairman/Vice Chairman	
Approved to go to Committee	
Committee date	
Decision/Minute number	
Amount awarded	
Application refused by P&R Chair or refused by Committee	
Appeal notice issued	
Appeal received	
Approved for Committee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

Account Name
SALTASH UNITED JUNIORS STARS
BUSINESS CURRENT ACCOUNT



App
NatWest

MR R J DUFF



Current Account

Summary	
Statement Date	05 DEC 2024
Period Covered	06 NOV 2024 to 05 DEC 2024
Previous Balance	£31,525.26
Paid In	£1,007.25
Withdrawn	£833.06
New Balance	£31,699.45
BIC	NWBKGB2L
IBAN	GB39NWBK56006336538930

Welcome to your NatWest Statement

Why file and store your statements when we can do it for you? Manage your statements online at www.natwest.com
If you have changed your address or telephone number please let us know.

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
06 NOV 2024	BROUGHT FORWARD			31,525.26
07 NOV		160.00		31,685.26
08 NOV		160.00		31,845.26
			226.91	31,618.35
			12.00	31,606.35
			71.40	31,534.95
11 NOV		141.25		31,676.20
		12.00		31,688.20
14 NOV		6.00		31,694.20
			38.95	31,655.25
15 NOV		400.00		32,055.25
18 NOV			400.00	31,655.25
			12.00	31,643.25
			45.80	31,597.45
22 NOV			10.00	31,587.45
26 NOV		12.00		31,599.45
27 NOV		12.00		31,611.45
29 NOV		12.00		31,623.45
02 DEC		15.00		31,638.45

National Westminster Bank Plc. Registered in England & Wales No.929027.
Registered Office: 250 Bishopsgate, London, EC2M 4AA.
Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

Account Name
SALTASH UNITED JUNIORS STARS
BUSINESS CURRENT ACCOUNT



NatWest

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
	BROUGHT FORWARD			31,638.45
03 DEC		10.00		31,648.45
		15.00		31,663.45
04 DEC		12.00		31,675.45
		20.00		31,695.45
05 DEC			6.00	31,689.45
		20.00		31,709.45
			10.00	31,699.45

Financial statement 2023/24

Jun-24			
	expenditure		income
Pitch fees warfelton	✓ £630	registration fees	£28,350
courses/certification	✓ £782	Youth council (Lionesses bid)	£500
Team support	£705	donation	£1,060
league fees	✓ £1,470	tournament	£1,200
saltmill	✓ £21,318	Saturday mornings	£910
djm fines	✓ £175	total	£32,020
East Cornwall League	✓ £100	reserves account TSB	
Saltash school	✓ £471	to be transferred over	£5,300
St Stephens school	✓ £325		
Hatt	✓ £175	carry over from 2023	£747
mini soccer fees	✓ £361	sub total	£32,767
pitch renovations	✓ £800	carry over to 2024	£7,473
transfer fees	✓ £27		
FA affiliation	✓ £480		
trophies	✓ £2,962	going forward 25 teams	
Presentation	✓ £576	DJM costs £2100 (Aug)	
first aid kits	✓ £300	FA costs £1,173 paid	
CFA cup entries	✓ £232	Saltmill inc Saturday £27,353	
Youth network	✓ £10		
	£31,899		



Saltmill agreement

A total of £26,258 for the 2024/2025 season, payable in October 2024 and March 2025 (invoiced a month before).

Evening training starting Monday 7 October 2024- Saturday 21 December 2024 and then Monday 6th January 2025 ending on Saturday 19 April 2025. (26 weeks)

Monday 5.30-6.30pm ½ pitch (2 teams)

Tuesday

5.30pm to 6.30pm ¼ (1 team)
6.30pm to 7.30pm 2/4 (2 teams)
7.30pm to 8.30pm 2/4 (2 teams)


Wednesday 5.30-6.30pm – whole pitch (4 teams)
6.30-7.30 ¼ pitch (1 team)
7.30-8.30 ½ pitch (2 teams)
8.30-9.30pm whole pitch (4 teams)

Thursday 5.30-6.30- whole pitch (4 teams)
9:00pm-10:00pm ¼ (1 team)

Saturday's

The whole pitch 9-12pm from Saturday 7 September 2024 to Saturday 21 December 2024 and the Saturday 11 January 2025 to Saturday 24 May 2025.

13 DJM fixtures between 12-2pm over the course of the year- Sarah to notify Stu if they are not happening for staffing issues.


Club Secretary
Saltash United Juniors



Chairman - Robin Duff
Phone - 07954298204

Email - RobDuff@bluewonder.co.uk



Club Secretary - Sarah Watts
Phone - 07794667210



Email - sarahwatts1984@hotmail.co.uk



RESPECT

Welfare Officer - Wayne Dark
Phone - 07789992289

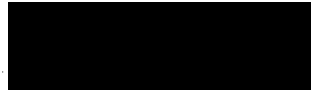
Email - wdark1@hotmail.co.uk

Countycover Plus

App 2

County FA Liability Insurance Scheme | Evidence of Cover - 2024/25 Season

POLICY NUMBER:



INSURED:

Affiliated member Clubs, Leagues and Referees & Officials of Cornwall County FA Limited

PERIOD OF INSURANCE:

1 July 2024, or date of purchase if later, up to and including 30 June 2025

STEPS INSURED:

Adult/Open Age Football	Step 5 & below (Mens) Tier 3 & below (Womens)
Youth Football	All Steps
Referees and Match Officials	Step 3 & below (Mens) Tier 3 & below (Womens)

INSURER:

Hiscox Insurance Company Limited (HICL)

UNDERWRITTEN BY:

Hiscox Underwriting Limited (HUL)

TERRITORIAL LIMITS:

Worldwide Excluding USA and Canada

PUBLIC & PRODUCTS LIABILITY	
Limit of Indemnity	£10,000,000 any one occurrence in respect of Public Liability £10,000,000 any one claim and in the aggregate in respect of Products Liability
Cover Extensions	Limited to: £2,500,000 Abuse extension in the aggregate £2,000,000 Player v Player Defence Costs and Damages £2,000,000 Concussion and Neurodegenerative disease on an aggregate annual basis, limited per County FA
Excess	£100 each and every claim for damage to Third Party Property, £25 in respect of each and every claim for damage to glass/windows £1,000 for each and every claim for Abuse
EMPLOYERS LIABILITY	
Limit of Indemnity	£10,000,000 any one occurrence £5,000,000 terrorism and asbestos
Excess	£Nil
MANAGEMENT LIABILITY – trustees and individual liability	
Limit of Indemnity	£5,000,000 any one occurrence and in the aggregate
Excess	£250 each and every claim
PROFESSIONAL INDEMNITY	
Limit of Indemnity	£10,000,000 any one occurrence and in the aggregate
Excess	£100 each and every claim
CRISIS CONTAINMENT	
Limit of Indemnity	£25,000
Excess	Nil Excess



Club Constitution and Rules



Constitution and Club Rules

1. Name

The club shall be called **Saltash United Juniors Football Club** (the "Club")

2. Objects

The objects of the Club shall be to provide facilities, promote the game of Association Football, to arrange matches and social activities for its members and community participation in the same.

3. Status of Rules

These rules (the "Club Rules") form a binding agreement between each member of the Club.

4. Rules and Regulations

- (a) The members of the Club shall so exercise their rights, powers and duties and shall, where appropriate, use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in accordance with the Rules and Regulations of The Football Association Limited ("The FA"), Cornwall County Football Association to which the Club is affiliated ("Parent County Association") and Competitions in which the Club participates, for the time being in force.
- (b) No alteration to the Club Rules shall be effective without prior written approval by the Parent County Association. The FA and the Parent County Association reserve the right to approve any proposed changes to the Club Rules.
- (c) The Club will also abide by The FA's Child Protection Policies and Procedures, Codes of Conduct and the Equality Policy as shall be in place from time to time.



5. Club Membership

- (a) The members of the Club from time to time shall be those persons listed in the register of members (the "Membership Register") which shall be maintained by the Club Secretary.
- (b) Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club. Election to membership shall be at the discretion of the Club Committee and granted in accordance with the anti-discrimination and equality policies which are in place from time to time. An appeal against refusal may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time. Membership shall become effective upon an applicant's name being entered in the Membership Register.
- (c) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
- (d) The FA and Parent County Association shall be given access to the Membership Register on demand.

6. Annual Membership Fee

- (a) An annual fee payable by each member shall be determined from time to time by the Club Committee and set at a level that will not pose a significant obstacle to community participation. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.
- (b) The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.

7. Resignation and Expulsion

- (a) A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Club Committee of his/her resignation. A member whose annual membership fee or further subscription is more than two (2) months in arrears shall be deemed to have resigned.



- (b) The Club Committee shall have the power to expel a member when, in its opinion, it would not be in the interests of the Club for them to remain a member. An appeal against such a decision may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time.
- (c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the income and assets of the Club (the "Club Property").

8. Club Committee

- (a) The Club Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurer and Secretary and up to five other members, elected at an Annual General Meeting.
- (b) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting ("AGM") unless otherwise resolved at an Extraordinary General Meeting ("EGM"). One person may hold no more than two positions of Club Officer at any time. The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the Chairman or in their absence the Secretary. The quorum for the transaction of business of the Club Committee shall be three.
- (c) Decisions of the Club Committee of meetings shall be entered into the Minutes of the Club to be maintained by the Club Secretary.
- (d) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than seven days' notice to all members of the Club Committee. The Club Committee shall hold not less than four meetings a year.
- (e) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.



- (f) Save as provided for in the Rules and Regulations of The FA, the Parent County Association and any applicable Competition, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.
- (g) The position of a Club Officer shall be vacated if such person is subject to a decision of The FA that such person be suspended from holding office or from taking part in any football activity relating to the administration or management of a football club.

9. Annual and Extraordinary General Meetings

(a) An AGM shall be held in each year to:

- Receive a report of the activities of the Club over the previous year
- Receive a report of the Club's finances over the previous year
- Elect members of the Club Committee
- Consider any other business

Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the meeting.

- (b) Nominations for election of members as Club Officers or as members of the Club Committee shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary not less than 21 days before the AGM.
- (c) An EGM may be called at any time by the Club Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing, signed by not less than five members stating the purposes for which the Meeting is required and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM.
- (d) The Secretary shall send to each member at their last known address written notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed at least 14 days before the meeting.



(e) The quorum for a General Meeting shall be:

- The Chairperson, or in their absence a member selected by the Club Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.
- The Club Secretary, or in their absence a member of the Club Committee, shall enter a record of General Meetings into the Minutes of the Club.

10. Club Teams

- (a) At its first meeting following each AGM the Club Committee shall appoint a Club member to be responsible for each of the Club's football teams. The appointed members ("Team Managers") shall be responsible for managing the affairs of the team.
- (b) Each team may determine their own design of kit, but all first kit colours must be red and black. The Club Committee must approve any variants and all kit (including away kits) must be sanctioned by the Committee before purchase.
- (c) All kit, unless otherwise specified by the donating sponsor, will belong to the Club.
- (d) All Team Managers will be responsible for their team's kit and will ensure that all players are dressed appropriately when they take to the field of play.
- (e) Where playing kit has been replaced by new, reasonable effort shall be made to recycle the old kit by donating it to worthy causes.

11. Club Finances

- (a) A bank account shall be opened and maintained in the name of the Club (the "Club Account"). Designated account signatories shall be the Club Chairperson, the Treasurer and the Club Secretary. No sum shall be drawn from the Club Account except by cheque signed by two of the three designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.



- (b) The income and assets of the Club ("Club Property") shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceeds arising from the sale of Club Property to members is prohibited.
- (c) The Club Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club (although a Club shall not remunerate a member for playing) and to any other person or persons for services rendered to the Club.
- (d) The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away match expenses, post match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.
- (e) The Club may also in connection with the sports purposes of the Club:
- Sell and supply food, drink and related sports clothing and equipment
 - Employ members (although not for playing) and remunerate them for providing goods and services, on fair terms set by the Club Committee without the person concerned being present
 - Pay for reasonable hospitality for visiting teams and guests
 - Indemnify the Club Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).
- (f) The Club shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose, with reasonable accuracy, at any time, the financial position, including the assets and liabilities of the Club. The Club must retain its accounting records for a minimum of six years.
- (g) The Club shall prepare an annual "Financial Statement", in such format as shall be available from The FA from time to time. The Financial Statement shall be verified by an independent, appropriately qualified accountant and shall be approved by members at General Meeting. A copy of any Financial Statement shall, on demand, be forwarded to The FA.



- (h) The Club Property, other than the Club Account, shall be vested in not less than two and no more than four custodians, one of whom shall be the Treasurer ("the Custodians"), who shall deal with the Club Property as directed by decisions of the Club Committee and entry in the Minutes shall be conclusive evidence of such a decision.
- (i) The Custodians shall be appointed by the Club in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.
- (j) On their removal or resignation a Custodian shall execute a Conveyance in such form as is published by The FA from time to time to a newly elected Custodian or the existing Custodians as directed by the Club Committee. The Club shall, on request, make a copy of any Conveyance available to The FA. On the death of a Custodian, any Club Property vested in them shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, an EGM shall be convened as soon as possible to appoint another Custodian.
- (k) The Custodians shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.

12. Fund Raising

- (a) Fund raising shall be the responsibility of the whole Club Committee and shall be for the purpose of the general well being of the Club.
- (b) Team Managers may, at their discretion, raise funds for individual team requirements. Success or failure of these fund raising events will be the responsibility of the Team Manager with no redress on the Club.
- (c) Team Managers, or a designated person, may hold an individual team's money in a separate bank account under the name of Saltash United Juniors FC (.....). The person(s) responsible for such accounts must retain receipts for all items purchased. All accounts must be provided for inspection by the Treasurer prior to the AGM each year.



13. Club Trophies

At the Annual Presentation Evening, awards will be presented for the following achievements:

- (a) A Club 'service' award for all players who have taken part in football matches during the preceding season.
- (b) For each individual Team, awards for the Most Improved Player, Managers Player, Team Player and Players Player.
- (c) A Golden Boot award will be presented to the player throughout all age groups who has scored the most goals for his / her team during the preceding season.
- (d) Manager of the Year and Chairman's Award.

14. Discipline

- (a) All Club Members, Team Managers, Assistants and Committee Members are obliged to abide by Club rules and regulations, as defined in this document, at all times.
- (b) All Club Members, Team Managers, Assistants and Committee Members must conduct themselves in compliance with the spirit and guidelines of the FA Respect campaign at all times.
- (c) In addition, Team Managers, Assistants and Committee Members should endeavour to ensure that all parents and spectators associated with Saltash United Juniors FC teams also conduct themselves within the scope of the FA Respect scheme.
- (d) Any breaches of discipline should be reported to the Club Committee and will be dealt with on a case by case basis. Action against any person associated with Saltash United Juniors FC will be decided upon by the Committee.
- (e) Appeals against any disciplinary action deemed necessary by the Committee, may be made through the Complaints procedure.
- (f) Concerning league disciplinary matters, fines for disciplinary offences will be paid in the first instance by the Club. This money is to be repaid to the Club by the individual(s) concerned within 14 days. Failure to comply within the permitted time will result in the player being suspended from team fixtures until payment is received.



15. Competitions

- (a) The Club will pay entry fees for competitions entered under the auspices of the Devon Junior & Minor League ("DJM") or the Cornwall County Football Association ("CCFA").
- (b) For any other competitions, entry fees will be paid by the individual team involved, unless decided otherwise by the Club Committee.

16. Dissolution

- (a) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present.
- (b) The dissolution shall take effect from the date of the resolution and the members of the Club Committee shall be responsible for the winding up of the assets and liabilities of the Club.
- (c) Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to another Club, a Competition, the Parent County Association or The FA for use by them for related community sports. Alternatively, such assets may be disposed of in such other manner as the members of the Club determine, subject to the consent of the Parent Association.

This document defines the Constitution and Club Rules of the Saltash United Juniors Football Club and is verified as accepted by the Club Committee.

Signed:.....

Date: 8th June 2010

Signed:.....

Date: 8th June 2010



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Signed:.....

Date: 8th June 2010

Signed:.....

Date: 8th June 2010

[REDACTED]

Date: 23/01/2025 11:35 GMT
Subject: RE: Warfelton

Information Classification: PUBLIC

Morning Robin,

The gang have flattened the ruts as best as they can, any additional work needed can be either carried out by the club or a request can be made to Cornwall Council to see if they will fund the repairs.

Cormac are contracted to mark and cut the pitch only. Any additional work is assessed as a part of a larger safety risk to the public rather than something that just affects the playability of the pitch.

If new goal post sockets are installed by a Contractor, they will need to supply a Rams package, if the club are going to carry out the work, can the specs of the sockets be made available before fitting please.

It would be good to be able to create a better pitch for the players and the improvements sound fantastic.

Kind regards,

Wayne

GUIDANCE NOTES NO:

1.4

SAFEGUARDING POLICY AND PROCEDURES: CLUB TEMPLATE

FOR CLUBS

Version: 1.1
Published: MAY 2019



FOR ALL

USING THIS POLICY

Page 101

This policy template is provided so that you can add your club name to the relevant sections. It is important that this policy is discussed by the committee. The club needs to be sure it is clear about its responsibilities and that it adheres to this policy in full. Having a proactive Club Welfare Officer is an integral requirement of this policy.



FOOTBALL CLUB SAFEGUARDING CHILDREN POLICY

1. Football Club acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any club football activity. We subscribe to The Football Association's (The FA) Safeguarding Children – Policy and Procedures and endorse and adopt the Policy Statement contained in that document.
2. The key principles of The FA Safeguarding Children Policy are that:
 - the child's welfare is, and must always be, the paramount consideration;
 - all children and young people have a right to be protected from abuse regardless of their age, gender, disability, race, sexual orientation, faith or belief;
 - all suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately;
 - working in partnership with other organisations, children and young people and their parents/carers is essential.

We acknowledge that every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse.

Football Club recognises that this is the responsibility of every adult involved in our club.
3. Football Club has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is noted and accepted that The Football Association's Safeguarding Children Regulations (see The FA Handbook) applies to everyone in football whether in a paid or voluntary capacity. This means whether you are a volunteer, match official, helper on club tours, football coach, club official or medical staff.
4. We endorse and adopt The FA's Responsible Recruitment guidelines for recruiting volunteers and we will:
 - specify what the role is and what tasks it involves;
 - request identification documents;
 - as a minimum meet and chat with the applicant(s) and where possible interview people before appointing them ask for and follow up with two references before appointing someone;
 - where eligible require an FA accepted Disclosure and Barring Service (DBS) Check in line with current FA policy and regulations.

FOOTBALL CLUB SAFEGUARDING CHILDREN POLICY CONT'D

Page 103

All current

Football Club members working in eligible roles, with children and young people – such as managers and coaches are required to hold an in-date FA accepted Disclosure and Barring Service (DBS) Check as part of responsible recruitment practice¹.

If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of

Football Club guidance will be sought from The Football Association. It is noted and accepted that The FA will consider the relevance and significance of the information obtained via the DBS Check process and that all suitability decisions will be made in accordance with legislation and in the best interests of children and young people.

It is accepted that The FA aims to prevent people with a history of relevant and significant offending from having contact with children or young people and the opportunity to influence policies or practice with children or young people. This is to prevent direct sexual or physical harm to children and to minimise the risk of 'grooming' within football.

5. Football Club supports The FA's Whistle Blowing Policy. Any adult or young person with concerns about a adult in a position of trust with football can 'whistle blow' by contacting The FA Safeguarding Team on **0800 169 1863**, by writing to The FA Case Manager at The Football Association, Wembley Stadium, PO Box 1966, London SW1P 9EQ, by emailing Safeguarding@TheFA.com or alternatively by going direct to the Police, Children's Social Care or the NSPCC.

Football Club encourages everyone to know about The FA's Whistle Blowing Policy and to utilise it if necessary.

6. Football Club has appointed a Club Welfare Officer in line with The FA's role profile and required completion of the Safeguarding Children and Welfare Officers Workshop. The post holder will be involved with Welfare Officer training provided by The FA and/or County FA. The Club Welfare Officer is the first point of contact for all club members regarding concerns about the welfare of any child or young person. The Club Welfare Officer will liaise directly with the County FA Designated Safeguarding Officer and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing awareness of Respect, poor practice and abuse amongst club members.
7. We acknowledge and endorse The FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable at our club. If bullying does occur, all players or parents/carers should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the Club Welfare Officer in cases of serious bullying the County FA Designated Safeguarding Officer may be contacted.

8. Respect codes of conduct for players, parents/carers, spectators, officials and coaches have been implemented by

Football Club. In order to validate these Respect codes of conduct the club has clear actions it will take regarding repeated or serious misconduct at club level and acknowledges the possibility of potential sanctions which may be implemented by the County FA in more serious circumstances.

¹ The FA's policy on DBS Checks is subject to change. DBS Check information and guidance can be found at [TheFA.com/football-rules-governance/safeguarding/section-3-safer-recruitment-and-dbs-checks](https://www.thefa.com/football-rules-governance/safeguarding/section-3-safer-recruitment-and-dbs-checks)

FOOTBALL CLUB SAFEGUARDING CHILDREN POLICY CONT'D

Page 104

9. Reporting your concerns about the welfare of a child or young person. Safeguarding is everyone's responsibility if you are worried about a child it is important that you report your concerns – no action is not an option.

- i. If you are worried about a child then you need to report your concerns to the Club Welfare Officer.
- ii. If the issue is one of poor practice the Club Welfare Officer will either:
 - Deal with the matter themselves, or;
 - Seek advice from the County FA Designated Safeguarding Officer.
- iii. If the concern is more serious – possible child abuse, where possible, contact the County FA Designated Safeguarding Officer first, then immediately contact the Police or Children's Social Care.

iv. If the child needs immediate medical treatment take them to a hospital or call an ambulance and tell them this is a child protection concern. Let your Club Welfare Officer know what action you have taken, they in turn will inform the County FA Designated Safeguarding Officer

- v. If at any time you are not able to contact your Club Welfare Officer or the matter is clearly serious then you can either:
 - Contact your County FA Designated Safeguarding Officer directly;
 - Contact The FA Safeguarding Team on **0800 169 1863** or Safeguarding@TheFA.com;
 - Contact the Police or Children's Social Care;
 - Call the NSPCC 24 hour Helpline for advice on **0808 800 5000** or text **88858** or email help@nspcc.org.uk.

NB – The FA's Safeguarding Children Policy and Procedures are available as **Guidance Notes 1.2: Grassroots Football: Safeguarding Children Policy and Procedures**. These are under the 'Useful Resources' at: [TheFA.com/football-rules-governance/safeguarding/section-1-footballs-safeguarding-framework](https://www.thefa.com/football-rules-governance/safeguarding/section-1-footballs-safeguarding-framework).

The policy outlines in detail what to do if you are concerned about the welfare of a child and includes flow diagrams which describe this process. How to make a referral is also covered in the Safeguarding Children workshop. Participants are given the opportunity to discuss how this feels and how best they can prepare themselves to deal with such a situation. For more information on this workshop contact your County FA Designated Safeguarding Officer.

10. Further advice on Safeguarding Children matters can be obtained from:

Name: [REDACTED]

T: [REDACTED]

E:

County FA:

County Football Association's Designated Safeguarding Officer

T:

E: CountyWO@

- [TheFA.com/football-rules-governance/safeguarding](https://www.thefa.com/football-rules-governance/safeguarding)
- Emailing – Safeguarding@TheFA.com
- The FA Safeguarding Children general enquiry line **0845 210 8080**



The Football Association
Wembley Stadium
London HA9 0WS
T: +44 (0)800 169 1863
F: +44 (0)800 169 1864
W: TheFA.com

App 3

Saltash United Juniors Football Club
Est. 1974



Success Through Fair Play

Chairman:



Product: Senior Pro Quick Release
24x8 Football Goal Package with
Net Supports: 11-A-Side Socketed
Aluminium

Price: £1,590.00

Total: £1,590.00

Coupon code

APPLY COUPON

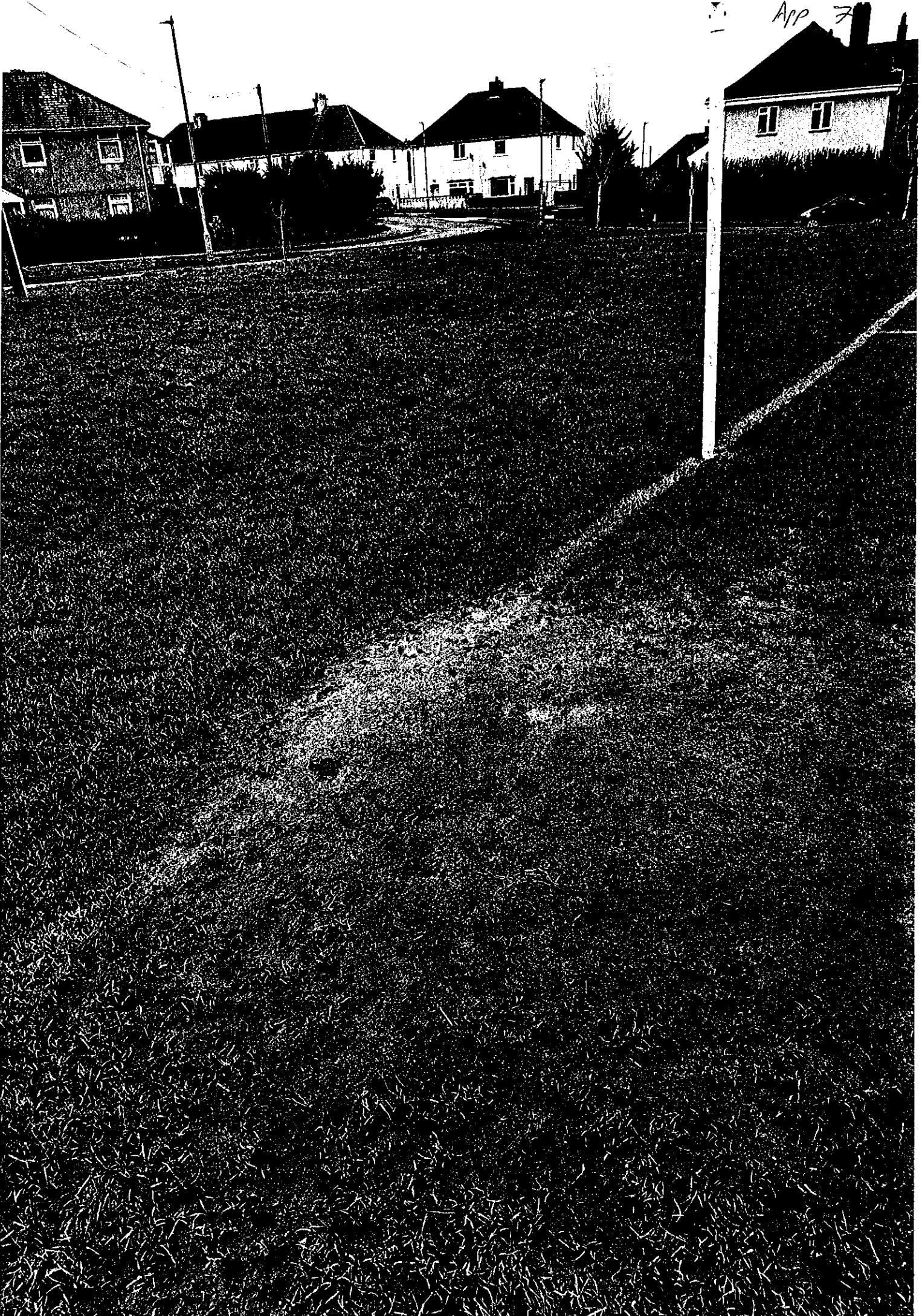
UPDATE BASKET

SUBTOTAL (inc. VAT) £1,590.00

DELIVERY: (inc. VAT) £168.00

Standard delivery for small items estimated at 5-7
days. For larger items or outside of the UK 4-5

App 7



CC283 Sue Hooper Charitable Foundation

Things to note

- The proforma invoices received are quotes for the work that will be paid for should the grant be successful

Budget

6210 PF Community Chest £6,060

This application was received prior to the Grants policy being approved for adoption at Full Town Council on 6th February 2025. However the safeguarding policy including the designated safeguarding lead is included in the pack.



Saltash Town Council



Grant Application Form

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

DATE APPLICATION SUBMITTED: 13/01/2025

Contact Name:	[REDACTED]
Position:	[REDACTED]
Organisation:	Sue Hooper Charitable Foundation
Contact Address:	[REDACTED]
Telephone Number:	[REDACTED]
E-mail:	[REDACTED]
Status of Organization:	Treasurer
Charity/Company number (if applicable)	Charity No: 1083647 Company No:
What geographical area does your organization cover?	Saltash PL12

How long has your organization been in existence?	25 years
---	----------

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

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)	Date Applied	Project	Amount Applied for	Successful Y/N
	2018	Commemoration of the end of WW1 (1918) and the celebration of Women having the vote (1918) This was a Musical and Costume Drama	£1,000	Yes
Please list the aims and objectives of your organization	To organise community based concerts, plays, recitals and musicals. To also grant funding to benefit students of performing arts and culture and the science of music, dance and education in all their disciplines			

What are the main activities of your organization?	To promote, improve, develop and maintain Public interest in the performing arts and the science of musical education
---	--

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

2. Your project

Project	Start Date	25 / 3 / 2025
	Finish Date	10 / 5 / 2025
	Total Cost	£ 4000 (PHASED)
	Grant Applied For	£ 1000

Project title:	'We'll Meet Again'
-----------------------	--------------------

Description of project (please continue on a separate sheet if necessary):	We wish to commemorate and celebrate the end of WW2 Victory in Europe - VE 80 (May 8th 1945-2045). We aim to do this with community musical and dramatic workshops and theatre; with eventual public performance/s (May 10 th), encompassing music of the 1940s era including the songs of Dame Vera Lynn and her era. We wish to celebrate Victory in Europe during that period and at the same time commemorate the bravery of all those that valiantly fought for freedom and peace. We wish to remember the personnel and their struggles in time of War and offer local communities opportunities to remember and pay tribute in song, speeches, spoken word and poetry. We aim to set up a VE 80 Community chorus open to all ages, abilities and diversity. We plan to be use period costumes and props to relive wartime songs, drama and spoken word. We aim to amplify performances with sound equipment .We also aim to record the events for posterity
Where will the project/activity take place?	In various venues around Saltash

Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)	We aim to visit youth network outlet, Age Concern and similar organisational platforms, Blind and Partially Sighted and Dementia Groups will also be some of our organisations that we hope to visit with themed workshops and performance opportunities for all - and thus giving our project an even wider participation. We will also reach out to our audience via Social Media, leaflets and press. This way we will be working together as an inclusive project to reach and collaborate with as many people as possible, including the disadvantaged and diversity populace. We hope to link with our local choir/s and town band that we have close links and we have already spoken to many to seek support and collaboration. Our project aims to leave a legacy of celebration, commemoration, and collaboration and complimentary in the hearts and minds of members of our local community, sharing and mirroring of times past and how against all the odds peace and harmony was eventually achieved thanks to the valiant bravery of our forefathers and foremothers. This ambitious project of 'We'll Meet Again' will be community led and recorded as a thanksgiving offering to them all. We will engage renowned practitioner/s
What evidence do you have that this project is required? (This might be survey work or statistical evidence)	Saltash historically has remembered its brave, valiant and fallen. The Town, in various ways has commemorated and celebrated key events within the Saltash Calendar. The Sue Hooper Charitable Foundation for the past 25 years has successfully played roles in such events in both participation and supporting roles. The Trust Webpages highlighting such events are well documented

<p>What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organization Consultation with Community)</p>	<p>The Trust has consulted with various community personnel, groups and organisations and have received enthusiastic support – with pledges of participation in many cases</p>
<p>How will the project be managed and how will you measure its success?</p>	<p>The project will be managed by its 6 Trustees. The Trust's previous success of similar projects will put us in good stead to measure success like for like and the Trust has an excellent track record of managing such projects and events</p>
<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p>	<p>The Trust has already put a lot of work into research and forward planning for Phase 1. We plan to make a Phase 2 start in February 2025 with community workshops in various venues (using raised funding thus far). With May 8th (VE80) having a suitable platform in Saltash. Phase 3 will be the Community Public Performance scheduled May 10th, will commence 25th March. The Public Performance will be the finale, bringing together of all the community work and participation undertaken over the months which will be the 'We'll Meet Again' performance May 10th at the Saltash Wesley Methodist Church</p>
<p>What arrangements do you have in place to ensure safeguarding of children and/or young people and/or vulnerable people (applicable only if your project involves working with this client group)</p>	<p>The SHCF has its own Safeguarding Policy in place and is always there for use if required at all events and projects. The Policy features on the Trust webpage</p>

3. How you will pay for your project.

The Trust is raising all the funds for the **THREE PHASED** project and has added £500 of its own money

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)	The funding that the Trust is requesting from STC will be for Phase 3 help with funding towards – composer, writer and practitioner. Hire of venue & rooms and sound /recording system, promotion and publicity
How will you promote STC once application and project are complete?	Promoted on Trust Webpage along with other funding partners. Further, on adverts, leaflets, Social Media and press as part of our promotion and publicity campaign

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)
Sue Hooper Charitable Foundation (phase 1)			500
Saltash Town Council (phase 3)	1000	Applied	
Carew Pole Trust (phase 1/2/3)	500		500
Viscountess Boyd Trust (phase 1/2/3)	1000		1000
FEAST FUND (2/3)	1000	Applied	

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

4. Further information enclosed Checklist.

	Enclosed (please tick)
A copy of your organization's most recent bank statements (mandatory)	done
Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	done
A letter head showing the organization's address and contact details	done
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organization's status)	done
A copy of your organization's latest set of accounting statements (if any exist)	done
Copies of any letters of support for your project	done
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	done
Other (please list)	

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

5. Declaration by the applicant

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

I declare that, I 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.

