



# ***Saltash Town Council***

***Konsel An Dre Essa***



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

4 June 2025

Dear Councillor

I write to summon you to the **Meeting of Policy and Finance Committee** to be held at the Guildhall on **Tuesday 10th June 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](mailto:enquiries@saltash.gov.uk) or via The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX.

Please note if Councillors have any questions on the business to be transacted at this meeting the Clerk must be notified **no later than 12 noon the day before the meeting.**

Yours sincerely,

S Burrows  
Town Clerk/ RFO

To:

<b>Essa</b>	<b>Tamar</b>	<b>Trematon</b>
R Bickford J Brady R Bullock L Mortimore P Samuels	S Gillies S Martin J Peggs J Suter	S Miller B Samuels B Stoyel

## Agenda

1. To elect a Chairman
2. To elect a Vice Chairman
3. Health and Safety Announcements.
4. Apologies.
5. Declarations of Interest:
  - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
  - b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
6. Public Questions - A 15-minute period when members of the public may ask questions of the Town Council.

Please note: Any member of the public requiring to put a question to the Town Council must do so by email or via The Guildhall **no later than 12 noon the day before the meeting.**

Members of the public are advised to review the Receiving Public Questions, Representations and Evidence at Meetings document prior to attending the meeting.

7. To receive and approve the minutes of the Policy and Finance Committee held on 11 March 2025 as a true and correct record. (Pages 5 - 18)
8. To note that all accounts and bank accounts are reconciled up to April 2025.
9. To note that petty cash is reconciled up to April 2025.
10. To receive and note a report on VAT. (Page 19)
11. To receive and note a report on investments and consider any actions and associated expenditure. (Pages 20 - 21)
12. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Finance in line with the Councils Financial Regulations. There are no discrepancies to report.
13. To receive the current STC Committee budget statements and consider any actions and associated expenditure. (Pages 22 - 35)

14. To receive a report from the Finance Officer and consider any actions and associated expenditure.
15. To consider Risk Management reports as may be received.
16. To consider a Festival Fund application:
  - a. FF129 Tincombe Tea Party. (Pages 36 - 69)
17. To receive a report on Town Council awarded grant and consider any actions and associated expenditure. (Page 70)  
**(Pursuant to Policy and Finance Committee held 11.03.2025 Minute no 161/24/25)**
18. To receive reports on funding awarded and consider any actions and associated expenditure:
  - a. Girlguiding Saltash District; (Page 71)
  - b. Saltash Music, Speech & Drama Festival; (Pages 72 - 74)
  - c. Sue Hooper Charitable Foundation. (Pages 75 - 78)
19. To receive a summary report on the Town Council Regalia and consider any actions and associated expenditure. (Pages 79 - 81)  
**(Pursuant to P&F held on 14.01.25 minute nr. 128/24/25)**
20. To receive draft Terms of Reference for Membership and consider any actions. (Pages 82 - 83)
21. To receive a report on the Community Emergency Plan and consider any actions and associated expenditure. (Pages 84 - 134)  
**(Pursuant to Policy and Finance Committee held 11.03.2025 Minute no 164/24/25)**
22. To receive a report on the delivery of Professional Youth Work tenders for 2025-26 and consider any actions and associated expenditure. (Pages 135 - 136)
23. To receive and note quarterly reports for the Commissioning of Professional Youth Work in Saltash:
  - a. Livewire (Pages 137 - 139)
  - b. The Core (Pages 140 - 143)

24. To receive reports from Working Groups and Outside Bodies:

- a. Neighbourhood Plan Steering Group.
- b. Saltash Team For Youth.
- c. Section 106 Panel.

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.