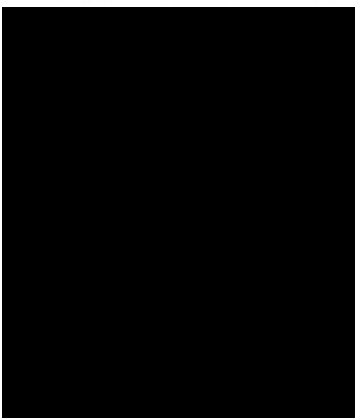
I confirm that a risk assessment will be completed prior to an event granted funding by the Town Council.

I/we accept the following:

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

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

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

Signed:			
Print Name(s)			
Position(s)			
Date:	13/01/25		

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

COMPLETED FORMS SHOULD BE RETURNED TO:

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

OFFICE USE ONLY:	
Date received	
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	

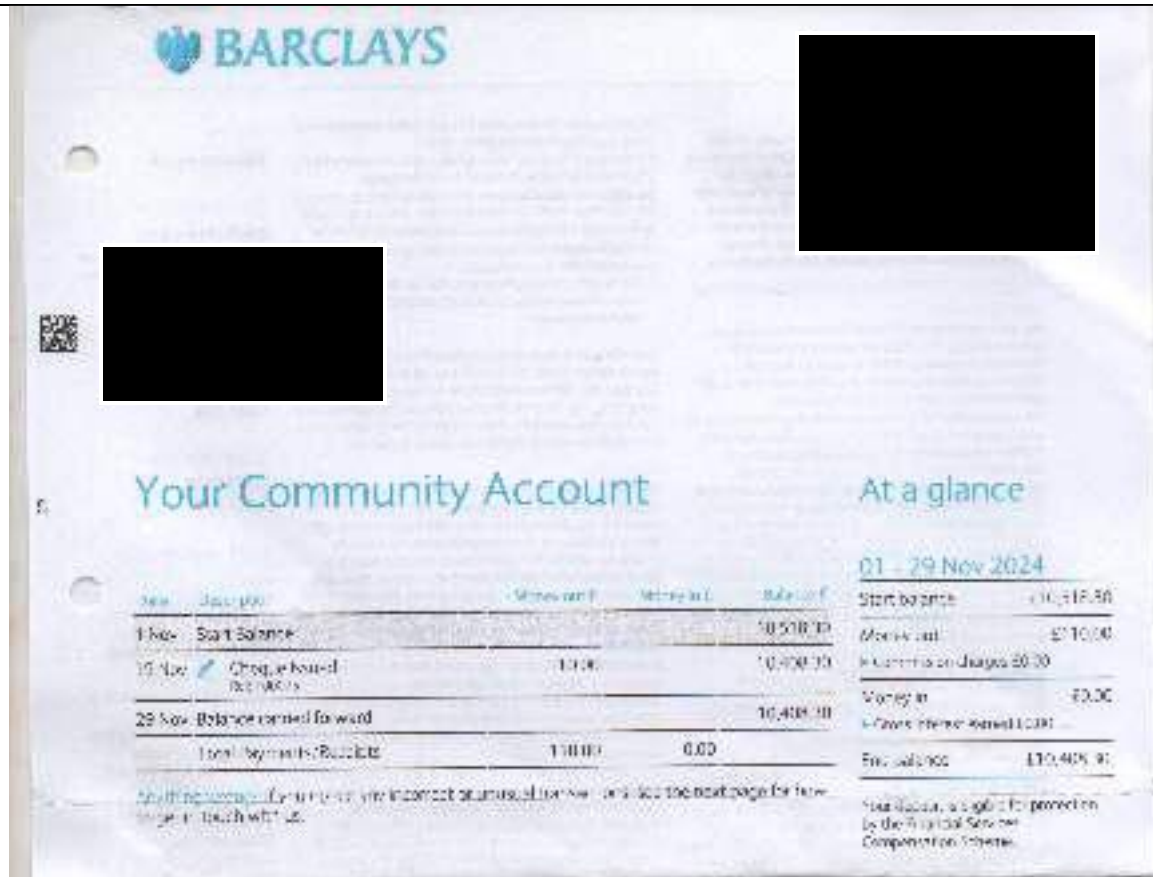
SHCF Annual Accounts
December 2023 – November 2024

Event	Income	Expenditure	Profit/Loss
Bank Interest/ Charges	0	0	0
General	575	263.60	311.40
Concert	1283	567.62	715.38
Concert		91.00	-91.00
Sub Total	1858	831.22	1026.78
Grants	0	2000	-2000*
Total	1858	3317.22	-1064.22*
Balance as at 30/11/23	11,472.52		
Balance as at 30/11/24		10, 408.30**	
Profit/Loss		1064.22*	
Notes to the Accounts			
*Grant cheque for £400 issued but not cashed not included			
**£8000 is Restricted/Reserved for Bursaries/Grants			
Treasurer: [REDACTED] 17/01/2025 You are well aware of the Aims and practice of the charity over the years which is to raise and distribute funds mainly for the betterment of its beneficiaries that study and execute the science of the Performing Arts; but that the Trustees are also able to release a small percentage of its Bursary Fund to organise musical events and projects where they deem is beneficial to its aims and objectives. Over time Trustees realised that the most effective and efficient way of doing this was to donate to individuals on their journey to help them obtain what they needed to progress rather than use broader methods so as an act of self-discipline Trustees			

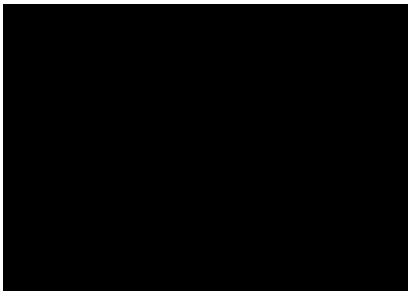
introduced the Restricted concept and have reiterated this over time with the last being at the April 2024 meeting where you will see from the below extract from the Minutes that we continued to support individuals along the above lines.

AGREED APPLICATIONS (UPDATE) – as thus – Saltash Regatta £300, [REDACTED] £300, Salt-Arts £400, East Cornwall Bach Choir £250, [REDACTED] £300, Moondance £300 [REDACTED] £250 [REDACTED] £300.

Due to the amount of applications currently coming forward recently - the Trustees reviewed the current position that the majority of SHCF funds should be used to fund individual bursaries while recognising that there were events that also were worthy of support and within our Terms of Reference and agreed that it should continue along an approximate 75/25% split.



Sue Hooper Charitable Foundation

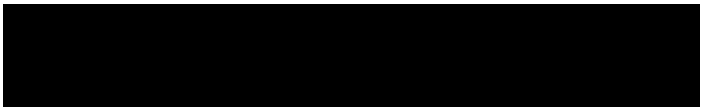


Estimate

Estimate Number E00001
Estimate Date 20 Jan 2025

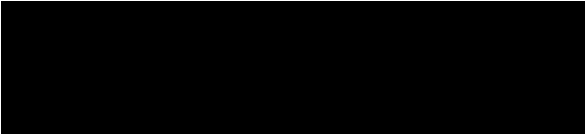
Description	Amount
Supply and operate audio system for charity performance in Saltash Cornwall on the 10th of May 2025	250.00

Total Estimate (GBP) **£250.00**



INVOICE

Still Voices Music & Drama



Customer

Sue Hooper Charitable Foundation

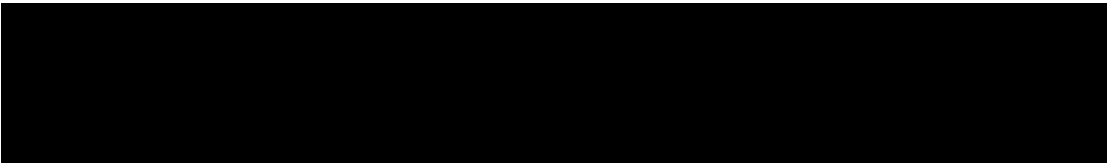
Number 1975
Date 21/01/2025

Qty Description

1 PHASE 3 of 'We'll Meet Again' Project.
Period this invoice covers: 25th March 2025 - 10th May 2025 (inclusive).
Composition and arrangement of songs, text and music.
Community workshops delivering, teaching and rehearsing composed material and a public performance on 10th May 2025

Price Amount
1000.00 1000.00

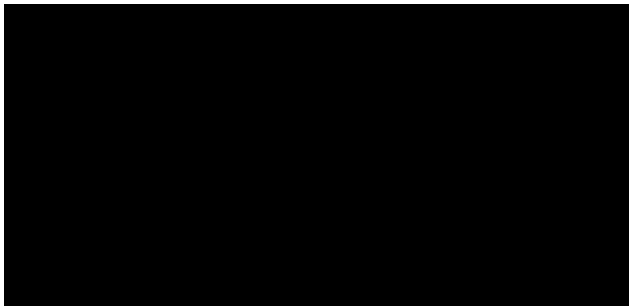
TOTAL 1000.00



INVOICE TO:
SHCF: VE80
FAO: Sue Hooper
E: suehcf@msn.com

Proforma Invoice No:1299

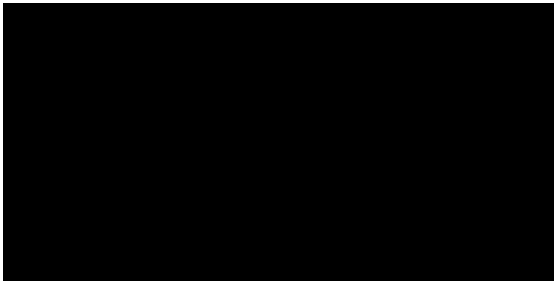
Date	Contract Number	P.O. Number	Terms
20/01/2025			14 days

Quantity	Description	Amount
1	Half page in April 2025 Cramleigh Charity Rate Please note that our bank account details have changed. Please use the following information for this Invoice & future payments. 	£ 40.00
	Total Due	£40.00

INVOICE TO:
SHCF: VE80

Proforma Invoice No:1298

Date	Contract Number	P.O. Number	Terms
20/01/2025			14 days

Quantity	Description	Amount
1	Half page in March 2025 Cramleigh Charity Rate Please note that our bank account details have changed. Please use the following information for this Invoice & future payments. 	£ 40.00
	Total Due	£40.00



Dear Sir/Madam,

We would like to offer our support to the Sue Hooper Charitable Foundation.

Last year, the Foundation supported our daughter, [REDACTED] who is currently studying at Morea Performing Arts in Cheltenham. With the kind donation of £300, we received, Erin was able to purchase 2 pairs of pointe shoes, tap shoes and a soft pair of half ballet shoes to help her continue in her studies. Not receiving any other financial support for [REDACTED] education, this was gratefully received.

We do know other friends, who have also been supported by the charity.

Having met [REDACTED] on a few occasions, we know how passionate they are in supporting the Arts and local events in the community.

Yours faithfully



To Saltash Town Council

13.1.25

Dear Sir (Madam).

I am writing to support the We'll meet Again initiative to mark the 80th anniversary of VE Day. It will be a wonderful opportunity to mark the spirit and sacrifices of all those who lived through World War II, as well as performers of all ages to take part.

I do hope the Council will allocate some Community funding for this very worthwhile event.

Yours faithfully



Sunday 12 January 2025

Saltash Town Council
12 Lower Fore Street
Saltash PL12 6JX

Dear STC

I am writing to you in support of funding for the Sue Hooper Charitable Foundation to stage a valuable cross-community series of events in May this year. 'We'll Meet Again' promises to be a positive and cohesive community experience for many people of all ages in Saltash – a chance to 'honour history through performance' through an inclusive and celebratory marking of the 80th anniversary of VE Day.

I know that any funding awarded to the SHCF Trust will be wisely, effectively and responsibly used for the good of the community. The charitable work of the foundation has been and remains an invaluable support to many young people in our community, who are talented in the arts but who often have to travel a long way to training and performance opportunities as they pursue vocational goals. My own daughter has benefited from SHCF support to help with dance training costs at Rambert School in London. We are very grateful, as I'm sure many other young Saltash people and their parents are.

I believe that Saltash community will benefit in many ways from the proposed events, taking many people in our community on a powerful journey of remembrance and celebration. I do hope the Trust receives the funding it deserves to fulfill the spirit and potential community reach of this worthy proposal.

Sincerely 


We'll Meet Again

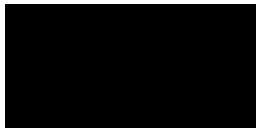
I was delighted to learn that the Sue Hooper Charitable Foundation, with the help of local sponsors, is putting on community events to celebrate the indomitable spirit of those who came through the Second World War, eighty years after the end of war in Europe.

The Foundation led the opportunities we had to participate in events to commemorate the 100th anniversary of the Suffragette Movement and the end of World War I in 2018.

Thanks to [REDACTED] new musical compositions and training, many local people – including myself - were able to experience singing, poetry reading and acting for the very first time. I don't know if he will be persuaded to take part this time, but I am sure our indomitable Sue Hooper will produce an amazing series of events for old and young alike to take part in.

This will be a significant community event that I hope the Town Council will be able to support.

Thank you.



[REDACTED]

Dear Saltash Town Council,

I am writing on behalf of the Sue Hooper Charitable Foundation to share our plans for an event celebrating VE80, titled “We’ll Meet Again.” This performance represents a wonderful opportunity to unite people of all ages and encourages local residents to showcase their talents, even those who may be trying it for the first time.

As the owner of the [REDACTED] I have witnessed first hand the benefits of song and dance—not only for physical health but also for mental well-being, impacting individuals of all ages.

This event will help ensure that this significant period in history is understood and remembered, especially by our young people, both in Saltash and beyond. Additionally, it has the potential to generate revenue for our local businesses.

I sincerely hope that you will be able to support “We’ll Meet Again” with funding to help make this event a resounding success.

With best wishes,

[REDACTED]



Confirmation of Liability Insurance

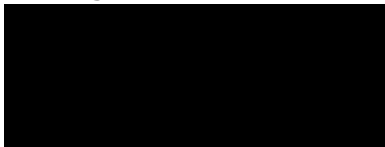
This document may be useful to you when you are asked to provide evidence of insurance to one of your clients.

Policyholder	Sue Hooper Charitable Foundation
Policy Number	[REDACTED]
Policy Form	Insurance Policy for Charities and Community Groups
Insurer	Markel International Insurance Company Limited

Public Liability Insurance

Period of Insurance	10-Jan-2025 to 09-Jan-2026
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:



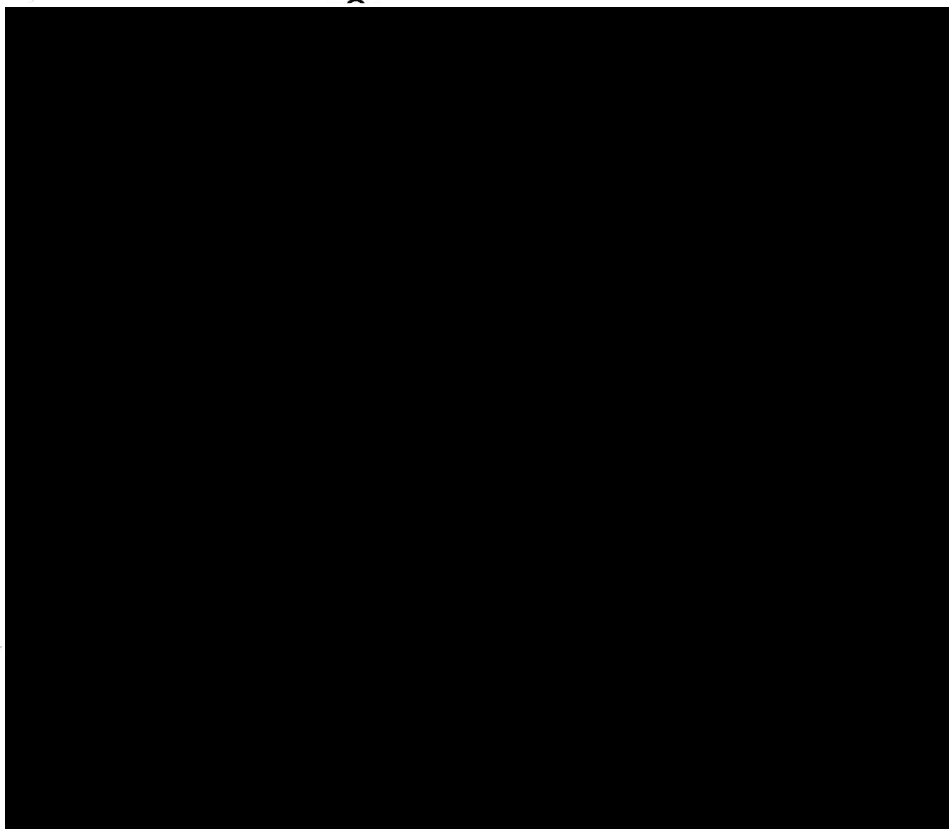
Date: 10-Jan-2025

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.

dated 31 July 2000

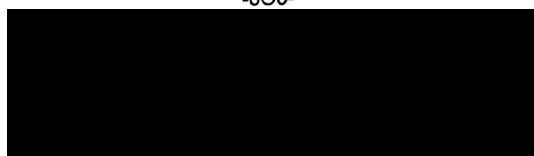
VX514

DECLARATION OF TRUST



**THE SUE HOOPER CHARITABLE
FOUNDATION**

-oOo-



-oOo-

THIS DECLARATION OF TRUST made the 31st day of July
2000 BY [REDACTED]



of this Deed are referred to as the Trustees")

WHEREAS the First Trustees hold the sum of Ten pounds (£10.00) on the trusts declared in this Deed and it is contemplated that further money or assets may be paid or transferred to the Trustees upon the same trust

NOW THIS DEED WITNESSES AS FOLLOWS:-

1. ADMINISTRATION

The charitable trust constituted by this Deed ("the Charity") and its property ("the Trust Fund") shall be administered and managed by the Trustees under the name of **THE SUE HOOPER CHARITABLE FOUNDATION** or by such other name as the Trustees from time to time decide with the approval of the Charity Commissioners for England and Wales ("the Commissioners")

2. OBJECTS

The Trustees shall hold the Trust Fund and its income upon trust to apply them for the following objects ("the objects") in the area of Saltash in the County of Cornwall ("the area of benefit") which are to promote improve develop and maintain public education in and appreciation of the art and science of music drama and the performing arts in all their aspects within the area of benefit by the presentation of public concerts plays and recitals and for the general

purposes of such charitable bodies or for such other purposes as shall be exclusively charitable as the ~~Trustees~~ may from time to time decide

3. POWERS

In furtherance of the objects but not otherwise the Trustees may exercise any of the following powers:-

- (i) to raise funds and invite and receive contributions: provided that in raising funds the Trustees shall not undertake any substantial permanent trading activity and shall conform to any relevant statutory regulations;
- (ii) to buy take on lease or exchange hire or otherwise acquire any property necessary for the achievement of the objects and to maintain and equip it for use;
- (iii) subject to any consents required by law to sell lease or otherwise dispose of all or any part of the property comprised in the Trust Fund;
- (iv) to co-operate with other charities voluntary bodies and statutory authorised operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them;
- (v) to establish or support any charitable trusts associations or instructions formed for the objects or any of them;
- (vi) to appoint and constitute such advisory committees as the Trustees may think fit;
- (vii) to employ such staff (who shall not be Trustees) as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of pensions and superannuation to staff and their dependants;
- (viii) to permit any investments comprised in the Trust Fund to be held in the name of any clearing bank any trust corporation or any stockbroking company which is a member of the Stock Exchange (or any subsidiary of such a stockbroking company) as nominee for the Trustees and to

pay any such nominee reasonable and proper remuneration for acting as such;

- (ix) to delegate to any one or more of the Trustees the transaction of any business or the performance of any act required to be transacted or performed in the execution of the trust of the Charity and which is within the professional or business competence of such Trustee or Trustees: provided that the Trustees shall exercise reasonable supervision over any Trustee or Trustees acting on their behalf under this provision and shall ensure that all their acts and proceedings are fully and promptly reported to them;
- (x) to expend funds for the teaching of musical dramatic and other skills the provision of books journals newspapers reports or periodicals leaflets music sheets and scores or any other documents any recording of music in any form or any equipment for any production or play the provision of teaching equipment and aids the provision of and the cost of attendance at meetings lectures performances projects and courses of instructions the provision of scholarships and bursaries the provision of grants of money for musical instruments or otherwise and funding for research in any matter connected with the objects of the foundation;
- (xi) to do all such other lawful things as are necessary for the achievement of the objects

4. APPOINTMENT OF TRUSTEES

- (1) There shall be at least three Trustees. Every future Trustee shall be appointed by a resolution of the Trustees passed at a special meeting called under Clause
- (2) In selecting persons to be appointed as Trustees the Trustees shall take into account the benefits of appointing a person who through residence occupation employment or otherwise has special knowledge of the area of benefit or who is otherwise able by virtue of his or her personal or professional qualifications to

make a contribution to the pursuit of the objects of the management of the Charity

- (3) When any new Trustee is appointed the Trustees shall ensure that any land belonging to the Charity which is not vested or about to be vested in the Official Custodian for Charities or in a custodian Trustee and all other property of the Charity which is not vested or about to be vested in the Official Custodian for Charities a custodian Trustee or nominee is effectively vested in the persons who are the Trustees following such appointment
- (4) If for any reason Trustees cannot be appointed in accordance with the foregoing provisions the statutory powers of appointing new or additional Trustees shall be exercisable

5. ELIGIBILITY FOR TRUSTEESHIP

- (1) No person shall be appointed as Trustee:-
 - (a) unless he or she has attained the age of 18 years or
 - (b) in circumstances such that had he or she already been a Trustee he or she would have been disqualified from office under the provisions of the following clause:
- (2) No person shall be entitled to act as a Trustee whether on a first or on any subsequent entry into office until after signing in the minute book of the Trustees a declaration of acceptance and willingness to act in the trust of the Charity

6. DETERMINATION OF TRUSTEESHIP

A Trustee shall cease to hold office if he or she:-

- (1) is disqualified from acting as a Trustee by virtue of Section 45 of the Charities Act 1992 (or any statutory re-enactment or modification of that provision);

- (2) becomes incapable by reason of mental disorder illness or injury of managing and administering his or her own affairs;
- (3) is absent without the permission of the Trustees from all their meetings held within a period of six months and the Trustees resolve that his or her office be vacated; or
- (4) notifies to the Trustees a wish to resign (but only if at least two Trustees will remain in office when the notice of resignation is to take effect)

7. VACANCIES

If a vacancy occurs the Trustees shall note the fact in their minute book at their next meeting. Any eligible Trustee may be re-appointed. So long as there shall be fewer than two Trustees none of the powers of discretion hereby or by law vested in the Trustees shall be exercisable except for the purpose of appointing a new Trustee or Trustees

8. ORDINARY MEETINGS

The Trustees shall hold at least two ordinary meetings in each year

9. CALLING MEETINGS

The first meeting of the Trustees shall be called by [REDACTED] or if no meeting has been called within three months after the date of this deed by any two of the Trustees. Subsequent meetings shall be arranged by the Trustees at their meetings or may be called at any time by the chairman of any two Trustees upon not less than ten days' notice being given to the other Trustees

10. CHAIRMAN

The Trustees at their first ordinary meeting in each year shall elect one of their number to be chairman of ~~their meetings~~ until the commencement of the first ordinary meeting in the following year. The chairman shall always be eligible for re-election. If the chairman is not present within ten minutes after the time appointed for holding a meeting or there is no chairman the Trustees present shall choose one of their number to be chairman of the meeting

11. SPECIAL MEETINGS

A special meeting may be called at any time by the chairman or any two Trustees upon not less than four days' notice being given to the other Trustees of the matters to be discussed but if the matters include an appointment of a Trustee (or a proposal to amend any of the Trusts of this deed) then upon not less than 21 days' notice being so given. A special meeting may be called to take place immediately after or before an ordinary meeting

QUORUM

There shall be a quorum when at least one-third of the number of Trustees for the time being or ~~two~~^{three} Trustees whichever is the greater are present at a meeting

13. VOTING

Every matter shall be determined by a majority of votes of the Trustees present and voting on the question. The chairman of the meeting shall have a casting vote whether he or she has not voted previously on the same question but no Trustee in any other circumstances shall give more than one vote

14. MINUTES

The Trustees shall keep minutes in books kept for the purpose of the proceedings at their meetings

15. ACCOUNTS

The Trustees shall comply with the obligations under the Charities Act 1992 (or any statutory re-enactment or modification of that Act) with regard to:-

- (1) the keeping of accounting records for the Charity;
- (2) the preparation of annual statements of account for the Charity;
- (3) the auditing or independent examination of the statements of account of the Charity and
- (4) the transmission of the statements of account of the Charity to the Commissioners

16. ANNUAL REPORT

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

17. ANNUAL RETURN

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

18. GENERAL POWER TO MAKE REGULATIONS

Within the limits of this deed the Trustees shall have full power from time to time to make regulations for the management of the Charity and for the conduct of their business including the calling of meetings the deposit of money at a bank and the custody of documents

19. BANK ACCOUNT

Any bank account in which any part of the Trust Fund is deposited shall be operated by the Trustees and shall be held in the name of the Charity. All

cheques and orders for the payment of money from such account shall be signed by at least two Trustees

20. TRUSTEES NOT TO BE PERSONALLY INTERESTED

- (1) Subject to the provisions of sub-clause (2) of this clause no Trustee shall acquire any interest in property belonging to the Charity (otherwise than as a Trustee for the Charity) or receive remuneration or be interested (otherwise than as a Trustee) in any contract entered into by the Trustees
- (2) Any Trustee who is a solicitor accountant or other person engaged in any profession may charge and be paid all the usual professional charges for business done by him or her or his or her firm when instructed by the other Trustees to act in a professional capacity on behalf of the Charity Provided that at no time shall a majority of the Trustees benefit under this provision and that a Trustee shall withdraw from any meeting of the Trustees at which his or her own instruction or remuneration or that of his or her firm is under discussion

21. MANAGEMENT OF LAND

Subject to any consents which may be required by law, the Trustees shall either sell or let any land belonging to the Charity which is not required to be retained or occupied in furtherance of the objects

22. LEASES

The Trustees shall ensure that on the grant by them of any Lease the Tenant shall execute a Counterpart Lease. Every Lease shall contain a covenant on the part of the Tenant for the payment of rent and a proviso for re-entry on non-payment of the rent or non-performance of the covenants contained in the Lease

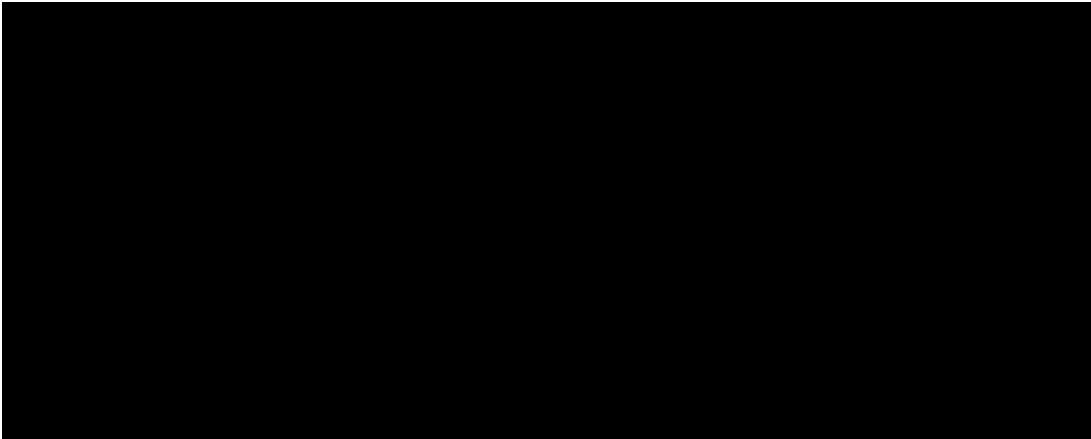
23. REPAIR AND INSURANCE

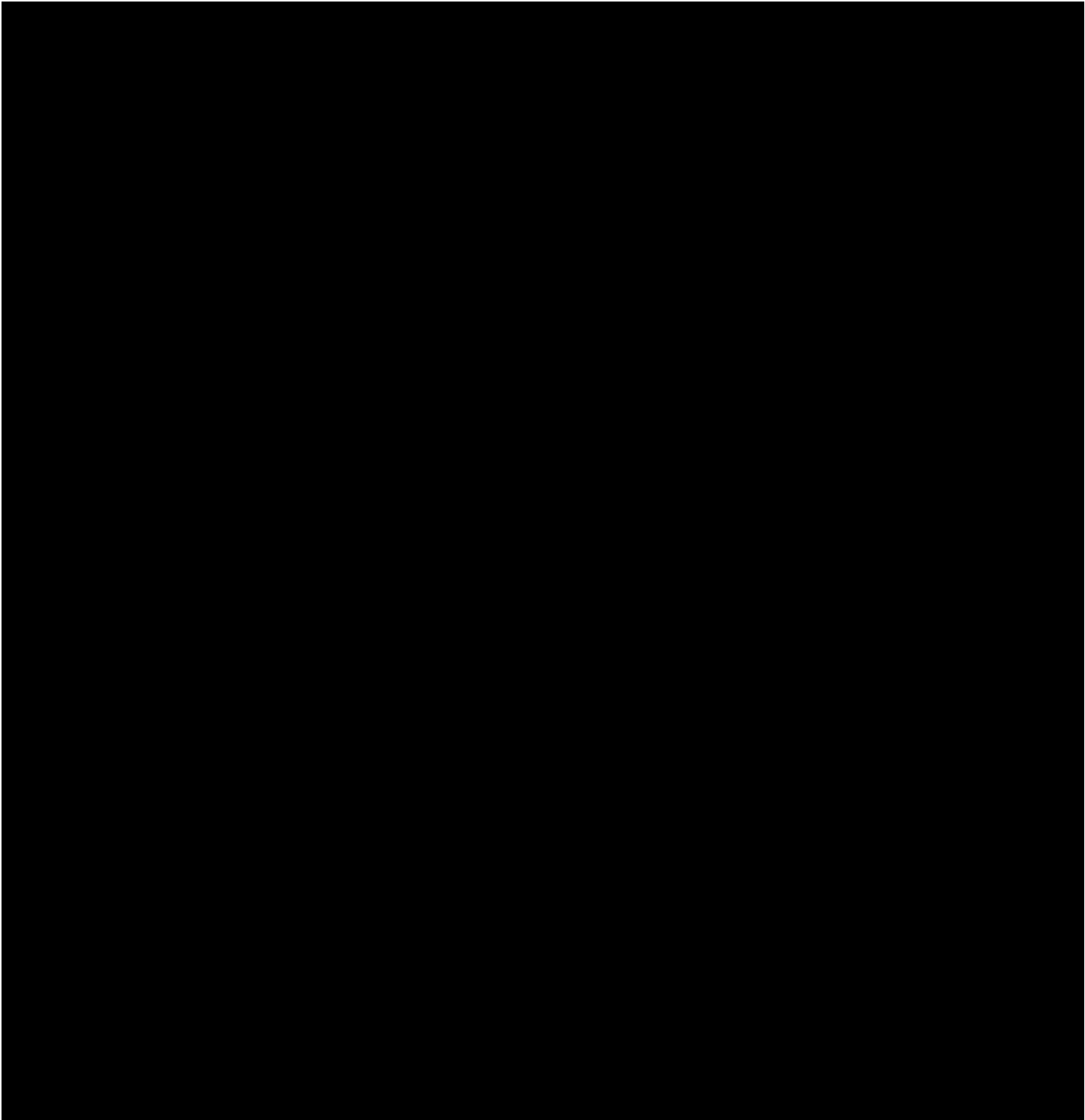
The Trustees shall keep in repair and insure to their full value against fire and other usual risks at all the buildings of the Charity which are not required to be kept in repair and insured by the Tenant and shall insure suitably in respect of public liability and employer's liability

24. AMENDMENT OF TRUST DEED

- (1) The Trustees may amend the provisions of this deed provided that:
 - (a) no amendment may be made to clause 2 (the objects clause) unless it appears to the Trustees that the objects can no longer provide a suitable and effective method of using the Trust Fund
 - (b) no amendment may be made to clause 20 (Trustees not to be personally interested clause) or this clause without the prior consent in writing of the Commissioners and
 - (c) no amendment may be made which has the effect of the Charity ceasing to be a Charity at law
- (2) Any amendment shall be made by deed under the authority of a resolution passed at a special meeting of the Trustees
- (3) The Trustees should promptly send to the Commissioners a copy of any amendments made under this clause

IN WITNESS whereof the parties have signed this Instrument as a Deed the day and year first before written





ROOM BOOKING REQUEST FORM



Charity No. 1127542

Saltash Wesley Church
Callington Road
Saltash
PL12 6LA

email: office@wesleyweb.co.uk
Website: www.wesleyweb.co.uk
Tel: 01752 845177
Office hours: Weekdays, 9.00 am – 12 noon.

Details of booking request					Prices listed overleaf	
Room *	Capacity	Room size	Day of week	Dates (s)	Times	Price £
Church	230	17x15m	Sat	May10th 2025	1.30 to 10 pm	£260
Room 1	40	9x7m	Sat	May 10 th 2025	1.30 to 10pm	£130
Room 2	50	11x6.5m				
Room 3	15	6.5x7m				
Sports Hall & Coffee Bar	200	17x9m				
Small Hall	80	12x8m				
Main Kitchen						
Main kitchen may only be used for teas and coffees					TOTAL - £390	

*Room details can be viewed via Church website

For 'one off' bookings please send full payment with this form

Name of Organisation / Details of Event: 'We'll Meet Again' Community Performance.....

Details of Contact/Organiser:

Full Name:

Address:

Saltash, Cornwall

Post Code:

Tel No:

Email:

Invoice Address: (if different from main Contact)

..... Foundation.....

.....

.....

.....

.....

I request the above booking(s) and agree to abide by the **"Conditions of Hire"** as shown overleaf.

I require a receipt of payment Yes/No

Page 142

Signature:SE Hooper.....

Date ...9/1/25.....

Please confirm requirements with our Church Administrator

CONDITIONS OF HIRE

1. Organisations are to be covered by their own insurance for public liability.
2. The Church reserves the right to accept or reject any booking request or to cancel an existing booking.
3. All rooms must be left in a clean and tidy condition. Cleaning materials are available in the Flower Room by the back door. All furniture, tables, chairs etc. are to be returned to their original positions and stored safely. Non-compliance may result in an additional charge.
4. Concert Bookings in the main Church – If any items of furniture are to be moved then this must be done in consultation with the duty Concert steward, representing the Church trustees who are responsible for overall public safety within the building.
5. Please ensure ALL lights and heaters are switched off, windows closed, emergency exits secured shut and all exterior doors are locked when the building is vacated.
6. Keys may be issued by the Administrator on request, on payment of a refundable deposit.
7. The Hirer confirms that they have read a copy of the Safeguarding Policy of the Methodist Church (copies available online at: <https://www.methodist.org.uk/for-ministers-and-office-holders/safeguarding/policies-procedure-and-information/policies-and-guidance/> or on display in the main corridor at Saltash Wesley Church), have an understanding of it, and undertake to follow the policy for the safeguarding of children, young people and vulnerable adults at the premises.
8. The Church is not responsible for any items brought onto the premises.
9. Smoking (including Electronic) and Alcohol are not permitted on these premises or at any of the entrances.
10. There is limited parking at the rear of the building and vehicles are parked at the owners' risk. Please do not park in spaces marked GP (Greenwich Place). Please do not 'double park', or park on yellow lines. If the car park is full, you will have to park somewhere else.
11. In case of accident - in order to comply with insurers' requirements, a report form must be completed and returned to the Administrator's post box by the back door. Forms are kept in the first aid boxes.
12. Fire precautions - the hirer and the attendees are to make themselves aware of the fire precautions and fire exits within the building.
13. Certain restrictions apply regarding draws and raffles. Please check with the Administrator beforehand.
14. If the hirer is not going to be present during the hiring, then a person must be nominated to be responsible for all the conditions of hire on this sheet.
15. Not to allow betting or gambling in any form; nor the use of the premises for the supply, sale, or consumption of alcoholic beverages; nor for any purpose's contrary to the Standing Orders of the Methodist Conference.
<https://www.methodist.org.uk/for-ministers-and-office-holders/governance/cpd/>
16. Not to do any act or things in or upon the premises which shall invalidate the insurance policy held by the managing trustees of the Church.
17. Plastic blanking plates must not be inserted into electric sockets.

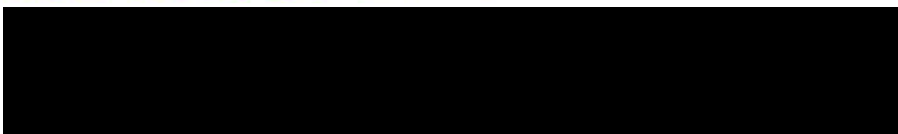
HIRING CHARGES

	One Off Bookings		Regular Bookings (min 4 weeks)	
	Up to 4 hours	Up to 1 hour	Up to 4 hours	Up to 2 hours
Small Hall	£36.50		£26.50	
Main Kitchen (Tea & Coffee only)	£16.50		£13.00	
Church	£130.00		£80.00	
Room 1	£28.00	£14.00	£20.00	
Room 2 (& Small Kitchen)	£37.00	£18.50	£25.00	
Room 3	£23.00	£11.50	£16.00	
Sports Hall (& Coffee Bar)	£82.50		£57.00	£28.50 (sports groups only)
Coffee Bar	£19.00		£16.00	
Counselling room			£13.00	

(Revised rates Jan 2025)



SUE HOOPER CHARITABLE FOUNDATION



SUE HOOPER CHARITABLE FOUNDATION

SALTASH MUSICAL PREMIER

BLOOD RED ROSE

A newly commissioned musical by Julian Barnicoat



REPORT TO SALTASH TOWN COUNCIL

The Sue Hooper Charitable Foundation staged its Saltash Premier Musical “Blood Red Rose” (considered to be the first musical of its kind for Saltash). A brand new musical composition by Julian Barnicoat engaged by the Trust to write original songs and script commemorating the end of the Great War and celebrating that the Suffragette movement achieved phase one of votes for women – both events marking the 100th Anniversary.

The musical had come about after months of free community workshops for people of all ages and abilities, including young people. *The workshops were made possible by special funding from the Arts Council England, Cooperative, Cornwall Council, Saltash Town Council, Cornwall Community Fund, Feast Fund and Waitrose.*

The musical score and lyrics paid tribute to the men (many from Saltash) that went to War in 1914 thinking that they would be back by Christmas in the War to end all Wars.

The votes for women music included marches, song for MP’s and catchy lyrics and played a significant part of the musical, and there was poetry readings and narration too; overall almost 50 people including children performed in the musical and are really enjoyed their experience both musically and educationally.

The Wesley Church was filled to capacity and audience had a wonderful evening of reflection, music, spoken word and song. Chairman of the Sue Hooper Charitable Foundation, Sue Hooper said:

“Our sincere thanks are given to Julian Barnicoat, Saltash Town Council and other kind sponsors, Community Performers, Saltash Wesley Church, Ashtorre Rock, Burraton Community Centre, Lynn Marsh who produced the amazing history slides, press, media, box offices, concert volunteers, supporters and all that had helped make this Saltash Musical Premier and tribute to our amazing Forefathers and Mothers possible”.

Salt ash Town Council was acknowledged on all promotions, press, leaflets and flyers promoting the workshops and performance. The Mayor and Mayoress of Saltash – Councillor John Brady and Mrs Jackie Brady were warmly welcomed to the performance.





**PRESENTS
A MUSICAL PREMIER**

"BLOOD RED ROSE"

A community participation event
(In association with Julian Barnicoat of Still Voices)
Featuring Julian Barnicoat's amazing newly
composed music themed on the end of
**WW1 & the Suffragette Movement
100th Anniversary**

This musical tribute is as a result of months of
community musical workshops organised by the
Sue Hooper Charitable Foundation.

at SALTASH WESLEY CHURCH (Glebe Avenue)
Saturday 17th November at 6.30pm

Tickets £6 (Disabled Access)

Tickets available from Piolet's, Saltash News &

Saltash Music Premier

SAFEGUARDING POLICY

Introduction

SHCF Trustees are responsible for ensuring that those benefiting from, or working with SHCF, are not harmed in any way through contact with it. They have a legal duty to act prudently and must take all reasonable steps within their power to ensure that this does not happen.

Where the terms 'young person' or 'young people' are used this must be read to include children and vulnerable adults.

Safeguarding is a term, which is broader than 'young person protection' and relates to the actions taken to promote the welfare of young people and protect them from harm. Safeguarding is everyone's responsibility. Safeguarding is defined as:

- protecting young people from maltreatment
- preventing impairment of young people's health and development
- ensuring that young people grow up in circumstances consistent with the provision of safe and effective care and
- taking action to enable all young people to have the best outcomes

Having safeguards in place within an organisation not only protects and promotes the welfare of young people but also it enhances the confidence of trustees, staff, volunteers, parents/carers and the general public.

Our Guiding Principles

We believe that:

- . All young people have fundamental rights as individuals that entitle them to dignity and respect and that these rights include an absolute right to protection from harm by others.
- . The welfare of each young person that we are in contact with is the paramount consideration of our organisation and will be reflected in all our actions, policies and activities.
- . No young person or group of young people must be treated any less favourably than others in being able to access services, which meet their particular needs
- . All young people without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs

To that end:

- . This statement is mandatory for all volunteers working for SHCF
- . It has been approved and endorsed by the SHCF TRUSTEES
- . It will be reviewed every year or whenever there is a major change in the organisation or in relevant legislation. .
- . We will work in partnership with others – including parents and carers, other agencies and the wider community - in order to protect the rights and principles enshrined in laws and in the UN Convention on the Rights of the Young person.
- . In carrying out this policy we will in all cases ensure that our actions comply with the relevant inter-agency young person protection procedures set out by the Cornwall & Isles of Scilly Local Safeguarding Young people Board (LSCB) and in the South West Young person Protection Procedures (SWCPP).

Good practice

The safe culture of an organisation providing activities or services for young people depends to a great extent on the quality and integrity of its staff and volunteers; they must ensure that they conduct DBS checks on all practioners and volunteers working with young people.

Induction: All new volunteers must be made aware of our policy and procedures for the protection of young people at the earliest opportunity.

Handling a disclosure

It is possible that a young person who is or has suffered abuse will confide in you. This is something you should be prepared for and must handle carefully. The following action should be taken if there are concerns of abuse of a young person, or vulnerable adult. Please remember that our main concern MUST be the young person; all decisions should reflect this fact.

- . Remain calm and in control but don't delay acting
- . Listen carefully to what is said. Allow the person to tell you at his or her own pace and ask questions only for clarification. Don't ask questions that suggest a particular answer
- . Use the first opportunity you have to say that you will need to share the information with others. Make it clear that you will only tell the people who need to know and who should be able to help
- . Reassure the young person that 'they did the right thing' in telling someone
- . Discuss with the young person what you are going to do next – it may be helpful to agree an aim/(s) between the person making a disclosure and the worker (i.e. for the abuse to end and then discuss strategies for achieving that).
- . As soon as possible after the disclosing conversation, make a note of what was said, using the young person's own words. Note the date, time, any names that were involved or mentioned, who you gave the information to. Make sure you sign and date your record.

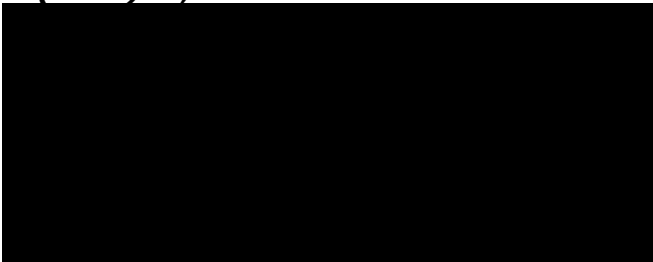
In confidence, make the designated safeguarding officer or other appropriate colleague aware of the situation.

Young person remains central to this process and they should be kept informed at all stages of actions taken.

Cornwall Council's safeguarding contact information

“Making a safeguarding referral If there is an immediate safeguarding issue that concerns you, don't wait to get your procedures in place. Instead, follow the route described below. Safeguarding adults In Cornwall and the Isles of Scilly a safeguarding adults referral is called a safeguarding adults alert. You can make an online referral via the portal on our website: make an online safeguarding referral If you wish to speak to someone in Adult Social Care please call 0300 1234 131. You will be put through to the Access Team who will listen to what you have to say and will ask you questions so they fully understand the concerns you are raising. When the offices are closed you can call 01208 251300 for emergencies only. Safeguarding children If you wish to report an incidence of abuse or neglect, please contact the central referral unit on 0300 123 1116 or email multiagencyreferralunit@cornwall.gov.uk Outside normal working hours there is an out of hours service available to ensure that urgent situations are responded to appropriately. The out of hours service runs from Monday to Thursday 5.15pm (4.45pm on Fridays) until 8:45am weekdays and for 24 hours on Saturdays and Sundays. Please call 01208 251300.”

The designated Safeguarding Officer for Sue Hooper Charitable Foundation (SHCF) is;



Policy revised August 23^d 2024

Policy review annually and due again August 23^d 2025

Sue Hooper Charitable Foundation
Forthcoming Events Commemorating the End of WW2 in
Europe

VE80 (May 8th, 2025)

‘We’ll Meet Again’

Get ready to step back in time and celebrate the spirit, resilience, and sacrifices of those who lived through World War II as we mark the 80th anniversary of VE Day in a truly memorable way!

A Community-Wide Celebration of Music, Drama, and Remembrance From the early months of 2025, the Sue Hooper Charitable Foundation will bring local communities together for a rich tapestry of events that honour the past and celebrate our present freedoms. Featuring: WW2 themed Music & Speeches, Recitals & Poetry Drama Workshops & Performances inclusive for all.

This celebration welcomes everyone! Whether you're a seasoned performer, a budding artist, or simply eager to be part of something special, there's a place for you. We're reaching out to schools, youth groups, and organisations to join in—and we're especially keen to involve: the young and elderly, individuals with disabilities or health challenges - those who are disadvantaged or bereaved and so on!

No experience? No problem! Everyone is invited to share their skills, experience, talents, stories, and enthusiasm.

Honouring History through Performance ‘We’ll Meet Again’ events will pay heartfelt tribute to the men and women who served, sacrificed, and fought for the freedoms we cherish today. Inspired by the power of music and drama to uplift spirits during wartime, this project aims to rekindle the hope and camaraderie of those years, showing that even in times of adversity, the human spirit can shine bright.

Date! Details of venues and times will be revealed in the New Year. Keep an eye out for announcements and be ready to join us in this powerful journey of remembrance and celebration.

Gratefully Sponsored By:

The Carew-Pole Foundation

Viscountess Boyd Fund

Sue Hooper Charitable Foundation

Let's come together as a community to ensure their legacy endures and their sacrifices are never forgotten.

‘We’ll Meet Again.’

CC284 Tamar Trotters

Things to note

- Tamar Trotters do not have
 - Letterheaded paper
 - Letters of support for the project
 - Accounting statements. The accounts are audited annually by a club member who is not a member of the committee
- The report on last year's grant is the photo included at the end of the grant application pack

Members are asked to note that Tamar Trotters were awarded a grant in April 2024 and the grants policy states

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.

Due to the election the next Policy and Finance Committee is scheduled to take place on 10th June 2025, which is after the event takes place. Therefore the grant application needs to be received at this Policy and Finance Committee.

Budget code 6210 Community Chest

Budget availability £6,060



Saltash Town Council



Grant Application Form

APPLYING FOR:

(Tick one box)

Community Chest Grant

☒

Festival Fund Grant

☐

DATE APPLICATION SUBMITTED:

26th February 2025

Contact Name:	<div></div>	
Position:		
Organisation:		
Contact Address:		
Telephone Number:		
E-mail:		
Status of Organization:	Sports club	
Charity/Company number (if applicable)	Charity No: Company No:	
What geographical area does your organization cover?	Saltash and District and Plymouth	

How long has your organization been in existence?	Since 1996
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Please note that it may be asked to attend a meeting of the Policy and Resources Committee to answer questions on your application.

1. Organisation Background

	Date Applied	Project	Amount Applied for	Successful Y/N
Have you applied for a grant from Saltash Town Council within the last 5 Years? (Please list – continue on a separate sheet if necessary)	March 2024	2024 Saltash Half Marathon	£350	Yes
Please list the aims and objectives of your organization	To provide facilities for and promote participation of the whole community in the sport of running and associated activities.			

What are the main activities of your organization?	Road running and provision of road running events in the community
---	--

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

2. Your project

Project	Start Date	04 / 05 / 2025
	Finish Date	04 / 05 / 2025
	Total Cost	£ 4500
	Grant Applied For	£ 355

Project title:	Saltash Half Marathon and 5K+ and Fun Run
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Description of project (please continue on a separate sheet if necessary):	The Saltash Half Marathon is an established running event that first took place in 1983. The Tamar Trotters Running Club organise this event for the running community both local and further afield.
Where will the project/activity take place?	The runs start and finish in Longstone Park, Saltash as part of the Saltash Mayfair weekend. The Half Marathon route takes in the town and the adjacent villages of Forder, Trehan, Elm Gate and Trematon

Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)	Any profits from the Half Marathon, 5K+ and Fun Run, after all costs and expenses are covered, are shared between the Tamar Trotters Running Club and the Saltash Mayfair Committee. The events benefit from help from local organisations like the Air Cadets, Scouts and individuals from the community. Each of the assisting organisations receive a donation in return for their help. Typically, the organisations (i.e. cadets and scouts) receive £100 each and we make a donation of £10 to a charity in return for each individuals' help
What evidence do you have that this project is required? (This might be survey work or statistical evidence)	The events are well established within the community and are popular. The Fun Run attracts close to 300 participants each year of all ages.
What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organization Consultation with Community)	We receive £500 sponsorship from the China Fleet Club and £250 sponsorship from Belvoir Estate Agents The Tamar Trotters Running Club provide race equipment

How will the project be managed and how will you measure its success?	<p>The project is managed by the Tamar Trotters Running Club</p> <p>The events are considered a success if they take place without incident and are in profit overall.</p>
Please give the timescale and key milestones for your project, including a start date and finish date.	<p>Organisation for the events starts in November each year and is well established.</p> <p>The events take place over one day, Sunday 4th May 2025, and are complete when the last runner has finished</p>
What arrangements do you have in place to ensure safeguarding of children and/or young people and/or vulnerable people (applicable only if your project involves working with this client group)	<p>Young people are welcome to take part in the Fun Run. The events are organised under the rules of UK Athletics and are well marshalled and safe.</p> <p>The Fun Run has tail marshals running at the back of the field to that ensure that all runners complete the course and finish safely</p>

3. How you will pay for your project.

What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)	We would spend the donation on funding the trophies for the prize winners. There are 70 trophies in total with a combined cost of £353.32. See last page of this document.
How will you promote STC once application and project are complete?	We would mention Saltash Town Council on the event website and social media posts and on our large Thank You poster on display on the day of the events.

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)
China Fleet Country Club	£500	Yes	Yes
Belvoir Estate Agents	£250	Yes	Yes

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

	Enclosed (please tick)
A copy of your organization's most recent bank statements (mandatory)	Yes
Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	Yes

A letter head showing the organization's address and contact details	N/A
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organization's status)	Yes
A copy of your organization's latest set of accounting statements (if any exist)	N/A
Copies of any letters of support for your project	N/A
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	Yes
Other (please list)	

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

Letter head paper with organisations address not relevant as we are a volunteer run sports club

Accounting statements not produced. We do not use an accountant. The club accounts are independently audited each year by a club member who is not a member of the club committee

We do not have any letters in support of the project

Last year we promoted the Saltash Town Council with a Thank You poster at the event, mentioned Saltash Town Council during the event announcements on the day and on Social Media posts leading up to the event. We will add Saltash Town Council logo to the event website

5. Declaration by the applicant

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

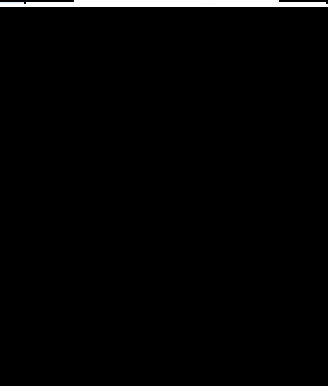
I/we declare that, I/we have read the Town Council's Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

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

I/we accept the following:

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

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

Signed:			
Print Name(s):			
Position(s):			
Date:	26 th February 2025		

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

COMPLETED FORMS SHOULD BE RETURNED TO:

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

OFFICE USE ONLY:	
Date received	
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	

Trophies


Purchased from <https://www.impacttrophies.co.uk/>
 Britannia Walnut Plaque with Wreath - AFFWP6/T | Impact Trophies

62 trophies required, 100mm tall, at £4.78 each.

4 trophies required, 125mm tall, at £6.49 each

4 trophies required, 150mm tall, at £7.75 each

Total cost of all trophies is £353.32



Britannia Walnut Plaque with Wreath

Product code: AFFWP6/T

Full Size Plaque

Dimensions - Dimensions

£4.41 - £4.90 including VAT

Available in 3 sizes from 100mm x 70mm to 150mm x 100mm

100mm x 70mm: 100mm x 70mm x 10mm. This plaque is made from a solid block of dark walnut with a smooth bevelled edge. The plaque comes with a choice of various gold or silver engraved designs which is designed to hold a personal message. It is engraved using a laser beam and is available in a choice of 10 different designs. The plaque is made from a solid block of dark walnut and is available in a choice of 10 different designs.

The plaque can be supplied with a 1000 separate personalised self-adhesive engraved name displaying your first name and family name on the back.

Would you like the plaque to display your name? Yes No. If you select 'Yes' the plaque will be round printed self-adhesive logo board and a local change card order. If you select 'No' the logo will be your order reference and email address.

Step 1: Quantity & Options

Quantity: 1

Select the plaque and finish you require (please refer to the table below):

A. 100mm x 70mm - 100mm x 70mm (100mm x 70mm)

B. 125mm x 75mm - 125mm x 75mm (125mm x 75mm)

C. 150mm x 100mm - 150mm x 100mm (150mm x 100mm)

Select Wood Colour:

Dark Walnut (selected) Light Walnut

Step 2: Personalisation (selected option B is not required)

1. Personalise all items individually:

2. Personalise each item individually:

4.41 - 4.90

ADD TO WISHLIST

★ **Trustpilot**

★★★★★

70,000+ reviews

Quantity	Unit Price (before VAT)
1	£4.41
40	£4.78
62	£6.49
125	£4.90
250	£4.90



CLUB CONSTITUTION

ADOPTED AT AN ANNUAL GENERAL MEETING HELD February 2025

1) TITLE

- a) The name of the Club is the "Tamar Trotters"
- b) The Club was established in 1996

2) HEADQUARTERS

- a) The headquarters of the Club is at Saltash Rugby Club, Moorlands Lane, Saltash.

3) OBJECTIVES

- a) To provide facilities for and promote participation of the whole community in the sport of recreational and competitive Amateur Athletics, and associated activities.
- b) To promote Tamar Trotters within the local and the athletics community.
- c) To manage any property that it owns, rents or hires.
- d) To ensure a duty of care to all members of Tamar Trotters, individually, collectively, adult and children alike.
- e) To provide all of The Tamar Trotter services in a way that is fair to all.
- f) To ensure that all present and future members receive fair and equal treatment.

4) MEMBERSHIP

- a) Open Membership of Tamar Trotters is available to anyone over the age of 13 years who is interested in recreational or competitive running, regardless of sex, age, ethnicity, race, nationality, sexual orientation, occupation, religion, politics, beliefs or disability except as a necessary consequence of the requirements of Athletics as a particular sport.
- b) Members of Tamar Trotters are expected to follow the protocols for training and participation promoted by our governing body England Athletics.
- c) Application for membership shall be made to the Tamar Trotters Membership Secretary and must be accompanied by the portion of annual subscription fee that is applicable at the time of joining. New members may run with the club for free for 3 runs but must join The Club before attending subsequent training sessions. All personal data is managed in accordance with our Privacy policy and General Data Protection Regulations (GDPR)
- d) To resign from The Club a member must inform the Membership Secretary in writing. His / Her membership terminates on the date of that notice unless He / She is indebted to The Club, in which case the Committee may withhold acceptance of the resignation until the liability is fully discharged. No refund of subscription shall be made in respect of any unexpired period of membership.
- e) The Management Committee may refuse membership or expel from membership only for good and sufficient cause such as conduct or character likely to bring The Club or the sport into disrepute. Appeal against such a decision may be made through the club complaints, grievance and disciplinary policy.

- f) The following classes of membership are available:
- i. Senior Membership is for individuals aged 18 years and over who wish to train with The Club or enter running races as an affiliated athlete. Senior Membership of The Club includes membership of Saltash Rugby Club (such membership does not include Rugby Club voting rights). Senior members (including second claim members) are full members of Tamar Trotters and as such have full voting rights for the running club.
 - ii. Youth Membership is for single members aged 13 to 17 years who wish to train with Tamar Trotters or enter running races as an affiliated athlete. The Club will not accept anyone aged under 13 years as a single member. Youth members are full members of The Club and as such have full voting rights.
- g) By becoming a member of Tamar Trotters every member agrees to abide by The Club's Constitution, Rules and Codes of Conduct and also the rules and regulations of England Athletics (or relevant successor/governing bodies).
- h) When acting in the best interests of Tamar Trotters and performing a duty of care, the Management Committee reserves the right to advise members formally to, either temporarily or permanently stop activities with the club. At the discretion of the Management Committee the advice can be applied to all of the clubs activities or singular events, i.e. either running, (physical exercise) or social events.
- i) The Club has a zero tolerance policy on any Physical or Verbal abuse or bullying towards any individual whatever the situation and reserves the right to expel from the club any member not complying with this policy. (See also code of conduct, Bullying and Harassment, Health and Safety and Diversity and Inclusion policies).

5) Youth Members

- a) The parent, legal guardian or nominated responsible adult will be responsible for the child's welfare arranging for them to be dropped off and collected safely to Club training sessions and Club run events. (See also safeguarding policy for definition of child and vulnerable adult). Warnings will be issued for any misbehaviour and this will be communicated to the parent or legal guardian.
- b) Parents or guardians must complete an online Membership Form for each child prior to bringing their children to an initial assessment with a coach before they can run with The Club.
- c) The Club shall adhere to England Athletics guidelines on children's running distances, any child running outside these rules will do so at their parent's / legal guardian's discretion and responsibility.

6) SUBSCRIPTION

- a) First time membership will attract an initial payment in addition to annual subscription (to cover the purchase of a Tamar Trotter running vest).

- b) Each member shall pay an Annual Subscription, the amount of the Annual Subscription shall be set by the Management Committee and agreed at the A.G.M. The subscription shall be payable on election and subsequently annually on 1st April each year.
- c) Membership of Tamar Trotters will be deemed as cancelled if the Annual Subscription is not paid within one month of the renewal date.

7) MANAGEMENT COMMITTEE

- a) The management of Tamar Trotters is vested in a Management Committee comprising the following 13 posts:
 - i. Chairperson
 - ii. Club Secretary
 - iii. Club Treasurer
 - iv. Membership Secretary
 - v. Welfare Officer
 - vi. DBS Verifier

The 6 roles above are required by our Governing Body.

- vii. Vice Chairperson
 - viii. Social Secretary
 - ix. Press/Publicity Officer
 - x. Club Captain
 - xi. General Committee Member
 - xii. General Committee Member
 - xiii. General Committee Member
- b) There are many other roles within the club that need doing such as Club Coach; Triathlon coordinator; Race Director for The Magnificent 7; Race Director for The Saltash Half Marathon; Website Coordinator; Facebook Administrator; Parkrun Champion; Couch to 5K coordinator; club kit coordinator etc The people doing these roles may or may not wish to serve on the management committee.
- c) All members of the Management Committee shall be elected annually at the Annual General Meeting. Any person standing as a candidate for any committee post must be nominated by two other eligible members.
- d) A quorum for the Management Committee shall be six. A meeting of the committee at which a quorum is present and has been properly convened shall be competent to exercise all the powers and discretions invested in the committee by this Constitution.
- e) The Management Committee shall meet once a quarter. Sub committee meetings may be delegated to manage specific tasks such as race organisation.
- f) All decisions will be by a majority vote, providing that there is at least a quorum in attendance. The Chair shall have a casting vote in the event of a tie.
- g) The Management Committee has the power to co-opt extra members up to a maximum of three if the need arises.
- h) The Officers of the Tamar Trotters are authorised to act between Management Committee meetings on such matters as cannot be left until the next meeting of the Committee.
- i) Whilst it may be possible for a member to stand for more than one post on the committee, no

member shall be allowed to hold more than one post on the committee at any one time. If a member is elected to a post during the course of the AGM then their name shall be deleted from all subsequent voting for the remaining posts at that meeting.

- j) Any member standing for the position of Chair, Club Secretary or Treasurer must have previously been a member in one of the three years (for a full year) preceding the AGM at which they are seeking election. This policy is intended to maintain continuity and safeguard the interests of Tamar Trotters.
- k) If the number of candidates for each of the named posts is only one then that candidate shall be declared as elected unopposed. If the number of candidates is more than one then ballot papers will be prepared containing, in alphabetical order, the names of all candidates proposed. Every eligible member may vote for each office with the first candidate to reach a majority elected.
- l) If the number of candidates for election as General Committee Members is less than or equal to the number of vacancies then each candidate shall be declared as elected unopposed. If the number of candidates is more than the number of vacancies then ballot papers will be prepared containing, in alphabetical order, the names of all candidates proposed. Every eligible member may vote for as many candidates as there are vacancies and those candidates with the most votes will be elected until all vacancies are filled.

8) CLUB COLOURS

- a) The Club colours shall be a burgundy and black 'T' shirt or vest (detailed in Code of Conduct document)
- b) All members at competitive running events should wear club colours.

9) ANNUAL GENERAL MEETING

- a) An Annual General Meeting shall be held before the end of March each year.
- b) The following business shall be undertaken:
 - i. The Management Committee's reports will be read and discussed.
 - ii. The accounts will be audited and available.
 - iii. The Committee Members will be elected.
 - iv. Any further matters on the Agenda will be considered.
- c) The Club Secretary must give every member 21 days notice of the meeting in writing.
- d) Notice of any business which it is desired be placed on the Agenda must be given in writing to the Club Secretary at least 14 days prior to the meeting.
- e) Amendments to the constitution may be changed by a two thirds majority decision of eligible members in attendance and entitled to vote at the meeting.
- f) All routine matters will be decided by majority vote of eligible paid up members in attendance at the meeting.

- g) A member who is in arrears for either subscriptions due or fees unpaid shall not be entitled to vote at the AGM.
- h) 15 percent of paid up members as at the date of AGM will constitute a quorum.
- i) All members aged 13 years and over will be eligible to vote.
- j) The Chair shall have a casting vote.

10) EXTRAORDINARY GENERAL MEETING

- a) The Club Secretary must call an Extraordinary General Meeting within 14 days of the receipt of a requisition in writing signed by at least thirty eligible members of Tamar Trotters Running Club stating the business to be brought before such a meeting.
- b) Not less than 21 days notice of an Extraordinary General Meeting, specifying the place, day and time of the meeting, shall be given to the members.
- c) The conditions set out in clauses 9 e to j will apply.

11) AMENDMENTS TO CONSTITUTION

- a) The Management Committee, by a two thirds majority decision at a quorum meeting, may propose amendments to the Constitution.
- b) The changes may only be made at the Annual General Meeting or an Extraordinary General Meeting called for that purpose.
- c) The Club Secretary must give 21 days notice in writing to all members for an Extraordinary General Meeting called under this heading.
- d) The conditions set out in clauses 9 g to j will apply.
- e) If the motion is passed by a two thirds majority of eligible members in attendance and entitled to vote at the meeting then the amendment to the Constitution will be adopted.

12) DISSOLUTION

- a) The Management Committee, by a two thirds majority vote at a quorum meeting, may decide to dissolve Tamar Trotters. They must then call an Extraordinary General Meeting giving 21 days notice in writing to all members.
- b) Alternatively thirty paid up and eligible members may petition the Club Secretary in writing to call an Extraordinary General Meeting in which the conditions set out in clauses 9 c to j will apply with respect to calling the meeting and voting at it.
- c) If the motion is passed by a two thirds majority vote at that meeting then Tamar Trotters is dissolved.
- d) Upon dissolution any funds remaining after all debts have been met will be donated to England Athletics, or successor body, for use by them in community related sport.

13) CODE OF CONDUCT

- a) Safety is paramount and all members are asked to read the health and safety policy, risk assessments, and safeguarding policy on the members area of the website for full guidance. (see also Code of conduct document, Health and Safety Policy and Risk Assessments on Members page of the Tamar Trotters website).
- b) Members shall be aware of their general conduct whilst representing Tamar Trotters in any capacity and shall not conduct themselves in a manner that could bring the club into disrepute. Policies such as bullying and harassment, inclusion and diversity and our disciplinary and grievance procedures can be found on the members area of our website.

14) ACCOUNTS

- a) The Club Treasurer will be responsible for the finances of the Tamar Trotters.
- b) All monies will be banked in accounts in the name of the Tamar Trotters.
- c) Club Accounts will require one signature.
- d) The Club Treasurer will ensure proper accounts are kept and provide the Management Committee members with accurate financial reports on at least a quarterly basis. The Club's financial records shall always be open to inspection by any eligible member of the Club.
- e) The Club's financial year shall run from 1st January to 31st December each year. The Club Treasurer will present accounts for the previous financial year to the Annual General Meeting for consideration and copies of these will be available to members at the meeting.
- f) If the accounts are not accepted at the Annual General Meeting then a qualified accountant may be appointed to investigate member's concerns.
- g) Tamar Trotters is a non-profit-distributing organisation. The income and property of Tamar Trotters shall be applied solely towards promoting the above objectives.