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

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

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

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

Date of Next Meeting: Tuesday 23 September 2025 at 6.30 pm



## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 11th March 2025 at 6.30 pm**

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

**ALSO PRESENT:** 3 Members of the Public, S Burrows (Town Clerk), W Peters (Finance Officer / RFO) and M Thomas (Senior Policy and Data Compliance Officer)

**APOLOGIES:** R Bickford, J Brady, M Griffiths, S Lennox-Boyd, L Mortimore and D Yates.

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#### **142/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **143/24/25 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.

<b>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary/Non-Pecuniary</b>	<b>Reason</b>	<b>Left Meeting</b>
B Samuels	19b	Non-Pecuniary	Belongs to group applying for funding	Yes
Bullock	19c	Non-Pecuniary	Volunteer with Tamar Trotters	Yes

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

None.

**144/24/25     PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None received.

**145/24/25     TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 14 JANUARY 2025 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 14 January 2025 were confirmed as a true and correct record.

**146/24/25     TO RECEIVE AND CONSIDER THE FOLLOWING RECOMMENDATION FROM THE SERVICES COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

**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.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and **RESOLVED** to approve the above recommendation subject to the Administration Officer further investigating the associated costs of an IP connection ensuring best value is achieved with a report to be received at a future meeting of the Services Committee.

**147/24/25     TO RECEIVE A RECOMMENDATION FROM THE TOWN VISION SUB COMMITTEE AND RECEIVE AND REVIEW THE POLICY AND FINANCE COMMITTEE'S BUSINESS PLAN DELIVERABLES FOR QUARTER FOUR AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman proposed that agenda item 7 be considered under agenda item 8 – minute number 148/24/25.

**148/24/25     TO RECEIVE AND REVIEW THE POLICY AND FINANCE COMMITTEE'S BUSINESS PLAN DELIVERABLES FOR QUARTER FOUR AND CONSIDER ANY ACTIONS AND EXPENDITURE.**

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.

It was proposed by Councillor Gillies, seconded by Councillor B Samuels and **RESOLVED** to approve the above recommendations from the Town Vision Sub Committee and delegate to the Town Clerk to score the Policy and Finance Committee Business Plan Deliverables for quarter four.

**149/24/25     TO NOTE THAT ALL ACCOUNTS AND BANK ACCOUNTS ARE RECONCILED UP TO JANUARY 2025.**

It was **RESOLVED** to note.

**150/24/25     TO NOTE THAT PETTY CASH IS RECONCILED UP TO FEBRUARY 2025.**

It was **RESOLVED** to note.

**151/24/25     TO RECEIVE AND NOTE A REPORT ON VAT.**

It was **RESOLVED** to note.

**152/24/25     TO RECEIVE AND NOTE A REPORT ON INVESTMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**153/24/25     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.

**154/24/25     TO RECEIVE THE CURRENT STC COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**155/24/25     TO RECEIVE A REPORT FROM THE FINANCE OFFICER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Finance Officer briefed Members on the report and the recommendation for investing the first instalment of the Precept for 2025/26 which is due to be received in April.

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

1. Note the report;
2. Delegate to the Finance Officer to transfer £289,708 to the Barclays Active Saver account for short-term future cashflow for April to June to be drawn down when required;
3. Delegate to the Finance Officer to invest £500,000 in the Nationwide 95 Day Notice Deposit account which currently attracts interest of 3.95%.

**156/24/25    TO RATIFY THE TOWN COUNCIL FLEET INSURANCE RENEWAL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Finance Officer briefed Members on the Town Council Fleet Insurance Renewal, noting the decrease in the premium due to the revaluing of vehicles and the increased excess which is an industry wide increase..

It was proposed by Councillor P Samuels, seconded by Councillor Miller and **RESOLVED** to ratify the appointment of James Hallam Council Guard – fleet insurance for the year 2025-26 at a cost of £2,456.80 including applicable taxes and administration fee, allocated to budget code 6205 PF Insurance.

**157/24/25    TO RECEIVE A REPORT ON INSURANCE CLAIMS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**158/24/25    TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**159/24/25    TO CONSIDER COMMUNITY CHEST APPLICATIONS:**

a. CC282 Saltash United Juniors Football Club.