Tamar Trotters Running Club

Your Account

MAIN ACCOUNT

01 February 2025 to 26 February 2025

Money In	£798.84	Balance on 01 February 2025	£5,120.77
Money Out	£2,218.41	Balance on 26 February 2025	£3,701.20

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
03 Feb 25		FPI	9.00		5,129.77
03 Feb 25		FPI	9.00		5,138.77
03 Feb 25		FPI	7.00		5,145.77
03 Feb 25		FPI	7.00		5,152.77
03 Feb 25		FPO		60.00	5,092.77
05 Feb 25		FPI	7.00		5,099.77
05 Feb 25		FPI	16.00		5,115.77
05 Feb 25		FPI	7.00		5,122.77
05 Feb 25		FPI	9.00		5,131.77
05 Feb 25		FPI	16.00		5,147.77
05 Feb 25		FPI	7.00		5,154.77
06 Feb 25		FPI	7.00		5,161.77
06 Feb 25		FPI	16.00		5,177.77
06 Feb 25		FPI	7.00		5,184.77
06 Feb 25		FPI	7.00		5,191.77
06 Feb 25		FPI	18.00		5,209.77

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MAIN ACCOUNT

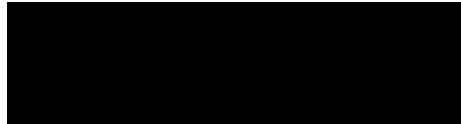


Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
06 Feb 25		FPI	18.00		5,227.77
07 Feb 25		FPI	16.00		5,243.77
07 Feb 25		FPI	18.00		5,261.77
07 Feb 25		FPI	14.00		5,275.77
07 Feb 25		FPI	18.00		5,293.77
10 Feb 25		FPI	9.00		5,302.77
10 Feb 25		FPO		38.00	5,264.77
10 Feb 25		FPI	9.00		5,273.77
11 Feb 25		DEP	90.00		5,363.77
11 Feb 25		FPI	18.00		5,381.77
11 Feb 25		FPI	27.00		5,408.77
12 Feb 25		BGC	120.84		5,529.61
13 Feb 25		FPI	9.00		5,538.61
13 Feb 25		FPI	9.00		5,547.61
17 Feb 25		FPI	7.00		5,554.61
17 Feb 25		FPO		160.00	5,394.61
17 Feb 25		FPO		10.00	5,384.61
17 Feb 25		FPI	9.00		5,393.61
17 Feb 25		FPI	18.00		5,411.61
17 Feb 25		FPI	27.00		5,438.61
17 Feb 25		FPI	9.00		5,447.61
17 Feb 25		FPI	9.00		5,456.61

(Continued on next page)

MAIN ACCOUNT



Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
17 Feb 25		FPI	7.00		5,463.61
17 Feb 25		FPI	16.00		5,479.61
17 Feb 25		FPO		1,020.00	4,459.61
18 Feb 25		FPI	20.00		4,479.61
18 Feb 25		FPO		95.00	4,384.61
18 Feb 25		FPO		20.00	4,364.61
18 Feb 25		FPO		49.61	4,315.00
19 Feb 25		FPI	18.00		4,333.00
19 Feb 25		FPI	18.00		4,351.00
19 Feb 25		FPI	7.00		4,358.00
21 Feb 25		FPO		760.80	3,597.20
24 Feb 25		FPI	9.00		3,606.20
24 Feb 25		FPI	18.00		3,624.20
24 Feb 25		FPI	9.00		3,633.20
24 Feb 25		FPI	3.00		3,636.20
24 Feb 25		FPI	16.00		3,652.20
24 Feb 25		FPI	18.00		3,670.20
26 Feb 25		FPI	18.00		3,688.20
26 Feb 25		FPI	18.00		3,706.20
26 Feb 25 (Continued on page 173)		FPO		5.00	3,701.20

Tamar Trotters Running Club

Your Account

MAIN ACCOUNT

01 January 2025 to 31 January 2025

Money In	£808.41	Balance on 01 January 2025	£4,882.60
Money Out	£570.24	Balance on 31 January 2025	£5,120.77

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
02 Jan 25		FPI	20.00		4,902.60
02 Jan 25		FPI	18.00		4,920.60
02 Jan 25		FPI	20.00		4,940.60
02 Jan 25		FPI	20.00		4,960.60
02 Jan 25		FPI	20.00		4,980.60
02 Jan 25		FPI	20.00		5,000.60
06 Jan 25		FPO		19.00	4,981.60
06 Jan 25		FPO		18.76	4,962.84
08 Jan 25		FPI	20.00		4,982.84
09 Jan 25		FPI	5.00		4,987.84
10 Jan 25		FPI	18.00		5,005.84
10 Jan 25		FPI	20.00		5,025.84
10 Jan 25		FPI	40.00		5,065.84
10 Jan 25		FPI	20.00		5,085.84
10 Jan 25		FPI	80.00		5,165.84
13 Jan 25		FPO		85.59	5,080.25

(Continued on next page)

MAIN ACCOUNT



Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
13 Jan 25		FPO		175.96	4,904.29
16 Jan 25		FPI	20.00		4,924.29
17 Jan 25		TFR	36.00		4,960.29
17 Jan 25		FPI	18.00		4,978.29
17 Jan 25		FPI	18.00		4,996.29
20 Jan 25		FPI	16.00		5,012.29
20 Jan 25		FPI	18.00		5,030.29
20 Jan 25		FPI	9.00		5,039.29
20 Jan 25		FPO		33.93	5,005.36
23 Jan 25		FPI	9.00		5,014.36
23 Jan 25		FPI	9.00		5,023.36
23 Jan 25		FPI	34.00		5,057.36
23 Jan 25		FPI	9.00		5,066.36
24 Jan 25		FPI	29.00		5,095.36
24 Jan 25		FPI	18.00		5,113.36
27 Jan 25		FPI	20.00		5,133.36
27 Jan 25		FPI	70.00		5,203.36
27 Jan 25		FPI	18.00		5,221.36
28 Jan 25		FPI	23.41		5,244.77
29 Jan 25		FPI	70.00		5,314.77
29 Jan 25		FPO		237.00	5,077.77
30 Jan 25		FPI	7.00		5,084.77

(Continued on

MAIN ACCOUNT

Sort Code 30-98-97

Account Number 84200568

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
31 Jan 25		FPI	18.00		5,102.77
31 Jan 25		FPI	18.00		5,120.77

Transaction types

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

Tamar Trotters Running Club

Your Account

MAIN ACCOUNT

01 December 2024 to 31 December 2024

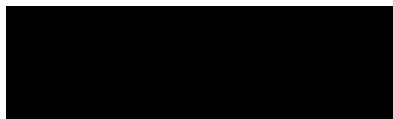
Money In	£957.82	Balance on 01 December 2024	£8,177.28
Money Out	£4,252.50	Balance on 31 December 2024	£4,882.60

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
02 Dec 24		FPI	5.00		8,182.28
02 Dec 24		FPO		165.00	8,017.28
03 Dec 24		FPO		675.00	7,342.28
03 Dec 24		DEP	99.00		7,441.28
03 Dec 24		FPI	10.00		7,451.28
05 Dec 24		FPI	20.00		7,471.28
06 Dec 24		FPI	27.00		7,498.28
06 Dec 24		FPI	20.00		7,518.28
06 Dec 24		FPO		48.00	7,470.28
09 Dec 24		FPO		6.00	7,464.28
09 Dec 24		FPO		10.00	7,454.28
09 Dec 24		FPO		6.00	7,448.28
09 Dec 24		FPO		10.00	7,438.28
09 Dec 24		FPI	10.00		7,448.28
09 Dec 24		FPI	20.00		7,468.28
09 Dec 24		FPI	40.00		7,508.28

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MAIN ACCOUNT

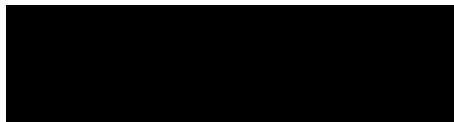


Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
09 Dec 24		FPO		30.00	7,478.28
09 Dec 24		FPI	10.00		7,488.28
09 Dec 24		FPI	20.00		7,508.28
09 Dec 24		FPI	10.00		7,518.28
09 Dec 24		FPO		70.00	7,448.28
09 Dec 24		FPO		10.00	7,438.28
09 Dec 24		FPO		20.00	7,418.28
09 Dec 24		FPO		10.00	7,408.28
09 Dec 24		FPI	20.00		7,428.28
10 Dec 24		BGC	70.00		7,498.28
10 Dec 24		BGC	70.00		7,568.28
10 Dec 24		FPI	10.00		7,578.28
10 Dec 24		FPI	24.00		7,602.28
11 Dec 24		FPI	40.00		7,642.28
11 Dec 24		FPI	20.00		7,662.28
11 Dec 24		FPI	10.00		7,672.28
11 Dec 24		FPI	20.00		7,692.28
12 Dec 24		FPI	10.00		7,702.28
12 Dec 24		FPI	10.00		7,712.28
12 Dec 24		FPI	24.00		7,736.28
13 Dec 24		FPO		48.00	7,688.28
13 Dec 24		FPI	10.00		7,698.28

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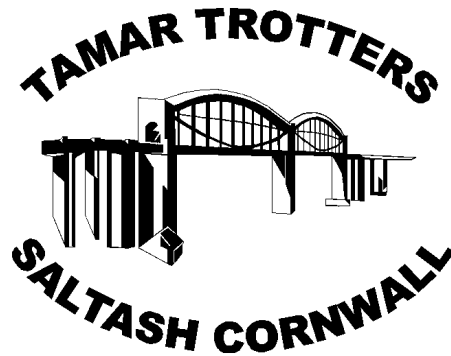
MAIN ACCOUNT



Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
13 Dec 24		FPI	20.00		7,718.28
13 Dec 24		FPI	20.00		7,738.28
13 Dec 24		FPO		9.50	7,728.78
17 Dec 24		FPO		20.00	7,708.78
18 Dec 24		BGC	9.82		7,718.60
19 Dec 24		FPO		75.00	7,643.60
19 Dec 24		FPO		40.00	7,603.60
19 Dec 24		FPI	9.00		7,612.60
19 Dec 24		TFR		3,000.00	4,612.60
19 Dec 24		FPI	3.00		4,615.60
19 Dec 24		FPI	6.00		4,621.60
23 Dec 24		FPI	18.00		4,639.60
23 Dec 24		FPI	18.00		4,657.60
23 Dec 24		FPI	20.00		4,677.60
24 Dec 24		FPI	70.00		4,747.60
27 Dec 24		FPI	70.00		4,817.60
27 Dec 24		FPI	9.00		4,826.60
30 Dec 24		FPI	18.00		4,844.60
30 Dec 24		FPI	18.00		4,862.60
30 Dec 24		DEP	20.00		4,882.60

(Continued on next page)



Safeguarding Policy

THIS DOCUMENT WAS FIRST APPROVED IN APRIL 2006 as a Child Protection Policy. It relates to both young people under the age of 18 and vulnerable adults up to the age of 25.

This issue was adopted July 2021

As a responsible Running Club we will:

Adopt national welfare policies and procedures, adhere to the codes of conduct and respond to any suspected breaches in accordance with the Welfare Procedures

Appoint a welfare officer, and ensure that they have access to appropriate training to act as a first point of contact for concerns about welfare issues

Ensure that all coaches and volunteers operating within the club environment hold the appropriate qualifications and have undertaken the appropriate checks e.g. DBS, licences, qualifications such as massage, sports nutrition etc

Ensure that coaches, technical officials and club officers attend recommended training in welfare and safeguarding and protecting young people as appropriate.

Liaise appropriately with parents/persons with parental responsibility, officials, coaches, sports scientists, national governing bodies and other relevant people/organisations to ensure that good practice is maintained

Ensure that information is available at the club and to all club officers, team managers, coaches and officials regarding contact details for local social services, the police and the NSPCC

Ensure that club officers and volunteers always act responsibly and set an example to others including younger members

Respect the rights, dignity and worth of every club member and others involved in athletics and treat everyone equally.

Consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances

Challenge inappropriate behaviour and language by others

Place the welfare and safety of the athlete above other considerations including the development of performance

Report any suspected misconduct by club officials, coaches, technical officials or other people involved in athletics to the Club, Regional, National or UKA welfare officer as soon as possible

Guidelines

1.1 Some physical parameters

Always work in an open environment – avoid private or unobserved situations and encourage an open environment with no secrets.

Put the welfare of the young person first before winning or achieving.

Maintain a safe and appropriate distance with young people.

Ensure that if any form of physical support is required, it is provided openly. Young people's permission should be sought before giving such support and their parents views should also be considered.

Recognise the developmental needs and abilities of young members, avoid excessive training or competition.

Parental consent must be sought in writing to act in loco parentis if the need arises – this includes consent to any first aid or emergency medical treatment. Keep written records of any injury that occurs along with treatment given.

1.2 Some emotional parameters

Treat all young people equally, fairly with respect and dignity

Give enthusiastic and constructive feedback rather than negative criticism

Build balanced and supportive relationships based on trust to empower young people to share in decision making.

Make running a fun sport, enjoyable and promote fair play and do not allow young members to violate rules

1.3 Practices to be avoided

Avoid spending excessive amounts of time alone with young members away from others.

Avoid taking children to your home where they may be alone with you

1.4 Practices that should never be sanctioned

Never engage in rough, physical or sexually provocative games, including horseplay.

Never allow or engage in any form of inappropriate touching.

Never share a room with a young person

Never allow young members to use inappropriate language unchallenged

Never make sexually suggestive comments to a young person, even in jest

Never reduce a young member to tears as a form of control

Never allow allegations made by a young member to go unnoticed, unrecorded or not acted upon.

Never do things of a personal nature for a young member that they can do for them-selves including for children/young people who have disabilities.

Never invite a young member to stay with you at your home unsupervised.

1.5 Incidents/situations that need to be reported

If a young person is hurt in an accident

If a young person seems overly distressed in any manner

If a young person appears to act sexually inappropriately

If a young person misunderstands or misinterprets something you or another adult has said or done

1.6 Photography and Videoing

Parents of young people should sign giving permission for photos to be taken and reproduced for club purposes, for example on our social media.

Photographs should on no account be taken in changing areas or of young people who are not appropriately clothed.

The PR officer will notify the main Newspapers of this Policy in writing and direct them to read the terms and conditions on the website.

1.7 Bullying (see also bullying policy)

The club will : -

Take all signs of bullying seriously

Encourage all young people to speak to someone about any concerns in order to help a victim of bullying to speak out.

Ensure that the appropriate Officer investigates any concerns regarding bullying and takes action to ensure that it stops

Ensure that parents of young people are fully involved in the resolution of the bullying.

Ensure that records are kept of all incidents investigated and resolved.

PROCEDURE FOR DEALING WITH MISCONDUCT OR POOR PRACTICE ISSUES

If the matter in the first instance is not considered to be of a safeguarding/child protection nature or if following Local Authority referral it is not considered to be of a safeguarding/child protection nature – the Safeguarding along with relevant committee members will decide whether there are any issues of poor practice to be addressed.


The Committee will consider all the matters pertaining to the situation and decide what action needs to be taken to ensure the issue of poor practice does not arise again.

The Committee may decide that a member of the club cannot be allowed to continue with their membership.

CONFIDENTIALITY

Confidentiality cannot be kept if information comes to light about potential harm to a young person. If a young person discloses harm or abuse to an adult the adult has to make it clear that they will have to talk to an appropriate Officer in order to ensure the child/young person's safety.

CONTACT NUMBERS

<u>Welfare Officer</u> For reporting any concerns	
<u>Cornwall Council Children and Family Services Department</u>	Multi Agency Referral Unit 3 North County Hall Treyew Road Truro TR1 3AY Tel 0300 1231 116
<u>Devon and Cornwall Constabulary</u> For Local Referral	0845 2777444
<u>Cornwall Partnership Manager (Children, young people and families)</u>	Tim Marrion 018722 323338 07973497454 Tim.Marrion@cornwall.gov.uk
<u>Cornwall Sports Partnership</u> For Advice and courses Manager - Angela Barnett	Active Cornwall Inny Building Old County Hall Site Station Road Truro Tr1 01872 324324
<u>Sports Development Officer</u>	

For Advice Caradon – Stephanie Thomas	01579 341055
<u>NSPCC - Child Protection in Sport Unit</u> For Child Protection Training / Consultancy	0116 234 7200 www.sportprotects.org.uk
<u>NSPCC</u> For Referral/Advice National Society for the Prevention of Cruelty to Children	0808 800 5000 24hrs

<u>Childline</u>	0800 1111
For Advice to Children	www.theadvocateteen.org
<u>UK Athletics</u>	0870 998 6800
For Advice	
<u>Parent Line</u>	01702 559900
For Advice to parents	9am – 9pm Monday to Friday 12noon – 6pm Saturday

Event Licence

Event Name	Saltash Half Marathon and 5K+ and Fun Run
Event Licence Number	#28745
Event Start Date	2025-05-04
Event End Date	2025-05-04
Licence Type	Road Race
Event Venue	Longstone Park, Saltash, PL12 6DW
Start Time	10:00
Maximum Number of Competitors	500
Licence Issued Date	2025-02-02
Races	Saltash 5K+ 2025-05-04 (Max Entries 100) Saltash Half Marathon 2025-05-04 (Max Entries 200) Saltash Fun Run 2025-05-04 (Max Entries 300)



This is to certify that the above race has been approved as a Race that will be held under UK Athletics Rules for Competition and in accordance with the Licence Requirements.

This licence, in conjunction with your governing body affiliation, includes Third Party Liability Insurance cover (Limit of Liability £50,000,000 any one accident or occurrence). For further details please contact England Athletics, Athletics House, Alexander Stadium, Walsall Road, Perry Barr, Birmingham, B42 2BE. Telephone 0121 347 6543

The licence number must be quoted on all race advertising and correspondence
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With many thanks to:

**South West Surfacing Specialists
China Fleet Country Club
Belvoir! Estate and Lettings Agents
Saltash May Fair Committee
Saltash Town Council
Cornwall Council
335 Squadron Air Cadets
2nd Saltash Scout Group
All helpers and Marshals**

FF127 Saltash Regatta

Things to note

The Saltash Regatta Committee will obtain insurance prior to the event taking place.

Members are asked to note that Saltash Regatta was awarded a grant in May 2024 and the grants policy states

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.

Due to the election the next Policy and Finance Committee is scheduled to take place on 10th June 2025, which is after the event takes place. Therefore the grant application needs to be received at this Policy and Finance Committee.

Budget code: 6220 Festival Fund

Available funds £15,450 2025/2026 budget



Saltash Town Council



Grant Application Form

APPLYING FOR:
(Tick one box)

Community Chest Grant ☐

Festival Fund Grant ☒

DATE APPLICATION SUBMITTED:

19/02/2025

Contact Name:	<div style="background-color: black; width: 150px; height: 30px;"></div>	
Position:	Chair	
Organisation:	Saltash Regatta CIC	
Contact Address:	<div style="background-color: black; width: 450px; height: 100px;"></div>	
Telephone Number:		
E-mail:		
Status of Organisation:	Community Interest Company (CIC)	
Charity/Company number (if applicable)	Charity No: Company No:	
What geographical area does your organisation cover?	Saltash , Cornwall	

How long has your organisation been in existence?	Over 23 years, the current committee has been in place for 10 years.
--	--

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

1. Organisation Background

	Date Applied	Project	Amount Applied for	Successful Y/N
Have you applied for a grant from Saltash Town Council within the last 5 Years? (Please list – continue on a separate sheet if necessary)	25/4/2024	Saltash Regatta	£4998.42	Yes
	1/4/2023	Saltash Regatta	£3000	Yes
	13/4/2022	Saltash Regatta	£2943	Yes
	03/08/2021	Saltash Regatta	£2929.43	Yes
	11/11/2019	Saltash Regatta	£2985.20	Yes
Please list the aims and objectives of your organisation	<p>The committee remains committed to delivering this two-day Waterside event completely free of charge, featuring a diverse range of performers, entertainers, musicians, bands, traders, and charity supporters.</p> <p>The Gig Rowers will return on Sunday, 8th June 2025, bringing excitement to the waterfront. Community engagement is a key priority, with all local schools invited to participate in the vibrant children's parade. Transport to the event will be provided by Saltash Red Bus.</p> <p>One of our most popular attractions, the Cardboard Boat Race, will return in 2025, drawing enthusiastic participation from businesses and spectators alike. This will run on Sunday</p> <p>A key addition for 2025 is a child-friendly space on Waterside Green</p> <ul style="list-style-type: none"> • Children's Entertainment: On Saturday, Mr. Phil Magic will be delighting families with his fantastic magic show. • Disney Characters: Roaming characters will be present both days, adding extra fun for children and families. • Creative Workshop: On Sunday, a sea-themed creative workshop will take place, led by two experienced workshop leaders, providing a hands-on activity for children. 			

Financial Sustainability

We are committed to running the regatta prudently, ensuring financial stability by maintaining a reserve each year. Last year's event was the most expensive in recent history due to rising costs and reduced sponsorship. We continue to raise funds by stall bookings, sponsors and grants.

Sustainability & Environmental Responsibility

Our commitment to banning single-use plastics remains strong, and we have made significant strides in becoming more eco-friendly. Support from our local community is essential in achieving this goal. Working with SEA ensures a clean site.

To support our continued growth, we seek additional funding each year. Last year, we upgraded our bar area with undercover options, and for 2025, we will expand it further. The addition of the disco caravan also added free music, between sets. We shall add this again in 2025. This enhances the bar area at the same time.

The **main stage on Waterside Green** will showcase local talent alongside a performance trailer provided by the Saltash Chamber of Commerce. For the past few years, we have operated two stages to ensure both community bands and professional entertainers have the opportunity to perform.

We have secured a performance by a local Sea Shanty group on Sunday, which has been requested by the community. This will be on Jubilee Green, after the cardboard Boat race.

We are also pleased to announce that we are now officially a **Community Interest Company (CIC)**, reinforcing our commitment to benefiting the local community.

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

If application is from an education, health or social service establishment – is project in addition to statutory services?	N/A
---	-----

2. Your project

Project	Start Date	Saturday 7 th June 2025
	Finish Date	Sunday 8 th June 2025
	Total Cost	£20,200.65
	Grant Applied For	£ 5000

Project title:	Saltash Regatta and Waterside Festival
Description of project (please continue on a separate sheet if necessary):	<p>The Saltash Regatta & Waterside Festival is a free, community-led event celebrating Saltash with exciting water-based activities on the River Tamar. It brings together local residents, businesses, and stakeholders over two vibrant days and is run almost entirely by volunteers.</p> <p>This year, we are once again partnering with Saltash Environmental Action to help keep our area clean and tidy throughout the festival.</p> <p>We greatly value the support we receive from our community, businesses, and sponsors, and we proudly reflect this in all our marketing materials, website, and social media. Our overarching goal is to ensure the event's sustainability and generate a small surplus to carry forward for future years.</p> <p>Community Engagement</p> <p>We actively involve the community in various ways, including:</p> <ol style="list-style-type: none"> 1. Children's Parade – Led by civic participants, the Regatta opens with a colorful children's parade, inviting local schools, preschools, Rainbows, Brownies. 2. Sponsorship & Support – Local businesses contribute through sponsorship, helping to sustain and grow the event. 3. Volunteer-Led Committee – The event is fully organized and managed by local volunteers dedicated to bringing this festival to life. 4. Cardboard Raft Race – A fun-filled competition drawing enthusiastic local participants. 5. Paint Party – A joyful, interactive activity where both children and adults can create color and laughter.

	<p>6. Churches Together Service – An open-air service held on Sunday morning, welcoming the whole community.</p> <p>7. Livewire Music Collaboration – We maintain strong ties with Livewire, providing a platform for young musicians to showcase their talents and gain exposure in the music industry.</p> <p>8. Two Stages of Entertainment – Performances span the entire festival site, featuring the Saltash Chamber of Commerce trailer and a hired platform stage, ensuring a diverse lineup of local talent.</p> <p>Behind the Scenes</p> <p>The committee oversees every aspect of the event, including:</p> <ul style="list-style-type: none"> • Booking traders, entertainers, and activities (Diverse Events manage this aspect) • Advertising and marketing • Ensuring safety and compliance • Event setup and takedown • Fundraising and financial management –
Where will the project/ activity take place?	Brunel, Jubilee and Waterside Greens

Who will benefit from the project? (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 local businesses and brings visitors to the area.
What evidence do you have that this project is required? (This might be survey work or statistical evidence)	It is an event that has been run for over one hundred years; is well attended and attracts very positive feedback.
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)	We seek financial support from Cornwall Councillors and funding from local businesses. We will sell raffle tickets with cash prizes.

How will the project be managed and how will you measure its success?	<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>
Please give the timescale and key milestones for your project, including a start date and finish date.	It is essential that we are fully funded by June 2025
What arrangements do you have in place to ensure safeguarding of children and/or young people and/or vulnerable people (applicable only if your project involves working with this client group)	<p>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. Our safeguarding policy will be adhered to and shared.</p> <p>This plan will be circulated to police, fire, ambulance, licensing, street works, 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.

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)				
	Estimated	Quoted	Invoiced	Description
	£150.00			Bulldog Media
	£700.00			Insurance
	£2,009.40			Stage Jubilee and sound (STC)
	£499.20			PA on trailer stage
	£1,500.00			Medical
	£396.05			Observer
	£1,424.50			Security (STC)
	£120.00			Tamar Trash
	£157.50			Artwork
	£3,406.20			Event Management
	£1,385.22			Traffic
	£150.00			Mike Pitches
	£21.00			Temporary Events Notice
	£55.00			Licence for Car Park

	£90.00		trailer stage union
	£250.00		raffle winner first prize
	£100.00		raffle third prize
	£100.00		Raffle second prize
	£334.92		waste
	£100.00		Tom hannigan
	£120.00		Roxie
	£200.00		livewire
	£300.00		Mr Phils Magic
	£200.00		Simon and John
	£350.00		Town Band
	£300.00		Sultans
	£0.00		The Morzim
	£300.00		Riptide
	£400.00		Disney Characters
	£144.00		banners
	£1,632.00		Toilets (STC)
	£383.10		generator
	£280.00		Buses
	£15.00		crepes
	£13.05		toilet roll
	£6.49		toilet roll
	£24.90		sweets
	£30.00		voucher parade
	£10.00		world pizza (volunteers food)
	£10.00		west coast
	£76.00		zettle jungle food
	£190.00		Paint party
	£17.00		petes icecream
	£33.87		Cardboard boat trophies
	£100.00		raffle paid 3rd
	£100.00		raffle paid 3rd
	£200.00		Simon and John
	£16.25		breakfast rolls
	£80.00		churrios
	£250.00		raffle paid 1 st
	£400.00		Barretts Privateers
	£250.00		pop up pay
	£200.00		wreckers
	£200.00		samba
	£370.00		Creative Workshop
	£50		Tuna (singer)
	£20,200.65		

How will you promote STC once application and project are complete?	Saltash Town Council will be promoted on all social media advertising, as well as editorial content.
---	--

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)
Sponsorship through South West Surfacing Specialists	3000		Letters going out 1 st March 2025
Cornwall Council	£500		Letters going out 1 st March 2025
Local businesses	£4500		Letters going out 1 st March 2025
Stall bookings	6500		Bookings just opened and we are halfway to our target
Raffle / paint sales	£500		

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

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)	This is issued just before the event.
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 organization'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 Council	✓
A copy of your organisations Safeguarding Policy (if relevant)	✓

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

We always get our insurance document just before the event.

5. Declaration by the applicant

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

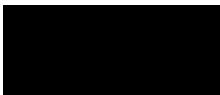
I/we declare that, I/we have read the Town Council's Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

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

I/we accept the following:

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

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

Signed:			
Print Name(s):			
Position(s):	Saltash regatta Chair		
Date:	25/02/2025		

The Companies Act 2006

Community Interest Company Limited by Guarantee

Articles of Association¹

of

Saltash Regatta C.I.C.

(CIC Limited by Guarantee, Schedule 1, Small Membership)

The Companies Act 2006
Community Interest Company Limited by Guarantee

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The Companies Act 2006

Articles of Association

of

Saltash Regatta C.I.C.

INTERPRETATION

1. Defined Terms

1.1 The interpretation of these Articles is governed by the provisions set out in the Schedule at the end of the Articles.

COMMUNITY INTEREST COMPANY AND ASSET LOCK

2. Community Interest Company

The Company is to be a community interest company.

3. Asset Lock²

3.1 The Company shall not transfer any of its assets other than for full consideration.

3.2 Provided the conditions in Article 3.3 are satisfied, Article 3.1 shall not apply to:

(a) the transfer of assets to any specified asset-locked body, or (with the consent of the Regulator) to any other asset-locked body; and

(b) the transfer of assets made for the benefit of the community other than by way of a transfer of assets into an asset-locked body.

3.3 The conditions are that the transfer of assets must comply with any restrictions on the transfer of assets for less than full consideration which may be set out elsewhere in the memorandum or Articles of the Company.

3.4 If:

3.4.1 the Company is wound up under the Insolvency Act 1986; and

3.4.2 all its liabilities have been satisfied

any residual assets shall be given or transferred to the asset-locked body specified in Article 3.5 below.

3.5 For the purposes of this Article 3, the following asset-locked body is specified as a potential recipient of the Company's assets under Articles 3.2 and 3.4:

Name: **Saltash Regatta C.I.C.**

(Please note that a community interest company cannot nominate itself as the asset locked body. It also cannot nominate a non-asset locked body. An asset locked body is defined as a CIC or charity, a permitted society or non-UK based equivalent.)

Charity Registration Number (if applicable): []

Company Registration Number (if applicable): []

Registered Office: []³

4. Not for profit

4.1 The Company is not established or conducted for private gain: any surplus or assets are used principally for the benefit of the community.

OBJECTS, POWERS AND LIMITATION OF LIABILITY

5. Objects⁴

The objects of the Company are to carry on activities which benefit the community and in particular (without limitation) to organising an annual Waterside Festival over two days, for the community of Saltash, Cornwall].

6. Powers

6.1 To further its objects the Company may do all such lawful things as may further the Company's objects and, in particular, but, without limitation, may borrow or raise and secure the payment of money for any purpose including for the purposes of investment or of raising funds.

7. Liability of members⁵

The liability of each member is limited to £1, being the amount that each member undertakes to contribute to the assets of the Company in the event of its being wound up while he or she is a member or within one year after he or she ceases to be a member, for:

- 7.1 payment of the Company's debts and liabilities contracted before he or she ceases to be a member;
- 7.2 payment of the costs, charges and expenses of winding up; and
- 7.3 adjustment of the rights of the contributories among themselves.

DIRECTORS

DIRECTORS' POWERS AND RESPONSIBILITIES⁶

8. Directors' general authority

Subject to the Articles, the Directors are responsible for the management of the Company's business, for which purpose they may exercise all the powers of the Company.

9. Members' reserve power

- 9.1 The members may, by special resolution, direct the Directors to take, or refrain from taking, specific action.
- 9.2 No such special resolution invalidates anything which the Directors have done before the passing of the resolution.

10. Chair

The Directors may appoint one of their number to be the chair of the Directors for such term of office as they determine and may at any time remove him or her from office.

11. Directors may delegate⁷

- 11.1 Subject to the Articles, the Directors may delegate any of the powers which are conferred on them under the Articles or the implementation of their decisions or day to day management of the affairs of the Company:
- 11.1.1 to such person or committee;
 - 11.1.2 by such means (including by power of attorney);
 - 11.1.3 to such an extent;
 - 11.1.4 in relation to such matters or territories; and
 - 11.1.5 on such terms and conditions;
- as they think fit.
- 11.2 If the Directors so specify, any such delegation of this power may authorise further delegation of the Directors' powers by any person to whom they are delegated.
- 11.3 The Directors may revoke any delegation in whole or part, or alter its terms and conditions.

DECISION-MAKING BY DIRECTORS

12. Directors to take decisions collectively⁸

Any decision of the Directors must be either a majority decision at a meeting or a decision taken in accordance with Article 18. [In the event of the Company having only one Director, a majority decision is made when that single Director makes a decision.]

13. Calling a Directors' meeting

- 13.1 Two Directors may (and the Secretary, if any, must at the request of two Directors) call a Directors' meeting.

13.2 A Directors' meeting must be called by at least seven Clear Days' notice unless either:

13.2.1 all the Directors agree; or

13.2.2 urgent circumstances require shorter notice.

13.3 Notice of Directors' meetings must be given to each Director.

13.4 Every notice calling a Directors' meeting must specify:

13.4.1 the place, day and time of the meeting; and

13.4.2 if it is anticipated that Directors participating in the meeting will not be in the same place, how it is proposed that they should communicate with each other during the meeting.

13.5 Notice of Directors' meetings need not be in Writing.

13.6 Notice of Directors' meetings may be sent by Electronic Means to an Address provided by the Director for the purpose.

14. Participation in Directors' meetings

14.1 Subject to the Articles, Directors participate in a Directors' meeting, or part of a Directors' meeting, when:

14.1.1 the meeting has been called and takes place in accordance with the Articles; and

14.1.2 they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting.

14.2 In determining whether Directors are participating in a Directors' meeting, it is irrelevant where any Director is or how they communicate with each other.⁹

14.3 If all the Directors participating in a meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is.

15. Quorum for Directors' meetings¹⁰

15.1 At a Directors' meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting.

15.2 The quorum for Directors' meetings may be fixed from time to time by a decision of the Directors, but it must never be less than two, and unless otherwise fixed it is [two].

15.3 If the total number of Directors for the time being is less than the quorum required, the Directors must not take any decision other than a decision:

15.3.1 to appoint further Directors; or

15.3.2 to call a general meeting so as to enable the members to appoint further Directors.