It was proposed by Councillor B Samuels, seconded by Councillor Martin and **RESOLVED** to award £1,000.

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

b. CC283 Sue Hooper Charitable Foundation.

It was proposed by Councillor Stoyel, seconded by Councillor Peggs and **RESOLVED** to award £1,000.

Councillor B Samuels was invited and rejoined the meeting.

Councillor Bullock declared an interest in the next agenda item and left the meeting.

c. CC284 Tamar Trotters Running Club.

It was proposed by Councillor Martin, seconded by Councillor Gillies and **RESOLVED** to award £355.

Councillor Bullock was invited and rejoined the meeting.

**160/24/25    TO CONSIDER FESTIVAL FUND APPLICATIONS:**

a. FF127 Saltash Regatta.

It was proposed by Councillor P Samuels, seconded by Councillor Stoyel and **RESOLVED** to award £5,000 in the year 2025-26, subject to valid insurance certificates provided prior to the event date.

b. FF128 Saltash May Fair.

It was proposed by Councillor Dent, seconded by Councillor P Samuels and **RESOLVED** to award £5,000 in the year 2025-26, subject to valid insurance certificates provided prior to the event date.

**161/24/25    TO RECEIVE A REPORT ON TOWN COUNCIL GRANT FUNDING AND CONSIDER ANY ACTIONS.**

Members considered the report from the Christmas Festival Committee, noting the exceptional circumstances around the event due to Storm Darragh. Saltash Chamber of Commerce requested permission to retain the unspent grant portion of £1,300 awarded by the Town Council. It was noted that the Grants Policy requires any unspent grant is returned to the Town Council. Members discussed the report and were unsure what the grant was spent on and the reason for requesting that remaining grant funds are used to cover a shortfall.

It was proposed by Councillor Stoyel, seconded by Councillor P Samuels and **RESOLVED** to defer the item until the next Policy and Finance Committee meeting and request that the Chamber of Commerce review their report to clarify how the grant awarded was spent and the reason for requesting the remaining grant is retained.

**162/24/25     TO RECEIVE A REPORT ON TOWN COUNCIL IT EQUIPMENT AND  
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk briefed Members on the background to the report and the rationale for moving from desktop PC to laptop provision for Officers. The Town Council IT consultant has also recommended this move. A number of new laptops will also be required for new Town Council Members in May.

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

1. Approve the purchase of IT equipment and accessories for Officers and Members from 1 April 2025 at a cost of £10,938 allocated to budget code 6370 PF EMF Computer Equipment Renewal;
2. To note that Financial Regulations Section 5.12 relates to the purchase of IT equipment;
3. To appoint WEEE Recycle to collect and dispose of Town Council old IT and electrical equipment free of charge, depending on the number of items to be disposed of and to allocate the courier charge to budget code 6370 PF EMF Computer Equipment Renewal;
4. To note that the disposal meets Strategic Priority 5, Climate Change.



**163/24/25     TO RECEIVE A REPORT ON UPDATING STANDING ORDERS AND  
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman invited Councillor Peggs to brief Members on the background to her report regarding the training and civility and respect pledge of Members of the new Town Council in May.

The Town Clerk informed Members that the Town Council Standing Orders already advise Members to undertake Code of Conduct (Standing Order 14.6) and Employment Law training (Standing Order 5.11).

It was proposed by Councillor Peggs, seconded by Councillor P Samuels and resolved to **RECOMMEND** to Full Council to be held on 3 April 2025:

1. To note that Standing Orders already cover Code of Conduct and Employment Law training;
2. To add the following two additions to the relevant section of Standing Orders (as attached):

All Town Councillors sign the Civility and Respect Pledge at the point of signing their Declaration of Acceptance of Office to show their commitment to the pledge;

All Town Councillors should undertake training in Finance for Councillors within 6 months of delivery of their Declaration of Acceptance of Office, subject to course availability.