16. Chairing of Directors' meetings

The Chair, if any, or in his or her absence another Director nominated by the Directors present shall preside as chair of each Directors' meeting.

17. Decision-making at meetings¹¹

17.1 Questions arising at a Directors' meeting shall be decided by a majority of votes.

17.2 In all proceedings of Directors each Director must not have more than one vote.¹²

17.3 In case of an equality of votes, the Chair shall have a second or casting vote.

18. Decisions without a meeting¹³

18.1 The Directors may take a unanimous decision without a Directors' meeting in accordance with this Article by indicating to each other by any means, including without limitation by Electronic Means, that they share a common view on a matter. Such a decision may, but need not, take the form of a resolution in Writing, copies of which have been signed by each Director or to which each Director has otherwise indicated agreement in Writing.

18.2 A decision which is made in accordance with Article 18.1 shall be as valid and effectual as if it had been passed at a meeting duly convened and held, provided the following conditions are complied with:

18.2.1 approval from each Director must be received by one person being either such person as all the Directors have nominated in advance for that purpose or such other person as volunteers if necessary ("the Recipient"), which person may, for the avoidance of doubt, be one of the Directors;

18.2.2 following receipt of responses from all of the Directors, the Recipient must communicate to all of the Directors by any means whether the resolution has been formally approved by the Directors in accordance with this Article 18.2;

18.2.3 the date of the decision shall be the date of the communication from the Recipient confirming formal approval;

18.2.4 the Recipient must prepare a minute of the decision in accordance with Article 32.

19. Conflicts of interest¹⁴

19.1 Whenever a Director finds himself or herself in a situation that is reasonably likely to give rise to a Conflict of Interest, he or she must declare his or her interest to the Directors unless, or except to the extent that, the other Directors are or ought reasonably to be aware of it already.

- 19.2 If any question arises as to whether a Director has a Conflict of Interest, the question shall be decided by a majority decision of the other Directors.
- 19.3 Whenever a matter is to be discussed at a meeting or decided in accordance with Article 18 and a Director has a Conflict of Interest in respect of that matter then, subject to Article 20, he or she must:
- 19.3.1 remain only for such part of the meeting as in the view of the other Directors is necessary to inform the debate;
 - 19.3.2 not be counted in the quorum for that part of the meeting; and
 - 19.3.3 withdraw during the vote and have no vote on the matter.
- 19.4 When a Director has a Conflict of Interest which he or she has declared to the Directors, he or she shall not be in breach of his or her duties to the Company by withholding confidential information from the Company if to disclose it would result in a breach of any other duty or obligation of confidence owed by him or her.

20. Directors' power to authorise a conflict of interest

- 20.1 The Directors have power to authorise a Director to be in a position of Conflict of Interest provided:
- 20.1.1 in relation to the decision to authorise a Conflict of Interest, the conflicted Director must comply with Article 19.3;
 - 20.1.2 in authorising a Conflict of Interest, the Directors can decide the manner in which the Conflict of Interest may be dealt with and, for the avoidance of doubt, they can decide that the Director with a Conflict of Interest can participate in a vote on the matter and can be counted in the quorum;
 - 20.1.3 the decision to authorise a Conflict of Interest can impose such terms as the Directors think fit and is subject always to their right to vary or terminate the authorisation.
- 20.2 If a matter, or office, employment or position, has been authorised by the Directors in accordance with Article 20.1 then, even if he or she has been authorised to remain at the meeting by the other Directors, the Director may absent himself or herself from meetings of the Directors at which anything relating to that matter, or that office, employment or position, will or may be discussed.
- 20.3 A Director shall not be accountable to the Company for any benefit which he or she derives from any matter, or from any office, employment or position, which has been authorised by the Directors in accordance with Article 20.1 (subject to any limits or conditions to which such approval was subject).

21. Register of Directors' interests

The Directors shall cause a register of Directors' interests to be kept. A Director must declare the nature and extent of any interest, direct or indirect, which he or she has in

a proposed transaction or arrangement with the Company or in any transaction or arrangement entered into by the Company which has not previously been declared.

APPOINTMENT AND RETIREMENT OF DIRECTORS¹⁵

22. Methods of appointing Directors

22.1 Those persons notified to the Registrar of Companies as the first Directors of the Company shall be the first Directors.

22.2 Any person who is willing to act as a Director, and is permitted by law to do so, may be appointed to be a Director by a decision of the Directors.

23. Termination of Director's appointment¹⁶

A person ceases to be a Director as soon as:

- (a) that person ceases to be a Director by virtue of any provision of the Companies Act 2006, or is prohibited from being a Director by law;
- (b) a bankruptcy order is made against that person, or an order is made against that person in individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy;
- (c) a composition is made with that person's creditors generally in satisfaction of that person's debts;
- (d) notification is received by the Company from the Director that the Director is resigning from office, and such resignation has taken effect in accordance with its terms (but only if at least two Directors will remain in office when such resignation has taken effect); or
- (e) the Director fails to attend three consecutive meetings of the Directors and the Directors resolve that the Director be removed for this reason.
- (f) the Director ceases to be a member.

24. Directors' remuneration¹⁷

24.1 Directors may undertake any services for the Company that the Directors decide.

24.2 Directors are entitled to such remuneration as the Directors determine:

- (a) for their services to the Company as Directors; and
- (b) for any other service which they undertake for the Company.

24.3 Subject to the Articles, a Director's remuneration may:

- (a) take any form; and

- (b) include any arrangements in connection with the payment of a pension, allowance or gratuity, or any death, sickness or disability benefits, to or in respect of that director.
- 24.4 Unless the Directors decide otherwise, Directors' remuneration accrues from day to day.
- 24.5 Unless the Directors decide otherwise, Directors are not accountable to the Company for any remuneration which they receive as Directors or other officers or employees of the Company's subsidiaries or of any other body corporate in which the Company is interested.
- 25. Directors' expenses**
 - 25.1 The Company may pay any reasonable expenses which the Directors properly incur in connection with their attendance at:
 - (a) meetings of Directors or committees of Directors;
 - (b) general meetings; or
 - (c) separate meetings of any class of members or of the holders of any debentures of the Company,
- or otherwise in connection with the exercise of their powers and the discharge of their responsibilities in relation to the Company.

MEMBERS¹⁸

BECOMING AND CEASING TO BE A MEMBER¹⁹

- 26. Becoming a member²⁰**
 - 26.1 The subscribers to the Memorandum are the first members of the Company.
 - 26.2 Such other persons as are admitted to membership in accordance with the Articles shall be members of the Company.
 - 26.3 Each member of the company shall be a Director.
 - 26.4 No person shall be admitted a member of the Company unless he or she is approved by the Directors.
 - 26.5 Every person who wishes to become a member shall deliver to the company an application for membership in such form (and containing such information) as the Directors require and executed by him or her.
- 27. Termination of membership²¹**
 - 27.1 Membership is not transferable to anyone else.
 - 27.2 Membership is terminated if:

27.2.1 the member dies or ceases to exist;

27.2.2 otherwise in accordance with the Articles; or

27.2.3 a member ceases to be a Director.

DECISION MAKING BY MEMBERS

28. Members' meetings²²

28.1 The Directors may call a general meeting at any time.

28.2 General meetings must be held in accordance with the provisions regarding such meetings in the Companies Acts.²³

28.3 A person who is not a member of the Company shall not have any right to vote at a general meeting of the Company; but this is without prejudice to any right to vote on a resolution affecting the rights attached to a class of the Company's debentures.²⁴

28.4 Article 28.3 shall not prevent a person who is a proxy for a member or a duly authorised representative of a member from voting at a general meeting of the Company.

29. Written resolutions

29.1 Subject to Article 29.3, a written resolution of the Company passed in accordance with this Article 29 shall have effect as if passed by the Company in general meeting:

29.1.1 A written resolution is passed as an ordinary resolution if it is passed by a simple majority of the total voting rights of eligible members.

29.1.2 A written resolution is passed as a special resolution if it is passed by members representing not less than 75% of the total voting rights of eligible members. A written resolution is not a special resolution unless it states that it was proposed as a special resolution.

29.2 In relation to a resolution proposed as a written resolution of the Company the eligible members are the members who would have been entitled to vote on the resolution on the circulation date of the resolution.

29.3 A members' resolution under the Companies Acts removing a Director or an auditor before the expiration of his or her term of office may not be passed as a written resolution.

29.4 A copy of the written resolution must be sent to every member together with a statement informing the member how to signify their agreement to the resolution and the date by which the resolution must be passed if it is not to lapse. Communications in relation to written notices shall be sent to the Company's auditors in accordance with the Companies Acts.

- 29.5 A member signifies their agreement to a proposed written resolution when the Company receives from him or her an authenticated Document identifying the resolution to which it relates and indicating his or her agreement to the resolution.
- 29.5.1 If the Document is sent to the Company in Hard Copy Form, it is authenticated if it bears the member's signature.
- 29.5.2 If the Document is sent to the Company by Electronic Means, it is authenticated [if it bears the member's signature] or [if the identity of the member is confirmed in a manner agreed by the Directors] or [if it is accompanied by a statement of the identity of the member and the Company has no reason to doubt the truth of that statement] or [if it is from an email Address notified by the member to the Company for the purposes of receiving Documents or information by Electronic Means].
- 29.6 A written resolution is passed when the required majority of eligible members have signified their agreement to it.
- 29.7 A proposed written resolution lapses if it is not passed within 28 days beginning with the circulation date.

ADMINISTRATIVE ARRANGEMENTS AND MISCELLANEOUS

30. Means of communication to be used

- 30.1 Subject to the Articles, anything sent or supplied by or to the Company under the Articles may be sent or supplied in any way in which the Companies Act 2006 provides for Documents or information which are authorised or required by any provision of that Act to be sent or supplied by or to the Company.
- 30.2 Subject to the Articles, any notice or Document to be sent or supplied to a Director in connection with the taking of decisions by Directors may also be sent or supplied by the means by which that Director has asked to be sent or supplied with such notices or Documents for the time being.
- 30.3 A Director may agree with the Company that notices or Documents sent to that Director in a particular way are to be deemed to have been received within an agreed time of their being sent, and for the agreed time to be less than 48 hours.

31. Irregularities

The proceedings at any meeting or on the taking of any poll or the passing of a written resolution or the making of any decision shall not be invalidated by reason of any accidental informality or irregularity (including any accidental omission to give or any non-receipt of notice) or any want of qualification in any of the persons present or voting or by reason of any business being considered which is not referred to in the notice unless a provision of the Companies Acts specifies that such informality, irregularity or want of qualification shall invalidate it.

32. Minutes

- 32.1 The Directors must cause minutes to be made in books kept for the purpose:

32.1.1 of all appointments of officers made by the Directors;

32.1.2 of all resolutions of the Company and of the Directors (including, without limitation, decisions of the Directors made without a meeting); and

32.1.3 of all proceedings at meetings of the Company and of the Directors, and of committees of Directors, including the names of the Directors present at each such meeting;

and any such minute, if purported to be signed (or in the case of minutes of Directors' meetings signed or authenticated) by the chair of the meeting at which the proceedings were had, or by the chair of the next succeeding meeting, shall, as against any member or Director of the Company, be sufficient evidence of the proceedings.

32.2 The minutes must be kept for at least ten years from the date of the meeting, resolution or decision.

33. Records and accounts²⁵

The Directors shall comply with the requirements of the Companies Acts as to maintaining a members' register, keeping financial records, the audit or examination of accounts and the preparation and transmission to the Registrar of Companies and the Regulator of:

33.1 annual reports;

33.2 annual returns; and

33.3 annual statements of account.

33.4 Except as provided by law or authorised by the Directors or an ordinary resolution of the Company, no person is entitled to inspect any of the Company's accounting or other records or Documents merely by virtue of being a member.

34. Indemnity

34.1 Subject to Article 34.2, a relevant Director of the Company or an associated company may be indemnified out of the Company's assets against:

(a) any liability incurred by that Director in connection with any negligence, default, breach of duty or breach of trust in relation to the Company or an associated company;

(b) any liability incurred by that Director in connection with the activities of the Company or an associated company in its capacity as a trustee of an occupational pension scheme (as defined in section 235(6) of the Companies Act 2006); and

(c) any other liability incurred by that Director as an officer of the Company or an associated company.

34.2 This Article does not authorise any indemnity which would be prohibited or rendered void by any provision of the Companies Acts or by any other provision of law.

34.3 In this Article:

- (a) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate; and
- (b) a “relevant Director” means any Director or former Director of the Company or an associated company.

35. Insurance

35.1 The Directors may decide to purchase and maintain insurance, at the expense of the Company, for the benefit of any relevant Director in respect of any relevant loss.

35.2 In this Article:

- (a) a “relevant Director” means any Director or former Director of the Company or an associated company;
- (b) a “relevant loss” means any loss or liability which has been or may be incurred by a relevant Director in connection with that Director’s duties or powers in relation to the Company, any associated company or any pension fund or employees’ share scheme of the company or associated company; and
- (c) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate.

36. Exclusion of model articles

The relevant model articles for a company limited by guarantee are hereby expressly excluded.

SCHEDULE

INTERPRETATION

Defined terms

1. In the Articles, unless the context requires otherwise, the following terms shall have the following meanings:

Term	Meaning
1.1 “Address”	includes a number or address used for the purposes of sending or receiving Documents by Electronic Means;
1.2 “Articles”	the Company’s articles of association;
1.3 “asset-locked body”	means (i) a community interest company, a charity ²⁶ or a Permitted Society; or (ii) a body established outside the United Kingdom that is equivalent to any of those;
1.4 “bankruptcy”	includes individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy;
1.5 “Chair”	has the meaning given in Article 10;
1.6 “Circulation Date”	in relation to a written resolution, has the meaning given to it in the Companies Acts;
1.7 “Clear Days”	in relation to the period of a notice, that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect;
1.8 “community”	is to be construed in accordance with accordance with Section 35(5) of the Company’s (Audit) Investigations and Community Enterprise) Act 2004;
1.9 “Companies Acts”	means the Companies Acts (as defined in Section 2 of the Companies Act 2006), in so far as they apply to the Company;
1.10 “Company”	[] [Community Interest Company/C.I.C.];
1.11 “Conflict of Interest”	any direct or indirect interest of a Director (whether personal, by virtue of a duty of loyalty to another organisation or otherwise) that conflicts, or might conflict with the interests of the Company;

1.12	“Director”	a director of the Company, and includes any person occupying the position of director, by whatever name called;
1.13	“Document”	includes, unless otherwise indicated, any document sent or supplied in Electronic Form;
1.14	“Electronic Form” and “Electronic Means”	have the meanings respectively given to them in Section 1168 of the Companies Act 2006;
1.15	“Hard Copy Form”	has the meaning given to it in the Companies Act 2006;
1.16	“Memorandum”	the Company’s memorandum of association;
1.17	“participate”	in relation to a Directors’ meeting, has the meaning given in Article 14;
1.18	“Permitted Registered Society”	<p>“Registered Society” means –</p> <ul style="list-style-type: none"> (a) a registered society within the meaning given by section 1(1) of the Co-operative and Community Benefit Societies Act 2014; or (b) a society registered or deemed to be registered under the Industrial and Provident Societies Act (Northern Ireland) 1969;”
1.19	“the Regulator”	means the Regulator of Community Interest Companies;
1.20	“Secretary”	the secretary of the Company (if any);
1.21	“specified”	means specified in the articles of association of the Company for the purposes of this paragraph;
1.22	“subsidiary”	has the meaning given in section 1159 of the Companies Act 2006;
1.23	“transfer”	includes every description of disposition, payment, release or distribution, and the creation or extinction of an estate or interest in, or right over, any property; and
1.24	“Writing”	the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in Electronic Form or otherwise.

2. **Subject to clause 3** of this Schedule, any reference in the Articles to an enactment includes a reference to that enactment as re-enacted or amended from time to time and to any subordinate legislation made under it.
3. Unless the context otherwise requires, other words or expressions contained in these Articles bear the same meaning as in the Companies Acts as in force on the date when these Articles become binding on the Company.

¹ On articles of association generally, see [Part 5] of the Regulator’s information and guidance notes. If you are an existing company wishing to become a community interest company, there is no need to adopt completely new articles, but you must comply with the requirements of the Community Interest Company Regulations 2005 (as amended) (“the Regulations”) by including the provisions set out in Schedule 1 to the Regulations in the articles of your company.

² See [Part 6] of the Regulator’s information and guidance notes. Inclusion of the provisions contained in article 3.1 to 3.3 is mandatory, reflecting sub-paragraphs (1) to (3) of paragraph 1 of Schedule 1 to the Regulations

³ See regulation 23 of the Regulations and [Parts 6 and 10] of the Regulator’s information and guidance notes. If the company does not specify that the remaining residual assets are to be transferred to a particular Asset Locked Body, an appropriate recipient will be chosen by the Regulator, in consultation with the company’s directors and members.

⁴ On the specification of the company’s objects, see [Part 5] of the Regulator’s information and guidance notes

⁵ On limited liability, see [Part 3] of the Regulator’s information and guidance notes. On guarantees generally see [Chapter 3.2] of the Regulator’s information and guidance notes.

⁶ Note that although this model constitution assumes that all Directors are Members and all Members are Directors, and the Directors are given wide powers, under the Articles (and company law more generally) there are still some decisions which Members must make as Members (either in general meeting under the Companies Act 2006 (article 28.2), or by written resolution in accordance with article 29). [See in general the Companies House guidance booklet, “Resolutions” (available online at <http://www.companieshouse.gov.uk/about/gbhtml/gba7.shtml>).].

⁷ Article 11 permits the Directors to delegate any of their functions. Delegation may take the form of, for instance, the Directors giving a managing director general authority to run the company’s day to day business, or responsibility for specific matters being delegated to particular directors (e.g. financial matters to a finance director); or it may be equally appropriate to delegate matters to persons other than Directors. In all cases, it is important to remember that delegation does not absolve Directors of their general duties towards the company and their overall responsibility for its management. This means that, amongst other things, Directors must be satisfied that those to whom responsibilities are delegated are competent to carry them out.

⁸ Article 12 states that the Directors must make decisions by majority at a meeting in accordance with article 14; or unanimously if taken in accordance with article 18.

⁹ Article 14.2 is designed to facilitate the taking of decisions by the directors communicating via telephone or video conference calls. Note the requirement to keep a written record of meetings and decisions (article 32).

¹⁰ The quorum may be fixed in absolute terms (e.g. “two Directors”) or as a proportion of the total number of Directors (e.g. “one third of the total number of Directors”). You may even wish to stipulate that particular named Directors, or Directors representing particular stakeholder interests, must be present to constitute a quorum.

¹¹ Article 17 reflects paragraph 4 of Schedule 1 to the Regulations, which is required to be included in the articles of all community interest companies.

¹² You may wish to include a provision which gives the chair of the board a casting vote. This will enable the directors to resolve any deadlock at board level.

¹³ Article 18 is designed to facilitate the taking of decisions by directors following discussions in the form of, for example, email exchanges copied to all the directors. Note the requirements as to recording the decision in articles 18.2 and 32.

¹⁴ The provisions in articles 19 and 20 reflect the position under the Companies Act 2006. However, it is recommended that, as a matter of good practice, all actual and potential conflicts of interest are disclosed in writing or at a meeting, as the case may be.

¹⁵ Private companies are obliged to have at least one director. Provisions can be inserted into the articles providing for a minimum number of directors. Where the company has just one director, that director must be a natural person. Article 12 notes that, where there is only one director, a majority decision is reached when that director makes a decision. In the case of a single director, the quorum provisions (article 15) will need to be amended accordingly.

¹⁶ The board of directors cannot remove a director other than in accordance with the provisions in article 23 and the Companies Act 2006.

¹⁷ See the guidance on directors’ remuneration in [Part 9] of the Regulator’s information and guidance notes.

¹⁸ See section 112 of the Companies Act 2006. A company’s members are (i) the subscribers to its memorandum; and (ii) every other person who agrees to become a member of the company and whose name is entered in its register of members.

¹⁹ There is no need for all those who wish to become Members to subscribe to the Memorandum on incorporation; they can become Members and be entered in the register of Members after the company has been

formed. However, since this model constitution assumes that all Members are also Directors, all Members will also have to be validly appointed as Directors under article 22.

²⁰ Inclusion of the provisions in article 26 (other than 26.3) is mandatory and reflects paragraphs 2(1)-(4) of Schedule 1 to the Regulations. [Directors should ensure that the information to be included on an application form includes all the information which will be required to fill in Companies House Form [288a] on the appointment of the new Member as a Director (see:

<http://www.companieshouse.gov.uk/forms/generalForms/288A.pdf>.)] Article 26.3 provides that the Directors are also members of the company.

²¹ Inclusion of the provisions of article 27.1 and 27.2.1 – 27.2.2 (reflecting sub-paragraphs (5) and (6) of paragraph 2 of Schedule 1 to the Regulations), is mandatory.

²² The Companies Act 2006 has removed the need for private companies to hold annual general meetings and therefore these Articles follow suit; however, if you wish, you can insert an additional provision which obliges the company to hold annual general meetings.

²³ Article 28.2 provides that general meetings must be held in accordance with the provisions of the Companies Act 2006. You may insert additional provisions that specify how many Members are required to be present to hold a valid general meeting. The quorum may be fixed in absolute terms (e.g. “four Members”) or as a proportion of the total number of Members (e.g. “three quarters of the Members from time to time”). You may even wish to stipulate that particular named Members, or Members representing particular stakeholder interests, must be present to constitute a quorum. In any event, it is recommended that the quorum should never be less than half of the total number of Members.

²⁴ Inclusion of the provisions of article 28.3 (reflecting paragraph 3(1) of Schedule 1 to the Regulations) is mandatory.

²⁵ See the Companies House guidance booklet, “Accounts and Accounting Reference Dates” (available online at <http://www.companies-house.gov.uk/about/gbhtml/gba3.shtml>.)] On the annual community interest company report, see [Part 8] of the Regulator’s information and guidance notes.

²⁶ Section 1(1) of the Charities Act 2006 defines “charity” as an institution which “is established for charitable purposes only, and falls to be subject to the control of the High Court in the exercise of its jurisdiction with respect to charities.”.

INCOME 2024				EXPENDITURE 2024		
Date		Amount projected	Description	To pay	Amount	Description
16/07/2024	£4,630.65		Stalls	25/04/2024	£150.00	Bulldog Media
29/07/2024	£1,663.55		Stalls	16/07/2024	£666.04	Insurance
10/06/2024	£4,998.22		Saltash Festival Fund	03/07/2024	£1,680.00	Stage Jubilee and sound
29/07/2024	£1,642.00		Bar	03/07/2024	£1,500.00	Medical
08/08/2024	£500.00		Cornwall Council Community Fund	03/07/2024	£396.05	Observer
17/07/2024	£250.00		Grove - Raffle	16/07/2024	£1,306.80	Security
16/07/2024	£300.00	This was a direct cheque to the band so will put accounts out		10/07/2024	£157.50	Artwork
03/07/2024	£250.00			16/07/2024	£3,406.20	Event Management
	£330.25		Raffle	06/04/2024	£84.00	selfie board
	£200.00		Paint Party sales	17/01/2025	£1,385.22	Traffic
08/07/2024	£3,000.00		Lead Sponsor SW Surfacing - main stage	17/07/2024	£150.00	Mike Pitches
03/07/2024	£100.00		Nickys Glow Beads - paint party	Diverse	£21.00	Temporary Events Notice - CTW7WDL3-101007172806
13/02/2024	£350.00		New View - boat race	Diverse	£55.00	Licence for Car Park
23/09/2024	1000		Noakes - waterside stage		£90.00	trailer stage union
02/07/2024	£400.00		rowan house (M&C Care Ltd)	16/07/2024	£250.00	raffle winner first prize
15/07/2024	£200.00		IMH -	17/07/2024	£100.00	raffle third prize
02/07/2024	£200.00		livewire	17/07/2024	£100.00	Raffle second prize
14/06/2024	£200.00			06/08/2024	£334.92	waste

02/07/2024	£100.00			17/07/2024	£100.00	
06/02/2024	£150.00		essa building - busses	26/07/2024	£200.00	livewire
02/07/2024	£200.00		prb carpentry	26/07/2024	£200.00	
				22/07/2024	£400.00	
				16/07/2024	£300.00	Sultans
				16/07/2024	£360.00	
				13/07/2024	£0.00	The Morzim
		Income (paid)	£20,664.67	16/07/2024	£300.00	Saltash Town band
		Expenditure	£16,978.29	17/07/2024	£300.00	Riptide
		Profit and Loss	£3,686.38	13/07/2024	£0.00	wreckers
				16/07/2024	£144.00	banners
				06/08/2024	£1,490.90	Toilets
				06/08/2024	383.1	generator
				17/07/2024	£15.00	crepes
				17/07/2024	£13.05	toilet roll
				17/07/2024	£6.49	toilet roll
				17/07/2024	£24.90	sweets
				17/07/2024	£30.00	voucher parade
				17/07/2024	£10.00	world pizza
				17/07/2024	£10.00	west coast
				17/07/2024	£76.00	zettle jungle food
				17/07/2024	£190.00	Paint party
				17/07/2024	£17.00	petes icecream
				17/07/2024	£33.87	Cardboard boat trophies
				17/07/2024	£16.25	breakfast rolls
				17/07/2024	£80.00	churrios
				16/07/2024	£75.00	
				16/07/2024	£370.00	

Saltash Regatta & Waterside Festival Safeguarding Policy 2025

1. Introduction

The Saltash Regatta & Waterside Festival is a free, two-day community event celebrating Saltash through a diverse range of activities—from water-based events and performances to family activities and community engagements. We are committed to providing a safe, secure, and welcoming environment for everyone, especially children, young people, and vulnerable adults. This policy outlines our commitment and the procedures to safeguard all participants during the event.

2. Aims and Objectives

Our safeguarding policy is underpinned by the event's core aims and objectives:

- **Inclusive Community Engagement:** To ensure that every participant, whether a local school, volunteer, trader, performer, or visitor, feels safe and valued.
- **Family-Friendly Environment:** To provide engaging activities and dedicated spaces (e.g., children's parade, child-friendly zones, magic shows, creative workshops) in a secure setting.
- **Protection of Vulnerable Individuals:** To create a culture of vigilance and accountability where any safeguarding concern is addressed promptly and appropriately.
- **Partnership and Volunteer Involvement:** To work with local organisations, volunteers, and community groups in fostering a secure environment for all.

3. Scope

This policy applies to:

- All event organisers, committee members, staff, and volunteers.
- External partners and service providers (e.g., Saltash Environmental Action, Saltash Red Bus).
- All participants, attendees, and visitors, with special focus on children, young people, and vulnerable adults.

4. Key Principles

1. **Child and Vulnerable Adult First:** The welfare of children, young people, and vulnerable adults is our paramount concern.
2. **Prevention:** We proactively prevent abuse and neglect through robust procedures, training, and awareness.
3. **Transparency:** All safeguarding processes are clear, transparent, and accessible.
4. **Collaboration:** We work in partnership with local safeguarding agencies, community groups, and volunteers to uphold these standards.
5. **Accountability:** Every team member is responsible for maintaining a safe environment.

5. Roles and Responsibilities

Event Safeguarding Lead (ESL)

- **Role:** Acts as the primary contact for all safeguarding concerns.
- **Responsibilities:**
 - Oversee the implementation and monitoring of safeguarding procedures.
 - Ensure all staff and volunteers receive appropriate safeguarding training.
 - Liaise with local safeguarding agencies when necessary.

Staff and Volunteers

- **Responsibilities:**
 - Read, understand, and adhere to this safeguarding policy.
 - Remain vigilant and report any concerns or potential risks to the ESL immediately.
 - Participate in any mandatory safeguarding training sessions.

External Partners & Contractors

- **Responsibilities:**
 - Comply with this safeguarding policy.
 - Report any safeguarding concerns related to their area of work to the ESL.

6. Safer Recruitment and Training

- **Recruitment:** All staff and volunteers working directly with children or vulnerable adults will undergo appropriate background checks and provide satisfactory references.
- **Training:** All involved personnel must attend safeguarding briefings or training sessions relevant to their role before the event.
- **Code of Conduct:** All individuals are expected to interact with participants using respectful, non-discriminatory, and professional behavior at all times.

7. Managing Safeguarding Concerns

Identification and Reporting

- **Immediate Danger:** In an emergency where someone is in immediate danger, call emergency services immediately (999).
- **Non-Emergency Concerns:** Any concerns, suspicions, or disclosures of abuse should be reported directly to the ESL.
- **Documentation:** The ESL will document all safeguarding concerns, including details such as time, date, individuals involved, and any action taken.
- **Confidentiality:** While confidentiality will be maintained, it should never be used to conceal or ignore a safeguarding concern.

Response and Referral

- The ESL will assess the situation and, where necessary, refer the case to local safeguarding authorities or the police, following statutory guidelines.

- Support will be provided to anyone affected, ensuring they are aware of the next steps and available resources.

8. Safeguarding During Event Activities

- **Children's Areas & Family Zones:** Dedicated staff will be assigned to supervise areas such as the children's parade, child-friendly spaces, and interactive workshops.
- **Public Spaces:** Measures will be in place to avoid isolated areas where unsupervised interactions might occur. Staff and volunteers are encouraged to work in pairs, particularly in areas where children are present.
- **Vendor and Performance Areas:** Organisers will ensure that all external participants, including traders and performers, adhere to this safeguarding policy.

9. Environmental and Venue Considerations

- **Safe Environment:** The event site will be inspected and maintained to meet safety standards, including clear evacuation routes, first aid points, and well-lit areas.
- **Collaboration with Partners:** Working with local organisations such as Saltash Environmental Action, we ensure that the event's setup supports a secure and family-friendly environment.

10. Monitoring and Review

- **Post-Event Review:** After the event, the organising committee will review any safeguarding incidents or feedback received and update policies as necessary.
- **Continuous Improvement:** Feedback from all stakeholders will help improve our safeguarding practices for future events.

11. Communication of Policy

- This safeguarding policy will be made available to all staff, volunteers, external partners, and, where appropriate, participants.

Approved by:

Saltash Regatta & Waterside Festival Organizing Committee

Date: [Insert Date]

Safeguarding Policy

Safeguarding policy for children and vulnerable adults

Introduction

Diverse Events CIC is an organisation that provide benefit to the people who live work and/or run a business in Devon and Cornwall, and to visitors to Devon and Cornwall. In particular the company's objective is to advance the community cohesion and the well-being of Devon and Cornwall communities, along with the community groups within them. We do this by developing and implementing projects that will support existing community groups, traders, and artists as well as providing a platform for businesses and artists.

Purpose of the policy

This policy and its associated procedures set out the duties of Diverse Events CIC to safeguard and promote the welfare of children, young people, and vulnerable adults. This is a joint policy as there are similarities in many of the actions needed to safeguard children and young people.

Relevant Legislation, Policy, and Guidance

- The Children Acts 1989 and 2004
- Data Protection Act 2018
- General Data Protection Regulation EU
- Sexual Offences Act 2003
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- The Counter-Terrorism and Security Act 2015
- United Nations Convention on the Rights of the Child 1991
- HM Government (2015) Working Together to Safeguard Children

Policy Objectives

Unless individuals are safe and treated well, with dignity and respect, it is impossible for them to realise their potential or to benefit fully from their involvement or attendance in or at events. Our main policy objective is to ensure that we will promote safeguarding as the moral norm so that it becomes "everybody's business." By everybody's business we mean everyone working with children, families, and vulnerable adults all understand their safeguarding responsibilities and their active role in working together to safeguard children and vulnerable adults from harm. All staff members and volunteers have an applied understanding of what safeguarding means, knows that safeguarding is everyone's responsibility, knows the signs and symptoms of potential harm, how to access safeguarding information, advice, and guidance, and is committed to making an informed contribution to safeguarding children, young people, and vulnerable adults.

Diverse Events CIC does not directly engage in activity with, nor have unsupervised access to, or contact with, children or vulnerable adults, but Diverse Events CIC does take seriously its obligations to operate in such a way as to ensure, so far as is possible, that its work causes no harm to anyone who comes into contact with it or its work.

Safeguarding defines a child as "anyone who has not yet reached their 18th birthday. 'Children' therefore means 'children and young people' throughout. The fact that a child has reached 16 years of

age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate for children and young people, does not change his or her status or entitlement to services or protection under the Children's Act 2004 "Safeguarding and promoting the welfare of children" means:

- protecting children from maltreatment
- preventing impairment of their health or development
- ensuring that they grow up in circumstances consistent with the provision of safe and effective care.
- enabling them to have optimum life chances and to enter adulthood successfully.

Safeguarding vulnerable adults – applies to an adult who:

- has needs for care and support (whether the local authority is meeting any of those needs) and
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Diverse Events CIC will endeavour to safeguard children and vulnerable adults by:

- adopting best practice safeguarding and child/vulnerable adult protection procedures, ensuring all who work or volunteer on behalf of the organisation follow them.
- reporting any concerns to relevant authorities including statutory agencies and local authorities
- providing effective management of all staff and volunteers and associates through support and providing appropriate access to information regarding the concerns

Implementation

Diverse Events CIC will ensure all staff and volunteers are aware of, and have sight of, these policies.


A culture of mutual respect between children/vulnerable adults, and those representing Diverse Events CIC in all its activities will be encouraged, with good practice being modelled.

No volunteers or staff are ever left with unsupervised access to children or vulnerable adults. If this changes in the future, then they will be vetted with an appropriate level of DBS check.

If any safeguarding concerns are raised, then Diverse Events CIC will be supportive when these reports are received and take them in good faith. Concerns raised will always lead to action being taken.

Diverse Events CIC has an open accountability where staff and volunteers can feel confident that they can raise any matter of genuine concern without fear of reprisal in the knowledge that they will be taken seriously and that matters will be investigated appropriately and regarded as confidential.

Responsibilities

 Diverse Events CIC is the "Designated Safeguarding Lead," dealing with any concerns about child and vulnerable person protection.

The role of the designated person(s) is to:

- Know which outside protection agency to contact in the event of a protection concern coming to their attention.
- Provide information and advice on safeguarding and child protection.
- **Page 227** Ensure that appropriate information is available at the time of referral.

- Liaise with all external agencies, as appropriate.
- Keep relevant people informed about any action taken and any further action required.
- Ensure that an appropriate written record is kept of any referral and action taken, and that this is kept safely and in confidence.
- Advise staff and volunteers of protection needs.
- Act as a source of advice and support for staff and volunteers on safeguarding and child/vulnerable person protection matters.

Expectations

Diverse Events CIC staff and volunteers are required to uphold the highest levels of professional conduct in their dealings with children and vulnerable people. This includes avoiding any physical, verbal, or other conduct that could be construed as abusive, by not placing themselves in situations where they are open to false allegations and by protecting children and vulnerable people from abuse by others.

Staff and volunteers must:

- Model good practice and appropriate conduct
- Value and respect children as individuals
- Treat all children and vulnerable people equally, with respect and dignity.
- Keep a physical and professional distance from children and vulnerable people.
- Report any safeguarding concern or allegation following the safeguarding procedures.

Staff and volunteers must not:

- Ever be left unattended with a child or vulnerable adult.
- Have physical contact with a child or vulnerable adult.
- Make suggestive or inappropriate remarks to a child or vulnerable adult.
- Be unnecessarily inquisitive – do not ask for personal details.
- Do or say anything that might make a child or vulnerable person feel uncomfortable and that includes being aggressive, hostile, or impatient.
- Be drawn into personal conversations or introducing personal subjects with children or vulnerable persons.
- Make comments that could be misinterpreted, such as about a child or vulnerable persons appearance.
- Exchange personal contact details including email or phone numbers.
- Contact a child or vulnerable persons through any form of social media.
- Permit a child to swear or use sexualised language unchallenged.
- Permit a child to use language that aims to radicalise by supporting terrorism and forms of extremism leading to terrorism.
- Promise that information shared by a child or vulnerable adult will be kept confidential.
- Try to investigate any allegation of abuse themselves.

The Sexual Offences Act 2003 makes it a criminal offence for a person to engage in any kind of sexual activity with a person under 18 where the adult is in a position of trust. This applies even if they do not work together directly.

Procedures

Reporting concerns about a child or vulnerable person:

Concerns about a child may come from:

- **Page 228** of vulnerable person disclosing abuse.

- Evidence of physical hurt, which may or may not be accompanied by unusual behaviour by a child.
- Hearing or seeing inappropriate conduct against a child or vulnerable person.
- The conduct of Diverse Events CIC staff or volunteers

Disclosure from a child or vulnerable adult

If a child or vulnerable person should raise or make an allegation of abuse to you:

- Stay calm and listen carefully to what is said.
- Take what they are saying seriously.
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others.
- Tell them that the matter will only be disclosed to those who need to know about it.
- Allow the child or vulnerable person to continue at their own pace.
- Ask questions for clarification only.
- Reassure the child or vulnerable person that they have done the right thing in telling you.
- Tell them what you will do next, and with whom the information will be shared.
- Make a written report of what was said, using the child or vulnerable person's own words as soon as possible – note the date, time, any names mentioned, to whom the information was given and ensure that the report is signed and dated.
- Report to the Designated Support Lead immediately

You should not:

- Promise to keep secrets.
- Ask leading questions that suggest a particular answer.
- Express an opinion about what you have been told.
- Start to investigate.
- Contact the alleged abuser.

Those who abuse others can be any age (even children), gender, ethnic background, or class, and it is important not to allow personal preconceptions about people to prevent appropriate action taking place.

The person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. That is a responsibility of the professional protection agencies, following a referral from the Designated Support Lead. Accordingly, you should report the matter to the Designated Support Lead immediately.

Hearing a disclosure of abuse can be upsetting and support may need to be sought. NSPCC Helpline can be contacted on 0808 800 5000.

Responding to an emergency

A child or vulnerable person is at immediate risk of harm

If you think that a child is at immediate risk of harm, then:

- Ensure the appropriate emergency service is contacted if the child needs immediate protection or medical attention.
- Inform the Designated Safeguarding Lead as soon as possible.
- Complete the report form and send it to the Designated Safeguarding Lead

Concerns arising from a script or performance

Particular care must be given to texts, images or other media that are or could be inferred to be:

- Gratuitously offensive in language
- Sexually explicit
- Containing nudity or representations of sexual acts
- Promoting illegal or criminal behaviour
- Describing or promoting abuse, self-harm including suicide
- Describing or promoting the support of terrorism or radicalisation
- Describing or promoting violence, inequality, or inhumanity

If you have any of these concerns, then you should contact the Designated Safeguarding Lead.

Allegations against staff or volunteers

Diverse Events CIC recognises that abuse can occur within organisations where volunteers have opportunities to have contact with children or vulnerable people. No volunteers or staff should ever be left with unsupervised access to children or vulnerable adults.

A culture of vigilance ensures that an attitude of “it couldn’t happen here” is avoided. When dealing with an allegation against staff or volunteers of Diverse Events CIC, the welfare of the child or vulnerable person is kept as the central concern.

An allegation is defined as:

- Behaviour that has harmed a child or vulnerable person, may have harmed a child or vulnerable person, or might lead to a child or vulnerable person being harmed.
- Having committed or planning to commit a criminal offence against a child or vulnerable person or related to a child or vulnerable person.
- Behaviour towards a child or vulnerable person that indicates they would be unsuitable to work with children or vulnerable people.

An allegation may concern:

- Any type of abuse
- A breach of Diverse Events CIC practices or procedures
- Accessing abusive images of children online, grooming children or vulnerable person online with the intent to cause harm.

An allegation may arise because of:

- A direct allegation from a child or parent against an individual
- A staff member or volunteer’s concern about another’s behaviour.
- Police or Local Authority contact with Diverse Events CIC concerning a staff member or volunteer.
- Diverse Events CIC staff or volunteers being informed that they have been the subject of allegations, have harmed a child or vulnerable person or committed an offence against or related to a child or vulnerable person.

Managing the allegation procedure

Once an allegation has been received by Diverse Events CIC it will be directly referred to the appropriate services this will be:

- Calling 999 if the child or vulnerable is in immediate danger.
- Calling GATEWAY on 01752 668000 or email gateway@plymouth.gov.uk
- Calling Plymouth Out of Hours Service on 01752 346984
- Report it [online](#) if in Plymouth
- Calling Adult Social Care on 01752 668000

- Calling MASH on 03451551071
 - o And completing a [MASH referral](#) to be emailed to mashsecure@devon.gov.uk
- Calling MARU (Multi Agency Referral Unit) on 0300 123 1116
- Calling Care Direct on 0345 155 1007 or emailing customerservicecentrecaredirectteam-mailbox@devon.gov.uk or their Emergency Duty Service on 0845 6000 388
- If in Cornwall calling 0300 1234 131 or 01208 251300

Responding to an allegation

In dealing with an allegation against Diverse Events CIC, staff and volunteers will hold no responsibility for the decisions made by the appropriate team. Staff or volunteers will be immediately suspended until any investigation has been finalised. On completion of investigations Diverse Events CIC will impartially decide whether the staff or volunteer will continue working with or the organisation. This decision will be final.

Record keeping

Diverse Events CIC will keep clear and comprehensive records of any safeguarding concern or allegation made against an individual, including details of how the allegations were followed up and resolved, and details of the decisions reached, and any action taken will be kept. Records should distinguish between fact, hearsay, and opinion. Additional records e.g. email or hard copy documents are likely to be created as part of the process.

Safeguarding Concern Form

This form should be used to record safeguarding concerns that are

- as a result of a direct disclosure
- a concern expressed by a third party or
- observation of a child

It should be completed as soon as possible after the concern has been expressed and sent to the Designated Safeguarding Lead within 24 hours.

DO NOT ASK LEADING QUESTIONS.

Name of vulnerable person	
Date of birth or approximate age	
Gender	
Time	
Date	
Location	
Others present	
The vulnerable persons account	
Description of any visible bruising or other injuries (size, shape, colour, placement of injury - also record on a body map)	
Any other observations/information (including the child's emotional state, appearance, or behaviour)	

If you have spoken to anyone else about your concerns, please give details	
Signature	
Printed Name	
Position	
Telephone Number	
Address	
Email	
DSL – Date received	
DSL – Referred to whom (name of person, contact details, service, report number)	
Conclusion	

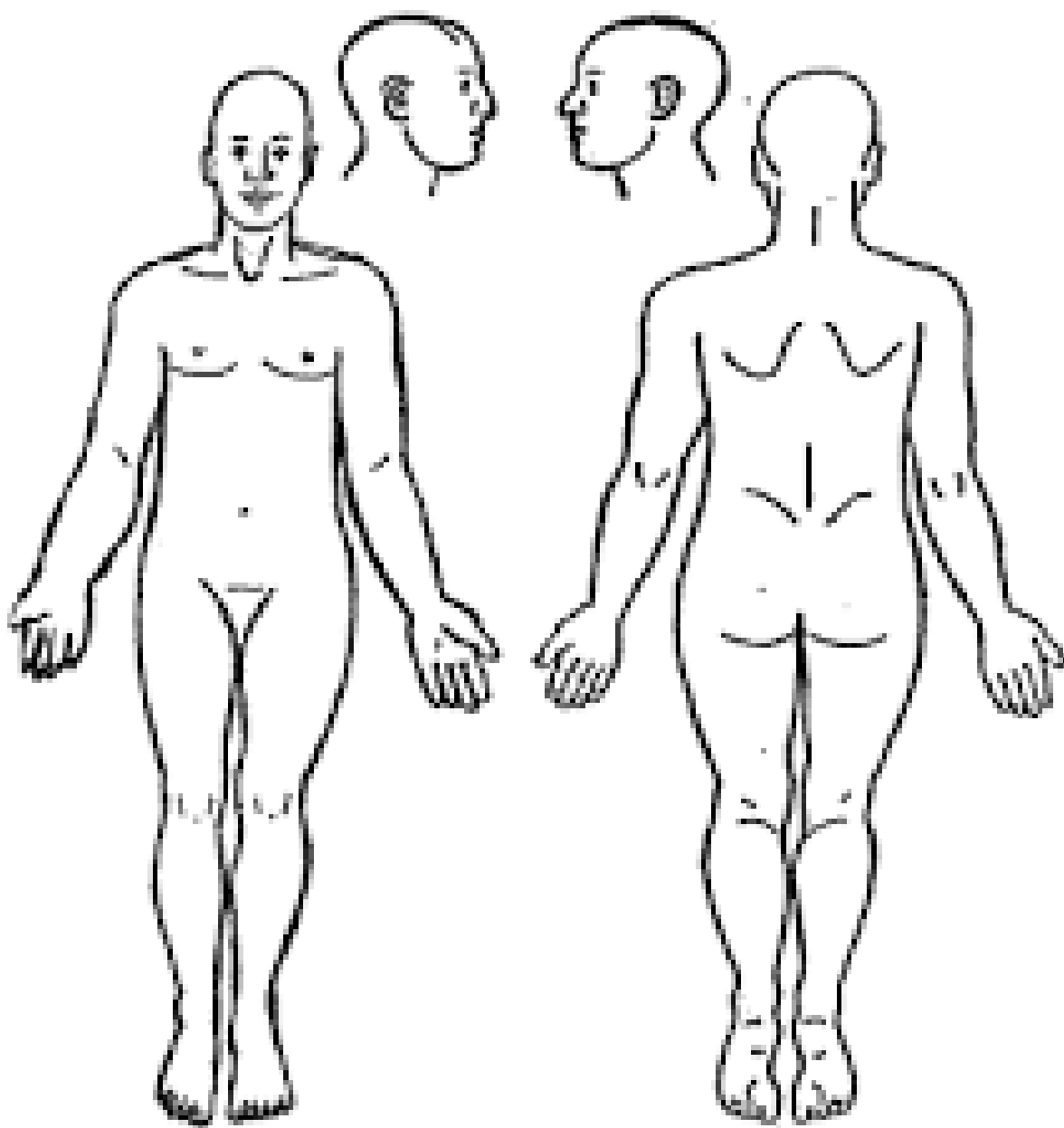
Body Map

This Body Map is to be used in conjunction with the Safeguarding Referral Form to record the location, size and number of injuries which may have been caused as a result of abuse or inappropriate care.

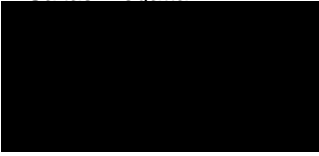
The completed Body Map should be submitted with the Safeguarding Referral form.

Please draw on the body map in black ink, using the following key to indicate the different types of injury (shading or alphabetic code), and provide brief details for each injury, e.g. measurements of wound, colour of bruise, etc using arrows.

A - red areas (not broken down), B - Bruising, C - scalds, burns, D - cuts, wounds, E - other (specify)



Saltash regatta



Your Account

Sort Code
Account Number



COMMUNITY ACCOUNT

01 February 2025 to 25 February 2025

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

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

Saltash regatta

Your Account

Sort Code
Account Number

COMMUNITY ACCOUNT

01 August 2024 to 31 August 2024

Money In	£500.00	Balance on 01 August 2024	£6,221.06
Money Out	£2,208.92	Balance on 31 August 2024	£4,512.14

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
06 Aug 24	DIVERSE EVENTS 600000001399609003 BIFFA	FPO		334.92	5,886.14
06 Aug 24	DIVERSE EVENTS 300000001403322202	FPO		383.10	5,503.04
06 Aug 24	HIRE STATION LIMIT 100000001390714090	FPO		1,490.90	4,012.14
08 Aug 24	CORNWALL COUNCIL 211638	BGC	500.00		4,512.14

Transaction types

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



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

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

Hire Order

Order No : 82011288
Date : 07/01/2025
Your Ref : SALTSH REGATTA
Our Ref : adcros
Page : 1 of 1

DIVERSE EVENTS CIC



Account: A1105213

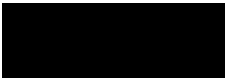
[illegible]

FOX SECURITY LTD

QUOTE: CWPR002

Date: 9th January 2025

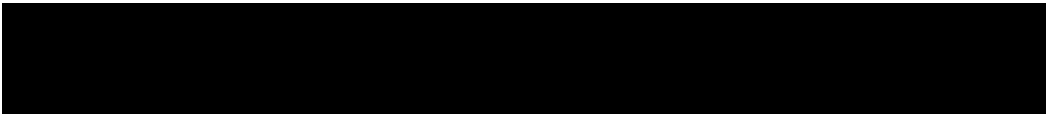
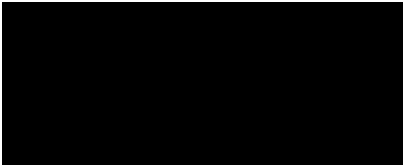
Pride Events



Fox Security Ltd

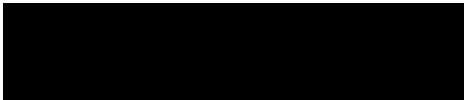
Company number: 14738033

VAT number: 438 0466 89



Email 

www.fox-security.org



QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
			
			
13	1 x SIA Security for Saltash Regatta 17:00-06:00 6 th June 2025	£17.50	£227.50
42	6 x SIA Security for Saltash Regatta 13:00-20:00 7 th June 2025	£16.50	£693.00
9	1 x SIA Security for Saltash Regatta 20:00-07:00 7 th June 2025	£17.50	£157.50
21	6 x SIA Security for Saltash Regatta 13:00-16:30 8 th June 2025	£16.50	£346.50
			

Quotation: Main Stage - Saltash Regatta & Waterside Festival

Delivery Address	Quoted On	03/02/2025
	Quote Valid Until	10/02/2025
	Our Reference	Q25-128
	Updated at	06/02/2025 10:22
	Deliver to Site By	05/06/2025 08:00
	Collect from Site By	09/06/2025 18:00

Item	Type	Qty	Unit Price	Line Price
------	------	-----	------------	------------

Transport

Transportation (LGV - 3.5T Cat B Long Wheelbase Van)	Service	2	£9.10	£18.20
Transport Total:				£18.20

Audio - Loudspeakers, Amps & Processing

[Kit] Martin Audio Torus & SXCF	Rental	1		
Includes - Martin Audio Torus T1230 30deg Constant Curvature Enclosure - 2-way passive (1x 12", 3x 1")	Rental	2	£70.00	£98.00
Includes - Martin Audio T12 Pole Adapter (single box)	Rental	2	£10.00	£14.00
Includes - Flightcase for 2x T1215/30	Rental	1		
Includes - Martin Audio SXCF118 Subwoofer - Cardioid (1x 18" , 1x 14")	Rental	2	£110.00	£154.00
Includes - Martin Audio SXC Transit Cover	Rental	2		
Includes - M20 Distance Pole 900 - 1450mm Adjustable	Rental	2	£5.00	£7.00
Includes - [Kit] Martin Audio iK42 Amp Sleeve (Single)	Rental	1		
Includes - Martin Audio iK42 Amplified Processor (4x 5000W)	Rental	1	£130.00	£91.00
Includes - 2x Ethercon to RJ45 Flylead - Module for Canford Frame	Rental	1	£2.00	£1.40
Includes - 4x Ethercon to 8x XLR (Analogue/AES SneakSnake) - Module for Canford Frame	Rental	1	£2.00	£1.40
Includes - Canford Modular 2U Frame	Rental	1		
Includes - 3U Rack	Rental	1		
Includes - 8 Way Unmanaged Ethernet Switch	Rental	1		
Includes - PSU for 8 Way Unmanaged Ethernet Switch	Rental	1		
Includes - 16A Plug to True1	Rental	1	£1.00	£0.70
Includes - RJ45 to 4x XLR3F Fan	Rental	1	£2.50	£1.75
Includes - 01m Shielded Network Cable	Rental	1	£1.00	£0.70
Includes - 10m NL4 - 4 Core Speakon Cable	Rental	2	£5.00	£7.00
Includes - 20m NL4 - 4 Core Speakon Cable	Rental	2	£7.50	£10.50
Martin Audio SXCF118 Subwoofer - Cardioid (1x 18", 1x 14")	Rental	2	£110.00	£154.00
Includes - Martin Audio SXC Transit Cover	Rental	2		
[Kit] Martin Audio iK42 Amp Sleeve (Single)	Rental	1		
Includes - Martin Audio iK42 Amplified Processor (4x 5000W)	Rental	1	£130.00	£91.00
Includes - 2x Ethercon to RJ45 Flylead - Module for Canford Frame	Rental	1	£2.00	£1.40
Includes - 4x Ethercon to 8x XLR (Analogue/AES SneakSnake) - Module for Canford Frame	Rental	1	£2.00	£1.40
Includes - Canford Modular 2U Frame	Rental	1		
Includes - 3U Rack	Rental	1		
Includes - 8 Way Unmanaged Ethernet Switch	Rental	1		

Item	Type	Qty	Unit Price	Line Price
<i>Includes</i> - PSU for 8 Way Unmanaged Ethernet Switch	Rental	1		
<i>Includes</i> - 16A Plug to True1	Rental	1	£1.00	£0.70
<i>Includes</i> - RJ45 to 4x XLR3F Fan	Rental	1	£2.50	£1.75
<i>Includes</i> - 01m Shielded Network Cable	Rental	1	£1.00	£0.70
Audio - Loudspeakers, Amps & Processing Total:				£638.40

Technicians

Event Engineer (Senior)	Service	1	£350.00	£350.00
Technicians Total:				£350.00

Lighting & Special Effects - LED & Effects Lights

LEDJ Spectra 18T3 IP66 Wash 40deg (18x3W RGB LED)	Rental	8	£25.00	£120.00
<i>Includes</i> - Flightcase for LEDJ Spectra 18T3	Rental	1		
<i>Includes</i> - Half Coupler	Rental	8		
<i>Includes</i> - Safety Bond 25kg	Rental	8		
eLumen8 Virtuoso 2000 LED Fresnel RGBAL	Rental	2	£30.00	£36.00
<i>Includes</i> - 16A T-Line to Powercon Blue	Rental	2		
<i>Includes</i> - Safety Bond 25kg	Rental	2		
<i>Includes</i> - 200kg Quick Trigger Clamp	Rental	2		
<i>Includes</i> - Barndoor for Virtuoso 2000 Fresnel	Rental	2		
<i>Includes</i> - Safety Bond 5kg	Rental	2		
Lighting & Special Effects - LED & Effects Lights Total:				£156.00

Audio - Mixing Desks

Allen & Heath SQ-5 Digital Mixing Desk	Rental	1	£150.00	£60.00
<i>Includes</i> - Allen & Heath SQ-5 Flightcase	Rental	1		
<i>Includes</i> - 13A Plug to C13 IEC	Rental	1		
<i>Includes</i> - Mini Jack to 2x Jack Cable	Rental	1	£0.40	£0.16
<i>Includes</i> - USB A to B Cable	Rental	1	£0.50	£0.20
Allen & Heath GX4816 - 48 in 16 out Digital Stage Box	Rental	1	£100.00	£40.00
<i>Includes</i> - 13A Plug to C13 IEC	Rental	1		
Audio - Mixing Desks Total:				£100.36

Rigging & Trussing - Scaffold

500mm Boom Arm Stage Black	Rental	2	£5.00	£0.00
2m Aluminium Scaffold Pole Black	Rental	4	£4.00	£0.00
Rigging & Trussing - Scaffold Total:				£0.00

Audio - Mics & DIs

[Kit] Mic/Stand/Cables Package B	Rental	1	£150.00	£60.00
<i>Includes</i> - Audio Technica Pro37 Pencil Condenser	Rental	2		
<i>Includes</i> - Generic Microphone Clip	Rental	2		
<i>Includes</i> - Audix D6 Kick Drum Mic	Rental	1		
<i>Includes</i> - Audix Microphone Clip	Rental	1		
<i>Includes</i> - Sennheiser E604 Clip on Drum Mic	Rental	4		
<i>Includes</i> - Sennheiser E614 Pencil Condenser	Rental	2		
<i>Includes</i> - Sennheiser MZQ 1 Microphone Clip	Rental	2		
<i>Includes</i> - Shure Beta B57A Vocal/Instrument Mic	Rental	2		
<i>Includes</i> - Shure Microphone Clip	Rental	2		
<i>Includes</i> - Shure SM57 Instrument Mic	Rental	4		
<i>Includes</i> - Shure Microphone Clip	Rental	4		
<i>Includes</i> - Shure SM58 Vocal Mic	Rental	6		
<i>Includes</i> - Shure Microphone Clip	Rental	6		
<i>Includes</i> - JTS TM-929 Switched Vocal Mic	Rental	1		
<i>Includes</i> - Orchid Active Mono DI Box	Rental	6		
<i>Includes</i> - 03m XLR Audio Signal Cable	Rental	15		
<i>Includes</i> - 03m XLR Audio Signal Cable	Rental	15		

Item	Type	Qty	Unit Price	Line Price
<i>Includes</i> - 10m XLR Audio Signal Cable	Rental	10		
<i>Includes</i> - Production Rack Case with Storage Door	Rental	1		
<i>Includes</i> - [Kit] Small Black Mic Stand Set	Rental	1	£20.00	£8.00
<i>Includes</i> - Mic Stand - Tall Black Boom	Rental	9		
<i>Includes</i> - Mic Stand - Short Black Boom	Rental	6		
<i>Includes</i> - Mic Stand - Very Short Black Boom	Rental	1		
<i>Includes</i> - 12 Compartment Mic Stand Case	Rental	1		
<i>Includes</i> - PVC Tape - Black	Sale	1	£1.20	£0.48
<i>Includes</i> - PVC Tape - Grey	Sale	1	£1.20	£0.48
<i>Includes</i> - PVC Tape - White	Sale	1	£1.20	£0.48
<i>Includes</i> - MagTape XtraMat 50m x 50mm Matte Black Gaffer Tape	Sale	1	£6.50	£2.60
<i>Includes</i> - MagTape XtraMat 50m x 50mm Matte White Gaffer Tape	Sale	1	£6.50	£2.60
Audio - Mics & DIs Total:				£74.64

Rigging & Trussing - Stands

Tank Trap 600mm	Rental	4	£10.00	£0.00
Rigging & Trussing - Stands Total:				£0.00

Set & Staging - Alistage Imperial Stage

[Kit] 1000mm Alistage Stage (8'x4')	Rental	12		
<i>Includes</i> - Alistage Leg 975mm (Braced)[yellow]	Rental	48	£1.50	£72.00
<i>Includes</i> - Alistage Screw Jack 450mm	Rental	48	£0.50	£14.40
<i>Includes</i> - Alistage Stage Deck (8' x 4')	Rental	12	£16.50	£198.00
Set & Staging - Alistage Imperial Stage Total:				£284.40

Set & Staging - Shelters

6m x 4m Pop-Up Marquee with Sides	Rental	1	£75.00	£52.50
Set & Staging - Shelters Total:				£52.50

<p>Quotations are valid until the date shown above and are subject to VAT at the standard rate of 20% and final equipment specification and availability. Orders are only accepted upon receipt of a valid purchase order. Payment terms are a non-refundable 25% of total order amount upon acceptance of order to guarantee the equipment booking for your event. Payment due in full prior to delivery of equipment. You will be required to show a form of valid Photo ID plus a utility bill (dated within 3 months) prior to our release of the hired equipment. E&OE. All supplied goods remain the property of Nub Sound Ltd unless paid for in full.</p>	Includes Discount:	£738.20
	Sub-Total:	£1,674.50
	VAT:	£334.90
	Total:	£2,009.40

Insurance

Equipment Value for Insurance Purposes: **£60,616.91 +VAT**

Nub Sound would like to draw your attention to the conditions of our insurance policy. It is standard and as such that our insurance will provide cover only while a Nub Sound employee or SIA registered security guard is in attendance, it would be necessary for the client to provide adequate insurance cover for those periods when an Nub Sound employee or SIA registered security guard is not in attendance, unmanned periods during the daytime and overnight will need to have insurance provision provided and evidenced by the client.

Transport

Equipment Weight for Transit Information: **1927kg**

Where equipment is collected from Nub, it is the hirer's responsibility to ensure that the vehicle used is suitable to carry the above weight of equipment.

Price

- This quotation excludes all costs associated with crew meals, refreshments and accommodation, unless otherwise stated in the quotation.
- This quotation is subject to our standard Terms & Conditions
- All prices are subject to VAT at the current rate
- Copies of our Terms & Conditions are attached or have been submitted to you. Our Terms and Conditions apply at all times

Safety Policy

- Nub Sound will ensure that all our equipment used is fully PAT tested
- Employees shall not, under any circumstances, carry out dangerous tasks for which they have not been trained
- Nub Sound shall hold, for the duration of service, full insurance policy with respect to Public, Employee and Employers liabilities
- Full Risk Assessments, Method Statements are available on request



Redeemer Church Saltash
hello@redeemersaltash.uk
www.redeemersaltash.uk
01752 568400

25 Feb 2025

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 have an annual church service which is always well attended, we also thoroughly enjoy organising the cardboard boat race. We will support the event in a similar way this year, following relevant guidelines and working within the capacity we can manage [REDACTED] always talks to us about what the Regatta needs and we are currently preparing for 2025.

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

Regards

[REDACTED]

Paster Redeemer Saltash



Saltash Regatta Committee

info@saltashregatta.co.uk

19/08/2024

Regatta Reflections – Chair's report
Regatta 13th and 14th July 2024

[REDACTED] Chair and [REDACTED] (Diverse Events CIC), along with the volunteers organising the annual Regatta and Waterside Festival, would like to share that the event was a great success. We were blessed with good weather and great attendance.

Sponsorship was sourced in the main from Saltash Town Council, which we were extremely grateful for, in addition we gained financial support from South West Surfacing Specialists LTD as our main business sponsor.

We attracted new sponsors this year from Saltash Opticians and Rowan House. Financial contributions were also gained from Cornwall Council, Carlton Plastics, Waterways, the Sue Hooper Charitable Foundation, Grove Nurseries Boarding Kennels, Infinite, Nicky's Glow Beads, Shaped Interiors and a small number of other businesses locally.

We had the usual challenge with support to run the event. We have not been successful in finding more volunteers, leaving the main tasks of fundraising, managing the event, organising the entertainment and all marketing down to very few people. We used an external company to help with marketing which was okay they but needed input and direction from the organisers.

As always, the expertise of Diverse Events for event management plans, stall bookings (amongst many other things) is invaluable. The money raised through stall bookings increases year on year and contributes to the costs. This year it was just under £6700; increase of £1000 from last year.

We could also not have had other key activities such as the Cardboard Boat Race, without the support of Redeemer Church, Saltash.

We lost our Royal Navy support and had to rely on very young marshalls from Saltash Community School who manned road blocks etc. They were committed and invaluable but also inexperienced, which is not always a good representation of such a large event. The future needs to be with increased staffing, this must be a priority going forward.

Other crucial supporters included Mike Pitches Photography and The Saltash Red Bus, which was very used and donations were given by passengers. We have had feedback to say that this really increased footfall to Fore Street.

The Saltash Town Council service delivery team was really helpful throughout every stage of the preparations.

A huge thanks to the Mayor at the Civic and Children's Parade. The Mayor opened the event and supported it in several other ways.

Saltash Town Band led the procession safely to the Waterside where prizes were handed out.

A huge thanks to SEA (Saltash Environmental Action) and the litter rangers who worked hard to keep the site clean.

We were fortunate to have an undercover bar area provided by Born Hectic events and the addition of the disco caravan. We were pleased to promote a new talent; Tom Hannigan made his debut this year and was very good.

Finding acts for the smaller stage can be a challenge as everyone now wants to play on the big stage. We tried having Waterside Green as a child-friendly space and will improve on this in the future. This will just be improved organisation and communications.

Other improvements would be to find more external parking for the Gig rowers, to keep the roads clear. Increased security will also help with this and reduce parking rage. We feel that the younger marshals do not get the same respect and vehicles would just ignore them and drive in. We need to manage this, with the event being so well attended.

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

The future date for Regatta has not yet been set but this date will come through negotiations with Caradon Gig rowers, Saltash Sailing Club and Born Hectic, who run the bar.

We could not have run this event without the financial support received by Saltash Town Council. The increased grant allowed us to stay in credit, which is quite an achievement. We may have even made a small profit; we just have a few invoices to chase.

We became a CIC this year, which was another success.

As the Chair, I have given up, giving up! We shall do it all again next year, providing we can continue as we are, and keep getting successful grants and sponsorship. An AGM will vote in roles, and I will put my hat in the ring again I am sure.

Yours Sincerely

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

Chair

FF128 Saltash May Fair

Things to note

The Saltash May Fair Committee will obtain insurance prior to the event taking place.