**164/24/25 TO REVIEW TOWN COUNCIL'S POLICIES AND PROCEDURES  
AND CONSIDER ANY ACTIONS AND ASSOCIATED  
EXPENDITURE:**

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

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.

It was **RESOLVED** to note the Personnel Committee meeting held on 27 February 2025 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.

It was proposed by Councillor Miller, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council held on 3 April 2025 the Finance policy amendments. No further amendments were made at the meeting.

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.

It was **RESOLVED** to note that the Admin Department reviewed policy 6,7,8,10,16,17,18, 19 above and advised there are no amendments to be made at this time.

It was **RESOLVED** to note that the Policy and Finance Committee reviewed throughout the year:

policy 1 above - refer to minute 74/24/25,  
policy 5 above – refer to minute 135/24/25d,  
policy 9 above – refer to minute 134/24/25  
policy 12 above – refer to minute 74/24/25.  
There are no new updates at this time

It was **RESOLVED** to note that the Services Committee held on 12.9.24 reviewed policy 2 above – refer to minute 52/24/25. There are no new updates at this time

It was **RESOLVED** to note that the Planning and Licensing Committee held on 18.02.25 reviewed policy 11 above – refer to minute 122/24/25. There are no new updates at this time

It was **RESOLVED** to note that the Personnel Committee held 12.12.24 reviewed amendments to policy 14 above – refer to minute 63/24/24 and agreed a further review was required prior to reporting back at a future Personnel Committee meeting.

It was proposed by Councillor Miller, seconded by Councillor Bullock and resolved to **RECOMMEND** to Full Council to be held on 3 April 2025 the amendments to policy 3,4,13,15 above plus additional amendments made at the meeting (as attached).

Health and Safety:

1. Health and Safety Manual:
2. Emergency Plan

It was **RESOLVED** to note that the Admin Department reviewed policy 1 above and advised there are no amendments to be made at this time.

It was **RESOLVED** to delegate to the Administration Officer to create a first draft Community Emergency Plan to be received at June's Policy and Finance meeting for Members consideration and input to bring the plan to fruition.

Library:

1. Home Library Service
2. Library Stock Management Policy

It was **RESOLVED** to note that the Policy and Finance Committee reviewed throughout the year:  
policy 1 – refer to minute 135/24/25b  
policy 2 – refer to minute 135/24/25c

Members:

1. Co-option Policy
2. Code of Conduct

It was **RESOLVED** to note that the Policy and Finance Committee reviewed throughout the year:  
policy 1 – refer to minute 73/24/25  
policy 2 – refer to minute 135/24/25a

Civic:

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

It was **RESOLVED** to note that the Admin Department reviewed policy 1 and 4 above and advised there are no amendments to be made at this time.

It was resolved to **RECOMMEND** to Full Council to be held on 3 April 2025 amendments to policy 2 and 3 above plus additional amendments made at the meeting (as attached).

**165/24/25    TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:**

a. Neighbourhood Plan Steering Group

Nothing to report.

b. Saltash Team for Youth

It was **RESOLVED** to note.

c. Section 106 Panel

Nothing to report.

**166/24/25    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.

**167/24/25    TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**168/24/25    PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**169/24/25    TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

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

1. Community Chest Grant Awards;
2. Festival Fund Awards.

**DATE OF NEXT MEETING**

Tuesday 10 June 2025 at 6.30 pm

Rising at: 8.47 pm

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

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

## To receive a report on VAT

**Report to:** Policy and Finance

**Date of Report:** 13 May 2025

**Officer Writing the Report:** Finance Officer

The last VAT Return submitted was for the period 1 January 2025 – 31 March 2025 and submitted on 29 April 2025. The refund amount was £29,862.29 and received on 6 May 2025.

The next VAT Return for the period 1 April 2025 – 30 June is due on 7 August 2025.

**Signature of Officer:**  
**Finance Officer**

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

**Report to:** Policy and Finance

**Date of Report:** 03 June 2025

**Officer Writing the Report:** Finance Officer

<b>Investment Description</b>	<b>Amount</b>	<b>Limit of Investment</b>	<b>Required Period to Withdraw</b>	<b>Maturity Date</b>	<b>Percentage Rate</b>
CCLA Public Sector Deposit Fund	£500,000	£500,000	Next Day	N/A	4.30% - May 2025
Barclays Active Saver	£231,602	£500,000	Instant	N/A	1.50% - December 2023
Nationwide 95 day Notice Account – Issue 11	£840,650	£1,000,000	95 days' notice	N/A	3.75% - April 2025
Cornwall Council Deposit Fund	£975,306	£1,000,000	Before 9:30am, same day. After 9:30am, next day	N/A	4.92% - May 2025

**Recent transfers below:**

- **£500,000** from **Barclays E-Payments (Business Current account)** to **Nationwide 95 day Notice Account** to reinvest funds for part of April instalment of precept
- **£289,708** from **Barclays E-Payments (Business Current account)** to **Barclays Active Saver** to reinvest the funds for balance of April instalment of precept. Staged withdrawals will take place from May onwards for future expenditure and salaries.



- **£25,000** from **Cornwall Council Deposit Fund** to **Barclays E-Payments (Business Current account)** to reduce balance to be within maximum ceiling of £1m

### **Nationwide**

Planned future withdrawals for expenditure and salaries

- 1 August 2025 - £125,000
- 1 September 2025 - £125,000

**Signature of Officer:**  
**Finance Officer**

Saltash Town Council Summary Budget Report 2025-26  
Saltash Town Council  
For the 1 month to April 2025

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
<b>Operating Income</b>				
Burial Authority Income	21,557	16,473	2,609	13,864
Burial Board Income	8,734	7,109	0	7,109
Guildhall Income	2,204	2,246	674	1,572
Library Income	1,085	1,130	74	1,056
Maurice Huggins Income	1,230	1,600	195	1,405
P&F Income	111,223	38,255	0	38,255
Service Delivery Income	24,797	22,653	4,796	17,857
Station Income	8,173	6,620	895	5,725
<b>Total Operating Income</b>	<b>179,002</b>	<b>96,086</b>	<b>9,243</b>	<b>86,843</b>
<b>Operating Expenditure</b>				
Burial Authority Expenditure	24,255	15,407	501	14,906
Burial Board Expenditure	2,620	7,413	(234)	7,647
Guildhall Expenditure	39,662	42,825	10,599	32,226
Library Expenditure	53,343	61,603	25,733	35,870
Maurice Huggins Expenses	2,433	5,546	498	5,049
Personnel Expenditure	12,766	13,065	1,004	12,061
Personnel Staffing Cost	804,545	985,322	70,178	915,144
P&F Expenditure	187,342	219,361	42,493	176,868
Service Delivery Expenditure	109,213	171,050	6,963	164,087
Station Expenditure	15,676	26,454	2,575	23,879
<b>Total Operating Expenditure</b>	<b>1,251,855</b>	<b>1,548,046</b>	<b>160,310</b>	<b>1,387,736</b>
<b>Total Operating Surplus/ (Deficit)</b>	<b>(1,072,853)</b>	<b>(1,451,960)</b>	<b>(151,066)</b>	<b>(1,300,894)</b>
<b>EMF Expenditure</b>				
Burial Authority EMF Expenditure	133	23,484	0	23,484
Burial Board EMF Expenditure	0	9,952	0	9,952
Guildhall EMF Expenditure	77,531	27,840	978	26,862
Library EMF Expenditure	68,104	180,620	1,255	179,365
Maurice Huggins EMF Expenditure	0	5,429	0	5,429
Personnel EMF Expenditure	12,699	116,375	2,578	113,797
P&F EMF Expenditure	74,967	133,456	1,877	131,579
Service Delivery EMF Expenditure	191,697	357,762	1,447	356,315
Station EMF Expenditure	31,857	62,752	0	62,752
<b>Total EMF Expenditure</b>	<b>456,988</b>	<b>917,670</b>	<b>8,135</b>	<b>909,535</b>
<b>Total Overall Expenditure (Operational &amp; EMF)</b>	<b>1,708,843</b>	<b>2,465,716</b>	<b>168,445</b>	<b>2,297,271</b>
<b>Total Overall Budget Surplus/ Defecit</b>	<b>(1,529,841)</b>	<b>(2,369,630)</b>	<b>(159,201)</b>	<b>(2,210,429)</b>