Budget code: 6220 Festival Fund

Available funds £15,450 2025/2026 budget



Saltash Town Council



Grant Application Form

APPLYING FOR:

(Tick one box)

Community Chest Grant

☐

Festival Fund Grant

☒

DATE APPLICATION SUBMITTED:

24th February 2025

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

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

1. Organisation Background

Have you applied for a grant from Saltash Town Council within the last 5 Years?	Date Applied	Project	Amount Applied for	Successful Y/N
(Please list – continue on a separate sheet if necessary)	2024	Saltash May Fair 2024	£5,000	Y
	2023	Saltash May Fair 2025	£3,000	Y
	2022	Big Jubilee Lunch	£1,500	Y
	2022	Saltash May Fair 2022	£2,976.72	Y
	2021	SaltFest 2021	£1,477.75	Y
Please list the aims and objectives of your organisation	<p>Aims as stated in the May Fair Constitution:</p> <ul style="list-style-type: none"> • The aim of the Committee shall be to continue the revival of the community spirit in Saltash on which attention was focused by the Silver Jubilee of Her Majesty Queen Elizabeth II. • The purpose of the Committee is to provide aid for the local voluntary organisations and charities of Saltash, by means of the provision of a fair to be held normally on a Saturday in Saltash, together with any other events which the Committee shall organise from time to time for the community of Saltash. <p>Other Aims:</p> <ul style="list-style-type: none"> • To deliver a free-access weekend event across Fore Street, Victoria Gardens and Longstone Park, featuring local performers, musicians, traders and charities. • To boost footfall into the town centre, supporting local businesses and strengthening the high street economy. • To provide a platform for local musicians and performers to showcase their talent. • To promote health and wellbeing through inclusive activities such as outdoor wellness sessions and running races. • To foster community cohesion by bringing people together in a shared celebration. • To use the May Fair as a platform to promote environmental awareness by encouraging recycling, waste reduction, and sustainable practices. 			
What are the main activities of your organisation?	<p>The Saltash May Fair Committee is a volunteer-led organisation dedicated to organising the annual Saltash May Fair, as well as other community events such as SaltFest and the Big Jubilee Lunch. Our volunteers plan, coordinate and deliver these events, engaging in year-round fundraising to ensure their success. We aim to maintain a reserve to safeguard against unforeseen costs and to support the sustainability of future events. Through our activities, we bring the community together, support local businesses and charities, and promote cultural, social and environmental engagement in Saltash.</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

Project	Start Date	3 rd May 2024
	Finish Date	4 th May 2024
	Total Cost	£ 15,405
	Grant Applied For	£ 5,000

Project title:	Saltash May Fair
Description of project (please continue on a separate sheet if necessary):	<p>Saltash May Fair is a two-day community festival featuring a street market on Fore Street and a large stage on Longstone Park celebrating both local talent and professional acts. The lineup ranges from the children of St Stephens Primary School to Livewire sessions, providing a platform for emerging young musicians to develop their skills and gain performance experience. Building on the huge success of last year's ABBA tribute act, this year's headline act will be Kern oasis, an Oasis tribute band, marking the much-anticipated 2025 Oasis reunion tour and adding an exciting, Brit Pop element to the festival's live music programme.</p> <p>Victoria Gardens hosts a Youth Village, coordinated by Saltash Youth Network, highlighting the diverse youth organisations in the town.</p> <p>This will be our fourth year collaborating with Tamar Trotters, who deliver the Saltash Half Marathon, a 5K race, and a Fun Run for children on the Sunday of the weekend. Building on this, we are expanding Sunday into 'Wellbeing Sunday', and this year we will be collaborating with the Integrated Care Board to promote health and wellbeing.</p>

	<p>Community engagement is at the heart of the event:</p> <ul style="list-style-type: none"> Local businesses and charities have the opportunity to set up stalls to raise funds and awareness. A deposit scheme offers free spaces in the street market to town centre businesses. Local musicians have the opportunity to showcase their talent. A dedicated Green Team will promote environmental awareness, encourage waste segregation, and support sustainability efforts. <p>Highlights of the two-day Festival include:</p> <ul style="list-style-type: none"> Street Market (Saturday 3rd) Youth Village in Victoria Gardens (Saturday 3rd) Parade of Youth (Saturday 3rd) Free music in Longstone Park (Saturday 3rd) Rubik's Cube competition (Saturday 3rd) Dog Show (Sunday 4th) Running Races (Sunday 4th) Wellbeing events (Sunday 4th) <p>Saltash May Fair is a celebration of community, strengthening social connections, supporting local businesses, and fostering civic pride.</p>
Where will the project take place?	Longstone Park, Victoria Gardens and Fore Street

<p>Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)</p>	<p>The event is expected to attract around 7,000 visitors from Saltash and surrounding areas, benefiting individuals, businesses and community organisations.</p> <p>Saltash May Fair has intergenerational appeal, catering to a wide range of ages and interests. It fosters community connections, provides free entertainment, and promotes wellbeing through activities like the running races and Wellbeing Sunday.</p> <p>The event also boosts the local economy, increasing footfall and visibility for local businesses. Around 50 local charities and community groups have a platform to raise funds and awareness.</p> <p>Additionally, the festival engages volunteers of all ages, offering meaningful opportunities to contribute, develop skills, and support sustainability efforts through the Green Team.</p>
<p>What evidence do you have that this project is required? (This might be survey work or statistical evidence)</p>	<p>Saltash May Fair has been held for over 40 years, and has always been extremely well attended. It has consistently attracted extremely positive feedback from local shops, businesses, the community and visitors.</p>

<p>What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation Consultation with Community)</p>	<p>The May Fair enjoys the support of local businesses, charities, community groups and volunteers.</p> <p>Saltash Chamber of Commerce, Cornwall Council and Saltash Town Council have all supported the event significantly in the past with funding and logistical support.</p>
<p>How will the project be managed and how will you measure its success?</p>	<p>The event is managed by a committee of volunteers, supported by a local not-for-profit Community Interest Company to ensure smooth logistics, adherence to HSE regulations, and overall event safety.</p> <p>To measure success, we will:</p> <ul style="list-style-type: none"> • conduct a visitor feedback survey, building on insights from last year's responses. • track visitor numbers, using estimated footfall to assess community engagement. • gather feedback from traders, charities and performers, evaluating their experience and impact. • assess volunteer participation, aiming to strengthen long-term engagement. <p>These measures will help us refine and improve future events while demonstrating May Fair's value to the community.</p>
<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p>	<p>The May Fair will be held on the first weekend of May.</p> <p>Paperwork for road closures has already been submitted, along with risk assessments.</p> <p>Raffle tickets will go on sale in the middle of March.</p>
<p>What arrangements do you have in place to ensure safeguarding of children and /or young people and/or vulnerable people (applicable only if your project involves working with this client group)</p>	<p>A full event management plan and risk assessments are produced by our event partner to ensure the event is safe for all, including children, young people and vulnerable people. This plan is circulated to the police, fire and ambulance services, as well as to Cornwall Council's Licensing, Streetworks and Events Departments. If the Events Department deems it necessary, it is also sent to the Local Event Safety Advisory Group.</p>

3. How you will pay for your project.

<p>What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)</p>	<table> <tr><td>Staging and Sound</td><td>2,160</td></tr> <tr><td>Entertainment</td><td>1,900</td></tr> <tr><td>Traffic Management</td><td>1,500</td></tr> <tr><td>Licenses & Insurance (inc.PRS)</td><td>1,100</td></tr> <tr><td>Raffle printing</td><td>55</td></tr> <tr><td>Raffle prizes</td><td>300</td></tr> <tr><td>Medical cover</td><td>1,275</td></tr> <tr><td>Security</td><td>1,125</td></tr> <tr><td>Waste Management</td><td>380</td></tr> <tr><td>Event Management</td><td>3,000</td></tr> <tr><td>Volunteer expenses</td><td>300</td></tr> <tr><td>Ground mats</td><td>450</td></tr> <tr><td>Marketing & Publicity (inc. leaflets & posters)</td><td>500</td></tr> <tr><td>Toilets, barriers, fire trolley etc.</td><td>1,100</td></tr> <tr><td>Photography</td><td>120</td></tr> <tr><td>Red Bus</td><td>140</td></tr> <tr><td>Total costs:</td><td>£15,405</td></tr> <tr><td colspan="2">STC grant will be used to cover:</td></tr> <tr><td colspan="2"> <ul style="list-style-type: none"> • Traffic Management • Security • Stage and sound on Longstone Park • Insurance </td></tr> </table>	Staging and Sound	2,160	Entertainment	1,900	Traffic Management	1,500	Licenses & Insurance (inc.PRS)	1,100	Raffle printing	55	Raffle prizes	300	Medical cover	1,275	Security	1,125	Waste Management	380	Event Management	3,000	Volunteer expenses	300	Ground mats	450	Marketing & Publicity (inc. leaflets & posters)	500	Toilets, barriers, fire trolley etc.	1,100	Photography	120	Red Bus	140	Total costs:	£15,405	STC grant will be used to cover:		<ul style="list-style-type: none"> • Traffic Management • Security • Stage and sound on Longstone Park • Insurance 	
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<p>How will you promote STC once application and project are complete?</p>	<p>Saltash Town Council will be promoted in editorial pieces as well as through social media, including our FB page, which has over 2,500 followers.</p> <p>The STC logo will be included on posters and leaflets.</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)
Business Sponsorship	£1500	✓	Too early for confirmation
Stall Bookings	£5000	✓	Too early for confirmation, but seems a reasonable assumption based on previous years
Fundraising	£1500 (Raffle etc.)	✓	Raffle tickets will go on sale in March
Cornwall Council Community Chest Fund	£700	✓	Provisional confirmation received.
Howton Solar Farm	£1120	✓	Too early for Confirmation
Tamar Trotters (from the Half Marathon etc.)	£500	✓	Too early for confirmation, but a reasonable assumption based on previous years.

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

	Enclosed (please tick)
A copy of your organisation's most recent bank statements (mandatory)	✓
Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	To follow.
A letter head showing the 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 organization's status)	✓
A copy of your organisation's latest set of accounting statements (if any exist)	Have attached latest bank statement.
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 Council	✓
A copy of your organisation's Safeguarding Policy (if relevant).	✓
Other (please list)	<p>Please find attached quotes for:</p> <ul style="list-style-type: none"> • Traffic Management (£1,500) • Security (£1125) • Insurance (£610) • Stage and sound on Longstone Park (£2160) <p>TOTAL: £5395</p>

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

The company we used last year for the stage on Longstone Park has been sold, so we are currently in negotiations to find an alternative. The quote will be supplied by mid-March.

5. Declaration by the applicant

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

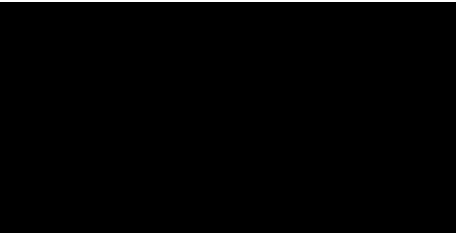
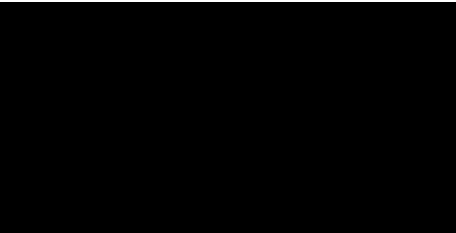
I/we declare that, I/we have read the Town Council's Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

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

I/we accept the following:

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

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

Signed:		
Print Name(s):		
Position(s):	Volunteer Committee Member	
Date:	24th February 2025	

CONSTITUTION OF THE SALTASH FAIR COMMITTEE



TITLE

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

THE CONSTITUTION

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

DATE OF OPERATION

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

SCOPE OF OPERATION

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

OWNERSHIP

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

THE AIM AND PURPOSE OF THE COMMITTEE

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

MEMBERSHIP OF THE COMMITTEE

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

FUNCTION OF THE COMMITTEE

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

FINANCE

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

ANNUAL GENERAL MEETING

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

EXTRAORDINARY GENERAL MEETING

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

AMENDMENTS TO THE CONSTITUTION

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

ASSETS AND PROPERTY

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

DISSOLUTION

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

Correct as of Feb. 2020

February 2025

Safeguarding Policy

Safeguarding policy for children and vulnerable adults

Introduction

Diverse Events CIC is an organisation that provide benefit to the people who live work and/or run a business in Devon and Cornwall, and to visitors to Devon and Cornwall. In particular the company's objective is to advance the community cohesion and the well-being of Devon and Cornwall communities, along with the community groups within them. We do this by developing and implementing projects that will support existing community groups, traders, and artists as well as providing a platform for businesses and artists.

Purpose of the policy

This policy and its associated procedures set out the duties of Diverse Events CIC to safeguard and promote the welfare of children, young people, and vulnerable adults. This is a joint policy as there are similarities in many of the actions needed to safeguard children and young people.

Relevant Legislation, Policy, and Guidance

- The Children Acts 1989 and 2004
- Data Protection Act 2018
- General Data Protection Regulation EU
- Sexual Offences Act 2003
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- The Counter-Terrorism and Security Act 2015
- United Nations Convention on the Rights of the Child 1991
- HM Government (2015) Working Together to Safeguard Children

Policy Objectives

Unless individuals are safe and treated well, with dignity and respect, it is impossible for them to realise their potential or to benefit fully from their involvement or attendance in or at events. Our main policy objective is to ensure that we will promote safeguarding as the moral norm so that it becomes "everybody's business." By everybody's business we mean everyone working with children, families, and vulnerable adults all understand their safeguarding responsibilities and their active role in working together to safeguard children and vulnerable adults from harm. All staff members and volunteers have an applied understanding of what safeguarding means, knows that safeguarding is everyone's responsibility, knows the signs and symptoms of potential harm, how to access safeguarding information, advice, and guidance, and is

committed to making an informed contribution to safeguarding children, young people, and vulnerable adults.

Diverse Events CIC does not directly engage in activity with, nor have unsupervised access to, or contact with, children or vulnerable adults, but Diverse Events CIC does take seriously its obligations to operate in such a way as to ensure, so far as is possible, that its work causes no harm to anyone who comes into contact with it or its work.

Safeguarding defines a child as “anyone who has not yet reached their 18th birthday. ‘Children’ therefore means ‘children and young people’ throughout. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate for children and young people, does not change his or her status or entitlement to services or protection under the Children’s Act 2004 “Safeguarding and promoting the welfare of children” means:

- protecting children from maltreatment
- preventing impairment of their health or development
- ensuring that they grow up in circumstances consistent with the provision of safe and effective care.
- enabling them to have optimum life chances and to enter adulthood successfully.

Safeguarding vulnerable adults – applies to an adult who:

- has needs for care and support (whether the local authority is meeting any of those needs) and
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Diverse Events CIC will endeavour to safeguard children and vulnerable adults by:

- adopting best practice safeguarding and child/vulnerable adult protection procedures, ensuring all who work or volunteer on behalf of the organisation follow them.
- reporting any concerns to relevant authorities including statutory agencies and local authorities
- providing effective management of all staff and volunteers and associates through support and providing appropriate access to information regarding the concerns

Implementation

Diverse Events CIC will ensure all staff and volunteers are aware of, and have sight of, these policies.

A culture of mutual respect between children/vulnerable adults, and those representing Diverse Events CIC in all its activities will be encouraged, with good practice being modelled.

No volunteers or staff are ever left with unsupervised access to children or vulnerable adults. If this changes in the future, then they will be vetted with an appropriate level of DBS check.

If any safeguarding concerns are raised, then Diverse Events CIC will be supportive when these reports are received and take them in good faith. Concerns raised will always lead to action being taken.

Diverse Events CIC has an open accountability where staff and volunteers can feel confident that they can raise any matter of genuine concern without fear of reprisal in the knowledge that they will be taken seriously and that matters will be investigated appropriately and regarded as confidential.

Responsibilities

[REDACTED] of Diverse Events CIC is the “Designated Safeguarding Lead,” dealing with any concerns about child and vulnerable person protection.

The role of the designated person(s) is to:

- Know which outside protection agency to contact in the event of a protection concern coming to their attention.
- Provide information and advice on safeguarding and child protection.
- Ensure that appropriate information is available at the time of referral.
- Liaise with all external agencies, as appropriate.
- Keep relevant people informed about any action taken and any further action required.
- Ensure that an appropriate written record is kept of any referral and action taken, and that this is kept safely and in confidence.
- Advise staff and volunteers of protection needs.
- Act as a source of advice and support for staff and volunteers on safeguarding and child/vulnerable person protection matters.

Expectations

Diverse Events CIC staff and volunteers are required to uphold the highest levels of professional conduct in their dealings with children and vulnerable people. This includes avoiding any physical, verbal, or other conduct that could be construed as abusive, by not placing themselves in situations where they are open to false allegations and by protecting children and vulnerable people from abuse by others.

Staff and volunteers must:

- Model good practice and appropriate conduct
- Value and respect children as individuals

- Treat all children and vulnerable people equally, with respect and dignity.
- Keep a physical and professional distance from children and vulnerable people.
- Report any safeguarding concern or allegation following the safeguarding procedures.

Staff and volunteers must not:

- Ever be left unattended with a child or vulnerable adult.
- Have physical contact with a child or vulnerable adult.
- Make suggestive or inappropriate remarks to a child or vulnerable adult.
- Be unnecessarily inquisitive – do not ask for personal details.
- Do or say anything that might make a child or vulnerable person feel uncomfortable and that includes being aggressive, hostile, or impatient.
- Be drawn into personal conversations or introducing personal subjects with children or vulnerable persons.
- Make comments that could be misinterpreted, such as about a child or vulnerable persons appearance.
- Exchange personal contact details including email or phone numbers.
- Contact a child or vulnerable persons through any form of social media.
- Permit a child to swear or use sexualised language unchallenged.
- Permit a child to use language that aims to radicalise by supporting terrorism and forms of extremism leading to terrorism.
- Promise that information shared by a child or vulnerable adult will be kept confidential.
- Try to investigate any allegation of abuse themselves.

The Sexual Offences Act 2003 makes it a criminal offence for a person to engage in any kind of sexual activity with a person under 18 where the adult is in a position of trust. This applies even if they do not work together directly.

Procedures

Reporting concerns about a child or vulnerable person:

Concerns about a child may come from:

- A child or vulnerable person disclosing abuse.
- Evidence of physical hurt, which may or may not be accompanied by unusual behaviour by a child.
- Hearing or seeing inappropriate conduct against a child or vulnerable person.
- The conduct of Diverse Events CIC staff or volunteers

Disclosure from a child or vulnerable adult

If a child or vulnerable person should raise or make an allegation of abuse to you:

- Stay calm and listen carefully to what is said.
- Take what they are saying seriously.
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others.

- Tell them that the matter will only be disclosed to those who need to know about it.
- Allow the child or vulnerable person to continue at their own pace.
- Ask questions for clarification only.
- Reassure the child or vulnerable person that they have done the right thing in telling you.
- Tell them what you will do next, and with whom the information will be shared.
- Make a written report of what was said, using the child or vulnerable person's own words as soon as possible – note the date, time, any names mentioned, to whom the information was given and ensure that the report is signed and dated.
- Report to the Designated Support Lead immediately

You should not:

- Promise to keep secrets.
- Ask leading questions that suggest a particular answer.
- Express an opinion about what you have been told.
- Start to investigate.
- Contact the alleged abuser.

Those who abuse others can be any age (even children), gender, ethnic background, or class, and it is important not to allow personal preconceptions about people to prevent appropriate action taking place.

The person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. That is a responsibility of the professional protection agencies, following a referral from the Designated Support Lead. Accordingly, you should report the matter to the Designated Support Lead immediately.

Hearing a disclosure of abuse can be upsetting and support may need to be sought. NSPCC Helpline can be contacted on 0808 800 5000.

Responding to an emergency

A child or vulnerable person is at immediate risk of harm

If you think that a child is at immediate risk of harm, then:

- Ensure the appropriate emergency service is contacted if the child needs immediate protection or medical attention.
- Inform the Designated Safeguarding Lead as soon as possible.
- Complete the report form and send it to the Designated Safeguarding Lead

Concerns arising from a script or performance

Particular care must be given to texts, images or other media that are or could be inferred to be:

- Gratuitously offensive in language
- Sexually explicit
- Containing nudity or representations of sexual acts

- Promoting illegal or criminal behaviour
- Describing or promoting abuse, self-harm including suicide
- Describing or promoting the support of terrorism or radicalisation
- Describing or promoting violence, inequality, or inhumanity

If you have any of these concerns, then you should contact the Designated Safeguarding Lead.

Allegations against staff or volunteers

Diverse Events CIC recognises that abuse can occur within organisations where volunteers have opportunities to have contact with children or vulnerable people. No volunteers or staff should ever be left with unsupervised access to children or vulnerable adults.

A culture of vigilance ensures that an attitude of “it couldn’t happen here” is avoided. When dealing with an allegation against staff or volunteers of Diverse Events CIC, the welfare of the child or vulnerable person is kept as the central concern.

An allegation is defined as:

- Behaviour that has harmed a child or vulnerable person, may have harmed a child or vulnerable person, or might lead to a child or vulnerable person being harmed.
- Having committed or planning to commit a criminal offence against a child or vulnerable person or related to a child or vulnerable person.
- Behaviour towards a child or vulnerable person that indicates they would be unsuitable to work with children or vulnerable people.

An allegation may concern:

- Any type of abuse
- A breach of Diverse Events CIC practices or procedures
- Accessing abusive images of children online, grooming children or vulnerable person online with the intent to cause harm.

An allegation may arise because of:

- A direct allegation from a child or parent against an individual
- A staff member or volunteer’s concern about another’s behaviour.
- Police or Local Authority contact with Diverse Events CIC concerning a staff member or volunteer.
- Diverse Events CIC staff or volunteers being informed that they have been the subject of allegations, have harmed a child or vulnerable person or committed an offence against or related to a child or vulnerable person.

Managing the allegation procedure

Once an allegation has been received by Diverse Events CIC it will be directly referred to the appropriate services this will be:

- Calling 999 if the child or vulnerable is in immediate danger.

- Calling GATEWAY on 01752 668000 or email gateway@plymouth.gov.uk
- Calling Plymouth Out of Hours Service on 01752 346984
- Report it [online](#) if in Plymouth
- Calling Adult Social Care on 01752 668000
- Calling 101
- Calling MASH on 03451551071
 - o And completing a [MASH referral](#) to be emailed to mashsecure@devon.gov.uk
- Calling MARU (Multi Agency Referral Unit) on 0300 123 1116
- Calling Care Direct on 0345 155 1007 or emailing customerservicecentrecaredirectteam-mailbox@devon.gov.uk or their Emergency Duty Service on 0845 6000 388
- If in Cornwall calling 0300 1234 131 or 01208 251300

Responding to an allegation

In dealing with an allegation against Diverse Events CIC, staff and volunteers will hold no responsibility for the decisions made by the appropriate team. Staff or volunteers will be immediately suspended until any investigation has been finalised. On completion of investigations Diverse Events CIC will impartially decide whether the staff or volunteer will continue working with or the organisation. This decision will be final.

Record keeping

Diverse Events CIC will keep clear and comprehensive records of any safeguarding concern or allegation made against an individual, including details of how the allegations were followed up and resolved, and details of the decisions reached, and any action taken will be kept. Records should distinguish between fact, hearsay, and opinion. Additional records e.g. email or hard copy documents are likely to be created as part of the process.

Safeguarding Concern Form

This form should be used to record safeguarding concerns that are

- as a result of a direct disclosure
- a concern expressed by a third party or
- observation of a child

It should be completed as soon as possible after the concern has been expressed and sent to the Designated Safeguarding Lead within 24 hours.

DO NOT ASK LEADING QUESTIONS.

Name of vulnerable person	
Date of birth or approximate age	
Gender	
Time	
Date	
Location	
Others present	
The vulnerable persons account	
Description of any visible bruising or other injuries (size, shape, colour, placement of injury - also record on a body map)	

Any other observations/information (including the child's emotional state, appearance, or behaviour)	
If you have spoken to anyone else about your concerns, please give details	
Signature	
Printed Name	
Position	
Telephone Number	
Address	
Email	
DSL – Date received	
DSL – Referred to whom (name of person, contact details, service, report number)	

Conclusion

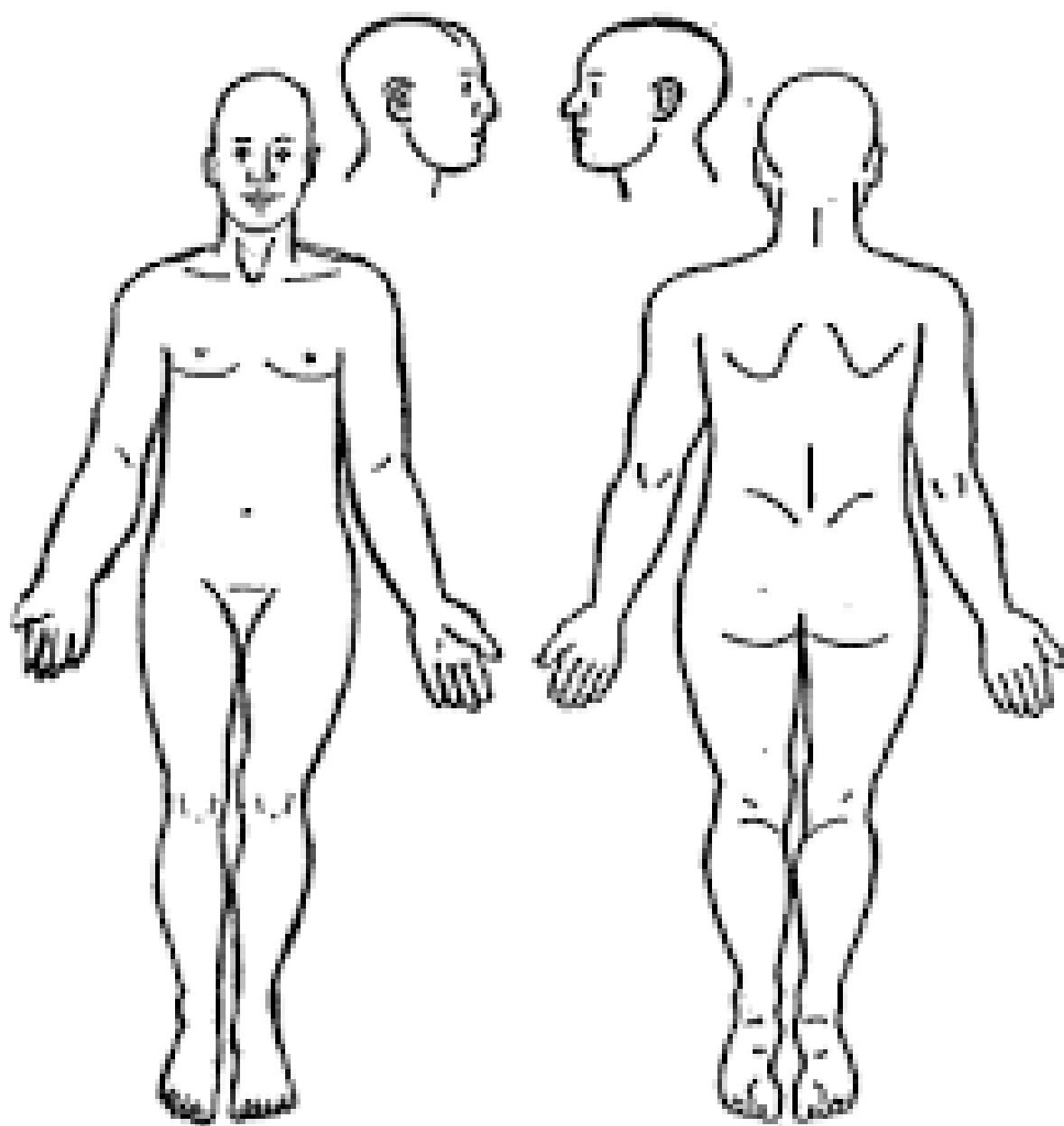
Body Map

This Body Map is to be used in conjunction with the Safeguarding Referral Form to record the location, size and number of injuries which may have been caused as a result of abuse or inappropriate care.

The completed Body Map should be submitted with the Safeguarding Referral form.

Please draw on the body map in black ink, using the following key to indicate the different types of injury (shading or alphabetic code), and provide brief details for each injury, e.g. measurements of wound, colour of bruise, etc using arrows.

A - red areas (not broken down), B - Bruising, C - scalds, burns, D - cuts, wounds, E - other (specify)



Account name or alias
SALTASH FAIR COMMITT

Account currency
GBP

Debit or credit
Any

Current cleared balance
4821.03

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

Date	Type	Transaction details	Debit	Credit	Balance
Closing balance					4,821.03
10-Sep-2024	BAC			355.80	4,821.03
27-Aug-2024	POS		-4.55		4,465.23
15-Jul-2024	BAC			793.00	4,469.78
10-Jun-2024	BAC			1,737.86	3,676.78
05-Jun-2024	EBF		-4,291.33		1,938.92
29-May-2024	EBF		-140.00		6,230.25
28-May-2024	DPC			4,643.86	6,370.25
28-May-2024	DPC			451.23	1,726.39
23-May-2024	EBF		-658.66		1,275.16
23-May-2024	EBF		-354.00		1,933.82
21-May-2024	POS		-55.00		2,287.82
16-May-2024	EBF		-120.00		2,342.82
16-May-2024	EBF		-50.00		2,462.82
16-May-2024	EBF		-200.00		2,512.82
16-May-2024	BAC			250.00	2,712.82
10-May-2024	EBF		-50.00		2,462.82
10-May-2024	EBF		-789.60		2,512.82
10-May-2024	EBF		-250.00		3,302.42
10-May-2024	EBF		-2,655.00		3,552.42

09-May-2024	BAC		150.00	6,207.42
08-May-2024	DPC		250.00	6,057.42
07-May-2024	EBF	-150.00		5,807.42
03-May-2024	POS	-18.79		5,957.42
03-May-2024	POS	-17.26		5,976.21
03-May-2024	EBF	-208.26		5,993.47
03-May-2024	EBF	-665.26		6,201.73
03-May-2024	EBF	-20.00		6,866.99
30-Apr-2024	POS	-22.00		6,886.99
30-Apr-2024	EBF	-2,160.00		6,908.99
29-Apr-2024	POS	-20.00		9,068.99
29-Apr-2024	POS	-46.55		9,088.99
29-Apr-2024	POS	-37.95		9,135.54
26-Apr-2024	POS	-45.00		9,173.49
26-Apr-2024	BAC		5,000.00	9,218.49
25-Apr-2024	EBF	-50.00		4,218.49
23-Apr-2024	POS	-33.95		4,268.49
23-Apr-2024	POS	-36.49		4,302.44
23-Apr-2024	POS	-23.22		4,338.93
23-Apr-2024	POS	-1,200.00		4,362.15
22-Apr-2024	POS	-17.98		5,562.15
22-Apr-2024	POS	-30.25		5,580.13
18-Apr-2024	EBF	-472.50		5,610.38

17-Apr-2024	EBP		-885.00	6,082.88
Opening balance				6,967.88
Totals			-15,778.60	13,631.75



Saltash May Fair Committee





Your Quotation

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

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

[< Go Back](#)

Total Payable (Single Period Policy)
£609.70

Insurance Provider
Cov a Insurance

The premiums shown are based on current rates and are valid for this quote only.

Turnover
Max.  30,000

Number of Visitors
5000

Public Liability (compulsory)
 5,000,000

Employers Liability (optional)
 10,000,000

Number of Employees
10

Property Cover (optional)
 10,000

Single Article Limit
 4,000

Cancellation (optional)
Not Required

Marquee - Property Damage (optional)
Not Required

Public Liability Excess
 250.00
This excess is not applicable to the Public Liability personal injury section.

Employers Liability Excess
N/A
This excess is not applicable to the Employees Liability section.

Property Excess
 250.00

Money Excess

Stock Excess

Gazebo Excess

£500.00

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

Period of Insurance

Period of Insurance stated in the Schedule and any subsequent period for which We have accepted a renewal premium.

Gazebo Requirements

In respect of Section 1: Public Liability

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

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

The above amount includes:

Insurance Premium Tax (IPT)

£64.25

Policy Fee

£10.00

Start Date of Event: 02/05/2025

End Date of Event: 05/05/2025

 Please confirm you have read the following documents:

 Not Confirmed

Terms and Conditions

 Not Confirmed

Policy Documentation

 Not Confirmed

Policy Summary

 Not Confirmed

Insurance Act

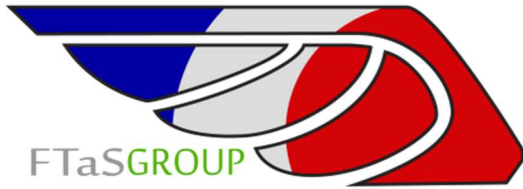
 Not Confirmed

Notice to Policyholder

Continue >

[Home](#) | [Contact Us](#) | [Legal Stuff](#) | [!\[\]\(2bdfe261b986065ee0ac76460d6528c9_img.jpg\)](#) | [!\[\]\(eebbd3dc1abeccf4c1e5751ec03fc559_img.jpg\)](#)

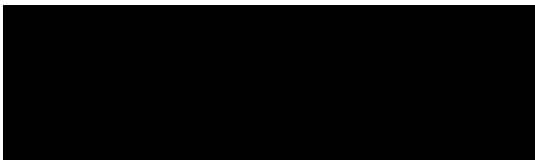
Powered by ProExe ©



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

Invoice To:
Saltash May Fair Committee
Saltash
PL12

Description	Total
Saltash May Fair 2025 – Custom Quote	Total £1500.00



Thank you for choosing FTaSGROUP.

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

FOX SECURITY LTD

QUOTE: CWPR002

Date: 9th January 2025

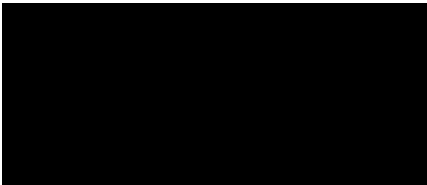
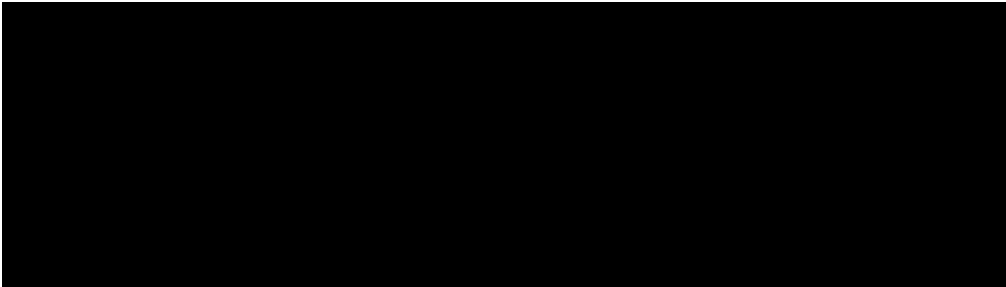
Pride Events



Fox Security Ltd

Company number: 14738033

VAT number: 438 0466 89



QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
13	1 x SIA Security for Saltash May Fair 17:00-06:00 2 nd May 2025	£17.50	£227.50
33	6 x SIA Security for Saltash May Fair 16:00-21:30 3 rd May 2025	£16.50	£544.50
9.5	1 x SIA Security for Saltash May Fair 21:30-07:00 3 rd May 2025	£17.50	£166.25



VAT
Total



THANK YOU FOR USING FOX SECURITY LTD!