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

**Burial Authority Committee - Burial Authority Budget 2025-26**  
 Saltash Town Council  
 For the 1 Month ended 30 April 2025

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
<b>Burial Authority Operating Income</b>				
4612 BA Cemetery Fees	21,390	15,000	2,609	12,391
4614 BA Memorial Bench Income	167	458	0	458
4615 BA National Grid Wayleave Income	0	15	0	15
4616 BA Churchtown Carpark Income	0	1,000	0	1,000
<b>Total Burial Authority Operating Income</b>	<b>21,557</b>	<b>16,473</b>	<b>2,609</b>	<b>13,864</b>
<b>Burial Authority Operating Expenditure</b>				
6000 BA Petrol	360	250	15	235
6001 BA Machinery Maintenance Costs	287	305	(116)	421
6004 BA General Site Maintenance	608	1,000	115	885
6005 BA Fire Extinguishers	0	100	0	100
6008 BA Tree Survey & Tree Maintenance	0	875	0	875
6009 BA Electricity Costs	345	406	(31)	437
6010 BA PWLB Loan Repayment & Interest	21,385	10,693	0	10,693
6011 BA Water	0	403	0	403
6012 BA Memorial Bench (Expenditure)	173	408	(33)	441
6013 BA Security Alarm Maintenance	186	241	164	77
6014 BA Cemetery Software Subscription	912	726	387	339
<b>Total Burial Authority Operating Expenditure</b>	<b>24,255</b>	<b>15,407</b>	<b>501</b>	<b>14,906</b>
<b>Total Burial Authority Operating Surplus/ (Deficit)</b>	<b>(2,699)</b>	<b>1,066</b>	<b>2,108</b>	<b>(1,042)</b>
<b>Burial Authority EMF Expenditure</b>				
6070 BA EMF Churchtown Cemetery Capital Works	(20)	5,972	0	5,972
6071 BA EMF Replace Machinery & Equipment	0	13,942	0	13,942
6073 BA EMF Memorial Garden	154	3,570	0	3,570
<b>Total Burial Authority EMF Expenditure</b>	<b>133</b>	<b>23,484</b>	<b>0</b>	<b>23,484</b>
<b>Total Burial Authority Expenditure (Operational &amp; EMF)</b>	<b>24,389</b>	<b>38,891</b>	<b>501</b>	<b>38,390</b>
<b>Total Burial Authority Budget Surplus/ Deficit</b>	<b>(2,832)</b>	<b>(22,418)</b>	<b>2,108</b>	<b>(24,526)</b>

**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 2025-26**  
 Saltash Town Council  
 For the 1 Month ended 30 April 2025