Please note payment is due 7 days from the date of invoice



SALTASH MAY FAIR 2024

Event Dates	4 th and 5 th May 2024
Total Actual Cost	£17,423
Grant Awarded from STC	£ 5,000
Fair Committee	

Please list the aims and objectives of your organisation	<ul style="list-style-type: none"> * To boost community cohesion through a free-admission, weekend event across Fore Street, Victoria Gardens and Longstone Park * To boost footfall in to the retail centre of the town * To offer traders the opportunity to sell products * To offer charities and community groups the platform to promote their activities and raise funds * To offer opportunities to boost health and wellbeing, including running races and outdoor fitness sessions * To offer local musicians the opportunity to showcase their talent on a large stage * To collaborate with Saltash Youth Network to provide a Youth Village in Victoria Gardens * To promote awareness of environmental issues <p>All these aims were met through Saltash May Fair 2024.</p>
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	<p>Highlights on Saturday 4th included:</p> <ul style="list-style-type: none"> • Market the length of Fore Street • Parade of Youth • Youth Village in Victoria Gardens • Free, live music in Longstone Park until 9:30 pm, with an ABBA tribute band as the headline act <p>Highlights on Sunday 5th included:</p> <ul style="list-style-type: none"> • Half Marathon, 5K and Fun Run, with over 400 runners • Maypole dancing with Geraldine Lamb School of Dance • Outdoor yoga sessions • Dog Show
--	--

Who benefitted from the project?	<p>The event attracted over 7,000 visitors from Saltash and surrounding areas over the two days.</p> <p>It delivered a positive impact for local businesses, bringing visitors to Saltash and promoting our town to a wider audience.</p> <p>It offered free entertainment, helping families who may be struggling in the current cost of living crisis and boosting community cohesion.</p> <p>Local charities and community groups (Approx. 50) Local business taking a stall (Approx. 50) Youth groups (Approx. 10)</p>
---	--

What sponsorship did you receive for this project?

For the second year running, we worked with the organisers of the Regatta and Christmas Festival to create a sponsorship booklet that was hand-delivered to businesses on the industrial estates as well as the town centre. It did not generate as much income as the first edition, but was still worthwhile.

Fore Street businesses donated prizes for a raffle that raised over £250.

Sale of tickets in the May Fair cash raffle generated £1010.

Over £5000 was brought in through stalls.

Cornwall Councillors granted £800.

Tamar Trotters shared some of the expenses for medical services and toilets, as well as donating £660.

GENERAL COMMENTS

Although the rain on Sunday led to a drop in overall footfall, May Fair 2024 was still a resounding success. We owe a great deal of thanks to a whole host of organisations, especially Tamar Trotters who excelled in delivering the running races, but the team of volunteers who organise the event would particularly like to thank Saltash Town Council for its generous funding. It is no exaggeration to say that we would not have been able to deliver the event without the funding from the Town Council. We would also like to thank the Mayor and Deputy Mayor for being so gracious in presenting various awards and giving various speeches over the weekend.

STREET MARKET

With over 100 stalls, the market offered a wide variety of wares and brought in over £5000 in revenue to help deliver the event.



PARADE OF YOUTH AND AWARDS

Awards given at the Parade of Youth:

- **Prizes** to the Saltash Community School students who had designed the medals in the running races
- **The Pip Miller Award for Sporting Achievement**
To Toby Nakamura, top athlete in his age group (U 14s) in backstroke
- **Unsung Hero Award**
Don Berry, for his work as Chair of the Saltash Youth Network
- **Best Dressed Youth Group**
To the field gun crews of St Stephens Primary School and Brunel Primary School, who led the Parade of Youth.



MUSIC ON LONGSTONE PARK

In recent years, we've been working to enhance the music experience on Longstone Park, aiming to create a bit of a 'festival' atmosphere. The large stage provides a fantastic platform for local musicians, and creates a vibrant gathering space. With 2024 marking the 50th anniversary of ABBA's Eurovision victory, we were thrilled to welcome the ABBA Reunion tribute act. It was an unforgettable highlight that proved to be a huge success.

The line up for 2024:

11:00	St Stephens Primary School
11:30	Grace Notes Acapella
12:00	Roxie D'veille
12:45	Livewire
15:15	Ellen Triffit
16:30	Rock Choir
17:45	Division
19:30	Abba Reunion



MAYPOLE DANCING



It wouldn't be May Fair without Maypole dancing!

We are grateful to Geraldine Lamb School of Dance for braving the rain and mud and giving us some colour on an overcast Sunday.

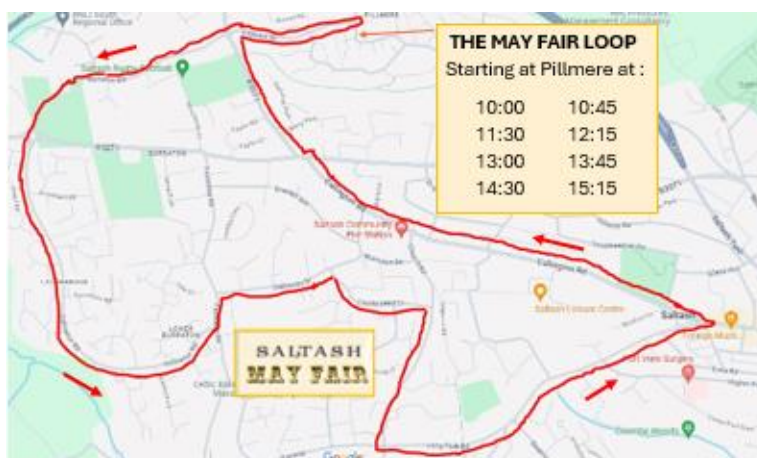
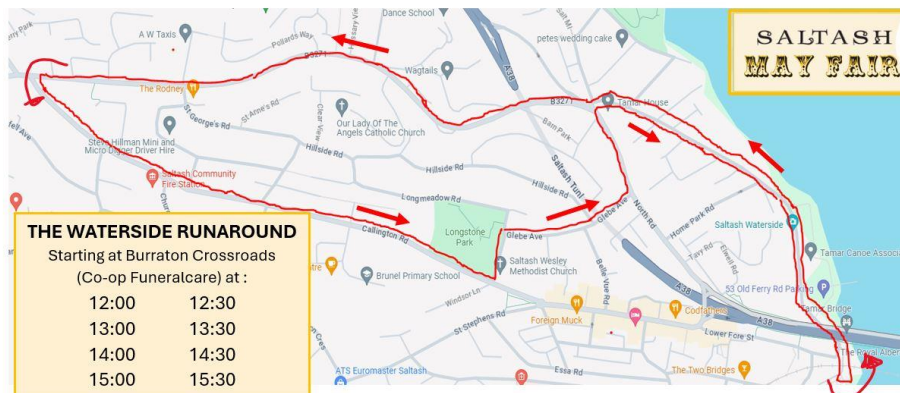
RUBIK'S CUBE COMPETITION

We like to try and introduce a new element each year. Thinking about a new 'attraction' we realised that as well as being the 50th anniversary of ABBA's win at the Eurovision Song Contest, it was also the 50th anniversary of the invention of the Rubik's Cube. So we set up a competition on the trailer stage at the bottom of Fore Street. The winner impressed everyone by solving the cube in an astonishing 12 seconds!



SALTASH RED BUS

In previous years, public service buses have diverted down Glebe Avenue when Fore Street was closed to traffic. However, in 2024, bus companies decided to avoid Callington Road and Glebe Avenue entirely, sticking instead to North Road and New Road. While this improved traffic flow on Glebe Avenue, we were concerned it might make access to the town centre more difficult. To address this, we partnered with the Red Bus to introduce two pick-up routes. The initiative was a great success, and we are now looking to make it a permanent feature of future May Fairs.



VOLUNTEERS

Huge thanks to:

- Colin Bunting and the Tamar Trotters for delivering the running races.
- Staff and students at Saltash Community School. The students were excellent ambassadors for their school.
- The litter picking team from SEA.



A GREENER MAY FAIR

A key focus of May Fair 2024 was using it as a platform to raise awareness of environmental issues.



Working with Biffa, our waste management contractor, we had extra recycling bins and food waste bins to encourage people to separate waste responsibly.

We worked with Flotsam Flo, who won a Judges Commendation Award at the 2022 Cornwall Sustainability Awards, asking people to bring in their decommissioned lifejackets to upcycle in to back packs.



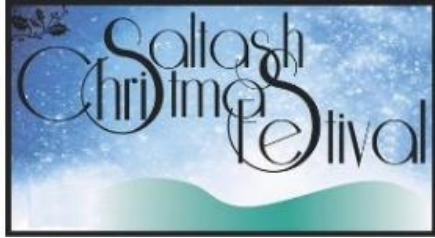
We provided water for dogs, gave information about the water fountain on Fore Street, and encouraged people to bring their own drinks in flasks.

Congratulations to Martin Lister, who won our Green Quiz, which we ran to promote awareness of our local environment.

Have a go at the quiz. It's on the next page.



1	What is the name of the iconic bird that nests on cliffs along the Cornish coastline?	a	Puffin
		b	Guillemot
		c	Chough
		d	Fred
2	SEA has a can crusher on their May Fair stall. How long can a television run for using the energy saved by recycling one aluminium can?	a	60 minutes
		b	90 minutes
		c	120 minutes
		d	180 minutes
3	What is the name of the organisation dedicated to conserving and restoring Cornwall's natural habitats that works on Churchtown Farm Nature Reserve?	a	Cornwall Wildlife Trust
		b	Cornish Conservation Society
		c	Nature Cornwall
		d	Wild Cornwall Initiative
4	Which of these marine creatures is the focus of conservation efforts in Cornwall due to its declining population?	a	Loch Ness Monster
		b	Basking Shark
		c	Leatherback Turtle
		d	European Eel
5	Which plant species is commonly found in the marshes and wetlands of Cornwall, providing habitat for various wildlife?	a	Foxglove
		b	Sea Thrift
		c	Purple Loosestrife
		d	Bluebell
6	How many daffodil bulbs have volunteers planted in the ancient woodland of Coombe Woods in recent years?	a	7,800
		b	8,700
		c	78,000
		d	870,000
7	Friends of Tintcombe are volunteers who help nature thrive in the 14 acres of urban green space behind Saltash Fire Station. Which bird features on their logo?	a	Canada Goose
		b	Saltash Swan
		c	Great Spotted Woodpecker
		d	Lesser Spotted Heron
8	Recent waste collection changes will cut Cornwall's annual emissions by nearly 18,000 tonnes of CO ₂ . How many times would the average car drive around the world to produce the same amount of CO ₂ ?	a	547 times
		b	1,547 times
		c	2,547 times
		d	3,547 times
9	Between March 1 st and Aug 31 st dogs need to be kept on the lead south of the railway in Churchtown Farm so they don't disturb skylarks, which nest on the ground. Why do skylarks prefer to nest on the ground?	a	To avoid predators like carrion crow
		b	To protect their eggs from extreme weather
		c	To camouflage their nests
		d	Because they're too lazy to climb trees
10	What is the Litter Rangers scheme, run by Saltash Environmental Action?	a	Residents receive training from Girl Guide Rangers in waste management
		b	Residents receive a superhero cape to battle litterbugs under the cover of darkness
		c	Residents adopt a road in Saltash and commit to keeping it litter free through regular litter picks
		d	Residents participate in workshops on the environmental impact of littering



REPORT TO SALTASH TOWN COUNCIL PREPARED BY HILARY FRANK ON BEHALF OF THE CHRISTMAS FESTIVAL COMMITTEE, SALTASH CHAMBER OF COMMERCE

Saltash Christmas Festival 2024, scheduled to have been held on Sat. 7th December

Plans were safely in place for another landmark Christmas Festival, but the high winds associated with Storm Darragh and the amber weather warning issued for the weekend left us with no choice but to take the decision to 'deorganise and reorganise' the Christmas Festival, cancelling some elements in their entirety, and rearranging others.

One of the reasons the Chamber of Commerce organises the Christmas Festival is to give a financial boost to local traders and stall holders, so cancelling the Street Market was a hard decision. However, safety had to come first. It was heartwarming that the community rallied together in the way they did. We are particularly grateful to Tamar Trotters, Redeemer Church, Wesley Church and Diverse Events for making arrangements to ensure the community could still enjoy some festive cheer despite the challenges blown our way by Storm Darragh.

We are also grateful to:

- Saltash Town Council for generous funding as well as for their logistical support in collecting lanterns from schools
- Volunteers and Trustees at Saltash Scrapstore for raising funds for the Festival
- Tamar Trotters Running Club, and especially Colin Bunting, for organising the Fun Run on both the original and the rescheduled dates
- Coral Jonas at Tamar Crossings for enabling the Santas to run across the Tamar Bridge
- China Fleet Club for sponsoring the Santa Fun Run
- Redeemer Church Saltash for leading the carol service, and the Wesley Church for hosting it
- Artist Jill Hudson for leading the lantern workshops, and the volunteers who helped prepare the lanterns
- Schools for their enthusiasm at lantern workshops
- Saltash Community School for its positive engagement in creating a 'feature' lantern of a Mary Poppins umbrella
- Celebration Pyrotechnics for moving the firework display to 14th December
- FTAS Traffic for keeping us safe on the roads
- Diverse Events CIC for their excellent work in event management, both on the original date and the rescheduled events

Christmas Market CANCELLED

Regrettably, the Market had to be cancelled due to the adverse weather.

Santas on Bikes CANCELLED

Sadly, the Santas on Bikes had to cancel their annual ride to Little Harbour Children's Hospice.

Santa Fun Run RESCHEDULED to 14th DECEMBER

19 Santas could not make the rescheduled date and asked for refunds. 27 people chose to defer their entry to 2025. However, we gained 40 new entrants for the new date, so in total 208 people were registered to run on 14th.

Outdoor Carol Service RELOCATED TO THE WESLEY CHURCH

Redeemer Church was due to deliver an outdoor Carol Service, on Fore Street, and children in Saltash primary schools had been busy practicing 'O Little Town of Bethlehem.'

Thanks to collaboration between Redeemer Church and Wesley Church, the carol service was moved indoors to the Wesley Church, and although it was not as magnificent as the Lantern Parade, the moment when the church lights were switched off and children sang by the glow of lanterns was magical.



We created a QR code linking to the carol song sheet, meaning we could reduce the number of paper copies printed. We were also able to include a message from the Mayor alongside a message from the Chair of the Chamber.

The new feature lantern for the 2024 Festival was a 'Mary Poppins umbrella', which was designed and created by students at Saltash Community School. The lantern itself will be used in the production of Mary Poppins Jr, to be staged in the School in February 2025. We brought the umbrella lantern to the Church, and were delighted that several of the cast members joined us to give a sneak preview of some of next year's songs.

Lantern Parade RESCHEDULED TO THE WATERSIDE on 14th

Student Faye Nicholls designed the new feature lantern of the Mary Poppins umbrella. Here is a comment from Faye:

"I was ecstatic that my design was chosen as the winning lantern. I just had the idea and joked about it with my mum, but then went on to design the umbrella because

I'm going to be in the production of Mary Poppins Jr in February. I was devastated when the Parade was cancelled due to the storm because I wanted to lead it with my lantern. That said, the festival in the church was really nice to bring people together and it was great that my lantern could still be displayed. It was lovely that the Mary Poppins Jr cast got involved. I would say the school has benefitted from being involved in the lantern festival because it brought us together and is a community based event. Thank you to the people who helped make this happen."

And here is a comment from Lucy Sayer, teacher at the secondary school:

"I would echo everything our winner Faye has said about the Lantern Parade! This festival epitomises everything good about this sort of community work. Thank you so much to the team for working together so quickly to formulate and execute such a brilliant plan B. Not even a red weather warning could dampen the Saltash spirit!"

Families who had made a lantern were invited to a 'Lantern Walk' from Jubilee Green round to Waterside to watch the rescheduled firework display. We are grateful to the Mayor and Consort for joining us at the Walk.



Fireworks RESCHEDULED to THE WATERSIDE on 14th DECEMBER

Celebration Pyrotechnics kindly agreed to move the firework display to Saturday 14th December. The fireworks were set off from the pier by Ashtorre Rock, which proved to be a picturesque location.



Window Dressing Competition

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

Finance

In July 2024, when we submitted the funding bid to Saltash Town Council, we estimated that the Festival would cost £9340 to deliver. As planning progressed, we saved money in some areas, but costs increased in others, with the result that in the days before the event, our total expenditure was forecast to be £9384.75. With the cancellation of the event, our actual expenditure in the end was £6006.81, as shown in the table below.

		Estimate	Actual
Insurances etc. Total Estimate: 777.23 Total Actual: 81	TEN - 4E67ZC44-101007386585	£21.00	21
	PPL/PRS Music Licence	£240.73	0
	Insurance	£455.50	0
	Road Closure Licence	£60.00	60
Printing Total Estimate: 103.53 Total Actual: 103.53	Leaflets - 100 x A5	£17.99	17.99
	Posters - 50 x A4	£9.95	9.95
	Raffle tickets	£42.60	42.6
	Leaflets - 250 x double sided A5	£32.99	32.99
Entertainment Total Estimate: 1,575 Total Actual: 1,500	Fireworks	£900.00	900
	Stiltwalker	£350.00	350
	Horn Speakers	£75.00	0
	Prizes for Treasure Hunt	£250.00	250
Marketing & Publicity Total Estimate: 546.39 Total Actual : 471.39	Sponsorship booklets	£71.54	71.54
	Photography	£75.00	0
	Promotion in Observer	£324.85	324.85
	Artwork Design	£75.00	75
Lantern Parade Total Estimate: 2,075 Total Actual: 1,771.74	Lantern workshops	£2,000.00	1721.74
	Venue Hire	£75.00	50
Event management Total Estimate: 4,307.6 Total Actual: 2,079.15	Fire trolley and barriers	£125.00	0
	Medical	£295.00	250
	Security	£237.60	0
	Traffic Management	£1,400.00	300
	Event Management	£2,250.00	1529.15
		£9,384.75	6006.81

NB: The Treasure Hunt prizes had already been bought by the time we had to cancel the Festival. They are being kept in storage to be used in the 2025 Festival.

When we applied to Saltash Town Council for a £2,500 grant, it was our intention to use it to cover the costs of the firework display, road closures and insurance. Although the firework display cost as much as the original budget, the costs for road closures dropped from £1,500 to £300, and we didn't take out any insurance. In effect, therefore, we have spent £1200 of the grant on the expenditure for which it was originally allocated.

However, the cancellation of the street market and raffle have led to a fall of £3000 in our budgeted income. We would therefore be grateful if we could retain the 'remaining' £1300 to help cover the shortfall.

PROMOTION OF SALTASH TOWN COUNCIL



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

The wording at the bottom of the leaflets and social media posts read:

This event is made possible thanks to grants from Saltash Town Council and Saltash Scrapstore.



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



POINTS TO CONSIDER FOR 2025

- Increasing costs and dwindling offers of sponsorship mean raising the funds necessary to deliver the Festival is a major source of concern.
- Storage is needed for the feature lanterns. If we had more storage, we could introduce new lanterns.
- Setting fireworks off from the river worked very well both in terms of aesthetics (lighting up the Tamar and Royal Albert Bridges) and in terms of safety (preventing people from going on to the pier was much simpler than preventing them walking near Victoria Gardens). For 2025, we are investigating the possibility of starting the Parade at the top of Fore Street and walking down to the River Tamar for fireworks.
- Setting the date of the Festival as the first Saturday in December has worked well over the years, especially because it aligns with the Santas on Bikes ride to Little Harbour, bringing footfall to the Market as soon as the Festival opens. A fixed date also attracts high stallholder bookings, ensuring quality stalls and income. (50% of stalls for the 2025 Festival have already been booked.) However, the first Saturday falls on 6th December this year, which is too late for a lights switch on event. It would be good to work with the Town Council to build on the Christmas lights event it holds in November, creating two opportunities to boost footfall while reducing the risk of weather-related cancellations.

To receive a report on Town Council IT equipment and consider any actions and associated expenditure

Report to: Policy and Finance Committee

Date of Report: 3 March 2025

Officer Writing the Report: Administration Officer

Officers Recommendations

To purchase I.T. equipment from 1 April 2025 listed under the 'Budget Overview' section of this report to maintain the internal operations of the Town Council working within budget 6370 EMF Computer Equipment Renewal

Purchasing laptops is a new way of working for Saltash TC. It will provide flexibility, support, and improve efficiencies i.e. working location, attendance at internal and external meetings, Town Council committee meetings and there will be backups if necessary.

Delegate authority to the Administration Officer to recycle any Town Council equipment designated for disposal, ensuring compliance with the asset disposal process. This must be carried out within the 6370 EMF Equipment Renewal budget, with proper documentation, including a certificate for audit trail and destruction compliance purposes.

Report Summary

It has been identified that some Saltash Town Council I.T. equipment is operating outside of warranty and at risk of not receiving security updates or hardware replacements. The current I.T contract excludes hardware maintenance of all servers, computers and associated networking equipment, cabling, workstation hardware and printers.

Equipment supplied by the current I.T. supplier SoS Consultancy Ltd, have a standard 3-year warranty, SoS Consultancy do not support the purchase of extended warranties.

To identify risk, a new I.T. asset list was commissioned via the current maintenance contract and completed by SoS Consultancy Ltd on 3 December 2024 to include monitors using video graphics array connections.

With the new Town Council year and elections approaching it is recommended to purchase laptops for members who previously opted not to have one, in line with the Town Council's IT Policy section 2. Acceptable IT Usage and user responsibilities

2.1: All data held on STC systems may be subject to Freedom of Information or Subject Access Requests. For this reason, personal use of STC computing and network facilities cannot be deemed to be private.

This further ensures compliance with GDPR and enhances the Town Council's data security and protection measures.

Advice from SoS Consultancy Ltd:

All new computers come with a 3-year warranty which covers hardware up until that point. After that point, we'd recommend a replacement unit as it can be more expensive in time and parts, than the cost of a replacement unit.

Once a unit reaches 5 years old, we'd recommend that the units be replaced, as in this time the hardware security and software updates are no longer renewed, so it becomes very hard to support such machines. After 5 years, technology has also moved on, so newer units support the latest iterations of software and processing speed to keep things working efficiently.

Disposing equipment:

Saltash Town Council appoint WEEE Recycle (based in Plymouth) to dispose of the Town Council's old IT and electrical equipment in a legal, convenient and environmentally responsible way <https://www.weee-recycle.co.uk/e-waste-recycling>. (Plymouth City Council also appoint WEEE Recycle).

WEEE Recycle are fully licensed by the environment agency and use best available treatment, recovery and recycling techniques, to ensure Saltash Town Council is fully compliant within the law.

The in-house part of the process is to identify the items for disposal and package for WEEE Recycle to collect. So many items are needed for a collection to be accepted. We have been gathering items overtime to add to this collection and take the opportunity to review equipment that is no longer in working order.

WEEE Recycle service is free of charge dependant on if the item is able to be recycled. There is a charge for the courier to collect.

A certificate is provided to show a full asset tracking audit trail and destruction, the certificate is kept on file to demonstrate compliance.

How Does This Meet the Business Plan?

Recycling of equipment:

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

<u>New I.T. Equipment</u>	<u>Quantity</u>	<u>Unit Price (ex VAT)</u>	<u>Net Cost</u>
15.6" Business Laptops	11	£675	£7,425
Dell touch screen laptop	1	£1,060	£1,060
14" Business Laptop	1	£725	£725
Docking Stations	9	£165	£1,485
Accessories			£243
Totals			£10,938

Quotes Provided

Saltash Town Council appointed SOS Consultancy to deliver an IT service on behalf of the Town Council. The service includes equipment and maintenance. Should devices be purchased outside of this agreement, SOS will not setup, maintain or assist with technical issues.

Therefore, other quotes were not obtained.

WEEE recycle are local to the area (Plymouth). In the past we have used CPR Computer Recycling based in Surrey which entailed a courier service at a cost to the Town Council.

Financial Regulations/ Procurement Threshold

Does this project meet the procurement threshold?

Yes.

The purchase of equipment falls under Financial Regulations Section 5.12, as follows:

5.12 The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items 5.12.1 to 5.12.4 below:

5.12.1 specialist services, such as legal professionals acting in disputes;

5.12.2 repairs to, or parts for, existing machinery or equipment;

5.12.3 works, goods or services that constitute an extension of an existing contract;

5.12.4 goods or services that are only available from one supplier or are sold at a fixed price.

Budgets

Budget Code: 6370 PF EMF Computer Equipment Renewal

Budget Availability 2025/26: £15,592

Committed Spend: None.

Please note: During the precept setting Saltash Town Council agreed to vire the remaining available balance from 6306 IT Maintenance to 6370 EMF Computer Equipment Renewal at year end – estimated to be £5k to support the purchase of IT equipment.

Signature of Officer:

Administration Officer

To receive a report on updating Standing Orders and consider any actions and associated expenditure.

Report to: Policy and Finance Committee - 11th March 2025

I would like to recommend to Policy and Finance that the new council in May not only sign the Civility and Respect pledge, but also attend Code of Conduct Training, Finance and Employment Law in their first term.

I feel this will not only help our Councillors on the way forward, but truly understand the Code of Conduct, be ready for precept planning also understand what we as Councillors can ask and how to treat our employed staff within the law.

I personally feel this is the way forward as the Council gets bigger and busier. This of course does not preclude any Councillor from attending as many courses as they feel are beneficial.

End of Report
Cllr Julia Peggs

To review the Town Council's Policies and Procedures and consider any actions and associated expenditure.

Here is an overview of the policies and procedures that have been reviewed throughout the year by the appropriate committee / sub committee together with suggested amendments to be considered this evening.

Employees:

1. Data Protection - Criminal Records Information Policy;
2. Data Protection Policy (Employees);
3. Disability Employment Policy;
4. Equality and Diversity Policy;
5. Employee Handbook;
6. Employee Recognition Scheme;
7. Protocol for Member Officer Relations;
8. Recruitment & Selection Policy;
9. Training and Development Policy;

To note the Personnel Committee held on 27.02.25 reviewed the Town Council Employee Policies and Procedures. Please refer to minute 76/24/25 for further information.

Finance:

1. Annual Business Continuity Plan;
2. Annual Internal Audit and Business Risk Assessment;
3. Annual Reserves Policy;
4. Annual Statement on Internal Control;
5. Annual Treasury Management Strategy;
6. Anti Bribery Policy Statement & Anti Fraud & Corruption Strategy;
7. Finance Schedule & Precept Plan;
8. Financial Regulations.
9. Receipting of Income & Banking Procedures;

10. Risk Management Plan Statement;
11. Risk Management Strategy;
12. Scheme of Delegation;
13. Local Government Pension Scheme.

The RFO has reviewed the above policies with amendments to be received and considered at the Policy and Finance Committee scheduled to be held on 11.03.25, approval of the updates are to be recommended to April's Full Council meeting.

General:

1. Acquisition or Sale of Land and Property;

To note the Policy and Finance Committee held on 24.09.24 reviewed the Acquisition or Sale of Land and Property Policy. Please refer to minute 74/24/25 for further information.

2. Allotments;

To note the Services Committee held on 12.09.24 reviewed the Allotment Policy. Please refer to minute 52/24/25 for further information.

3. Communications Policy & Strategy;

The Communications and Engagement Officer has reviewed the above policy with amendments to be received at P&F scheduled to be held on 11.03.25.

4. Complaint Handling and Customer Behaviour Policies;

The Administration Officer has reviewed the above policy with amendments to be received at P&F scheduled to be held on 11.03.25.

5. Data Retention and Disposal Policy;

To note the Policy and Finance Committee held on 14.01.25 reviewed the Data Retention and Disposal Policy. Please refer to minute 135/24/25d for further information.

6. Events and Hire of Town Council Premises;

The Administration Department has reviewed the above policy. There were no amendments to be made.

7. FOI Model Publication Scheme 2023;

The Administration Department has reviewed the above policy. There were no amendments to be made.

8. Freedom of Information Policy;

The Administration Department has reviewed the above policy. There were no amendments to be made.

9. Grants Policy;

To note the Policy and Finance Committee held on 14.01.25 reviewed the Grants Policy. Please refer to minute 134/24/25 for further information.

10. Match Funding Policy;

The Administration Department has reviewed the above policy. There were no amendments to be made.

11. Planning – A Guide for Councillors;

To note the Planning and Licensing Committee held on 18.02.25 reviewed the Planning – A Guide for Councillors. Please refer to minute 122/24/25 for further information.

12. Public Loudspeaker Policy;

To note the Policy and Finance Committee held on 24.09.24 reviewed the Public Loudspeaker Policy. Please refer to minute 74/24/25 for further information.

13. Receiving Public Questions, Representations and Evidence at Meetings;

The Administration Officer has reviewed the above policy with amendments to be received at P&F scheduled to be held on 11.03.25.

14. Safeguarding Policy;

To note the Personnel Committee held on 12.12.24 reviewed the Safeguarding Policy under minute 63/24/24 and have requested further amendments be made and received at a future Personnel Committee meeting.

15. Social Media Policy;

The Communications and Engagement Officer has reviewed the above policy with amendments to be received at P&F scheduled to be held on 11.03.25.

16. Standing Orders;

The Administration Department has reviewed the above policy. There were no amendments to be made.

17. STC Corporate Guidelines.

The Administration Department has reviewed the above policy. There were no amendments to be made.

18. Corrections and Additions to Saltash War Memorials Policy.
Services Committee held on 13.02.25 minute nr. 112/24/25 recommended to FTC held on 06.03.25, FTC approved the recommendation.
19. Noticeboard Policy
The Administration Department has reviewed the above policy. There were no amendments to be made.

Health and Safety:

1. Health and Safety Manual
The Administration Department has reviewed the above policy. There were no amendments to be made.
2. Emergency Plan
Town and Parish Councils are being asked to create a Community Emergency Plan (CEP) so that we are better prepared for emergencies. A CEP is a written document detailing the steps the community will take before, during and after an emergency incident.

Members are asked to delegate to the Administration Officer to draft a CEP to be reviewed at June's Policy and Finance meeting for Members consideration and input to bring the plan to fruition.

Library:

1. Home Library Service;
Policy and Finance Committee held on 14.01.25 reviewed the Home Library Service Policy. Please refer to minute 135/24/25b for further information.
2. Library Stock Management Policy.
Policy and Finance Committee held on 14.01.25 reviewed the Library Stock Management Policy. Please refer to minute 135/24/25c for further information.

Members:

1. Co-option Policy;

To note the Policy and Finance Committee held on 24.09.24 reviewed the Co-Option Policy. Please refer to minute 73/24/25 for further information.

2. Code of Conduct.

To note the Policy and Finance Committee held on 14.01.25 reviewed the Code of Conduct adopted by Cornwall Council. Please refer to minute 135/24/25a for further information.

Civic:

1. Awarding the Honorary Freedom of Saltash

The Administration Department has reviewed the above policy. There were no amendments to be made.

2. Civic Awards

The Receptionist / Mayor's Secretary has reviewed the above policy with amendments to be received at P&F scheduled to be held on 11.03.25.

3. Civic Handbook

The Receptionist / Mayor's Secretary has reviewed the above policy with amendments to be received at P&F scheduled to be held on 11.03.25.

4. Election of Mayor and Deputy Mayor

The Administration Department has reviewed the above policy. There were no amendments to be made.

End of report

Office Manager / Assistant to the Town Clerk

Saltash Team For Youth Report for Policy & Finance Committee meeting on 11 March 2025

The Saltash Team For Youth working group last met on Monday 3 February at Livewire. Below are the notes from the meeting.

1. Welcome and apologies

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

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

2.1 Saltash Town Council (STC)

Matt outlined the timeline for the tendering process for professional youth work in 2025/26, as follows:

- 7th March Advertise tender for a period of four weeks
- 4th April Deadline for tender applications
- 11th April Tender applications assessed by Councillors
- 10th June Recommendations ratified at Policy & Finance Committee

The budget for 2025/26 is £59,069, a 3% CPI increase from 2024/25.

The gap between submission of applications and final decision is longer this year due to the pre-election period before the council elections on 1st May. It was therefore agreed that Matt will notify applicants of the 'in principle' decision following the assessment panel on 11th April to assist with planning for the 2025/26 financial year.

Other STC developments were discussed including the implementation of new play parks, the forthcoming Saltash Markets starting in March, STC's new fundraising strategy, Saltash Youth Network and the new Saltash Studios on Fore Street.

It was noted that Saltash Community School is now more engaged with youth work activity because of leadership changes and being more outward facing. Both Livewire and The Core are providing regular 1to1 mental health and wellbeing support for students at the school. This is much needed and good to see.

2.2 Livewire

Livewire's counselling service continues to experience high demand. So much so that the building has been reconfigured to incorporate four, new spaces upstairs for 1to1s. This is helping to clear the waiting list.

Two Marjon students and a PhD student are working at Livewire on placement.

The cost-of-living crisis combined with funding cuts and increased fundraising competition continues to be challenging in terms of securing annual income of £200k, £110k of which is for staffing and administration costs.

2.3 The Core

The Core is also experiencing similar challenges in terms of meeting demand and keeping the show on the road. Their fixed outgoings are now £1200 per month.

The partnership project with Groundwork finishes at the end of March but The Core will continue the tutoring side of the project, which caters for 10 young people for 4hrs per week in 6-week blocks. This service is proving particularly popular for home educated young people, for which their parents / carers pay £250 per young person.

The Arts Lab initiative is also proving popular, in collaboration with Burraton Memory Café. 6 older people meet and participate with young people aged 12-16 in an after-school club on Thursday evenings.

The Core is holding its 10th Anniversary Garden Party on Saturday 12th July.

3. Date of next meeting

Monday 12th May 2025, 10am at Livewire

Cllr Matt Griffiths

01/03/25