Account	Prior YTD 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
<b>Burial Board Operating Income</b>				
4600 BB Cemetery Fees (St. Stephens)	8,075	6,000	0	6,000
4605 BB SLA Payment Grass Cutting	659	659	0	659
4607 BB Memorial Bench Income (St Stephens)	0	450	0	450
<b>Total Burial Board Operating Income</b>	<b>8,734</b>	<b>7,109</b>	<b>0</b>	<b>7,109</b>
<b>Burial Board Operating Expenditure</b>				
6100 BB Petrol	257	200	36	164
6101 BB Machinery Maintenance Costs	746	793	(270)	1,063
6104 BB General Site Maintenance	1,137	2,000	0	2,000
6108 BB Tree Survey & Tree Maintenance	480	4,032	0	4,032
6109 BB Memorial Bench (Expenditure)	0	388	0	388
<b>Total Burial Board Operating Expenditure</b>	<b>2,620</b>	<b>7,413</b>	<b>(234)</b>	<b>7,647</b>
<b>Total Burial Board Operating Surplus/ (Deficit)</b>	<b>6,114</b>	<b>(304)</b>	<b>234</b>	<b>(538)</b>
<b>Burial Board EMF Expenditure</b>				
6170 BB EMF Repairs to Cemetery Wall	0	9,952	0	9,952
<b>Total Burial Board EMF Expenditure</b>	<b>0</b>	<b>9,952</b>	<b>0</b>	<b>9,952</b>
<b>Total Burial Board Expenditure (Operational &amp; EMF)</b>	<b>2,620</b>	<b>17,365</b>	<b>(234)</b>	<b>17,599</b>
<b>Total Burial Board Budget Surplus/Deficit</b>	<b>6,114</b>	<b>(10,256)</b>	<b>234</b>	<b>(10,490)</b>

**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 2025-26**  
 Saltash Town Council  
 For the 1 Month ended 30 April 2025

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
<b>Guildhall Operating Income</b>				
4200 GH Income - Guildhall Bookings	1,916	2,000	655	1,345
4201 GH Income - Guildhall Refreshments	228	242	19	223
4206 GH Income - Guildhall Photocopying Income	59	4	0	4
<b>Total Guildhall Operating Income</b>	<b>2,204</b>	<b>2,246</b>	<b>674</b>	<b>1,572</b>
<b>Guildhall Operating Expenditure</b>				
6400 GH Rates - Guildhall	10,729	11,051	10,729	323
6401 GH Water Rates - Guildhall	765	827	(23)	850
6402 GH Gas - Guildhall	3,502	5,718	(495)	6,213
6403 GH Electricity - Guildhall	5,041	9,728	(354)	10,082
6404 GH Fire & Security Alarm - Guildhall	1,229	1,012	193	819
6408 GH Cleaning Materials & Equipment - Guildhall	1,176	1,385	296	1,089
6409 GH Boiler Service & Maintenance	677	1,255	0	1,255
6410 GH General Repairs & Maintenance	3,003	3,138	195	2,943
6412 GH Lift Service & Maintenance	2,852	3,741	477	3,264
6413 GH Refreshment Costs - Guildhall	428	245	0	245
6414 GH Equipment - Guildhall	658	4,725	0	4,725
6418 GH Professional Fees	9,603	0	(418)	418
<b>Total Operating Expenditure</b>	<b>39,662</b>	<b>42,825</b>	<b>10,599</b>	<b>32,226</b>
<b>Total Guildhall Operating Surplus/ Deficit</b>	<b>(37,459)</b>	<b>(40,579)</b>	<b>(9,924)</b>	<b>(30,655)</b>
<b>Guildhall EMF Expenditure</b>				
6470 GH EMF Guildhall Maintenance	77,531	27,840	978	26,862
<b>Total Guildhall EMF Expenditure</b>	<b>77,531</b>	<b>27,840</b>	<b>978</b>	<b>26,862</b>
<b>Total Guildhall Expenditure (Operational &amp; EMF)</b>	<b>117,193</b>	<b>70,665</b>	<b>11,577</b>	<b>59,088</b>
<b>Total Guildhall Budget Surplus/ (Deficit)</b>	<b>(114,990)</b>	<b>(68,419)</b>	<b>(10,902)</b>	<b>(57,517)</b>

**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 2025-26**  
 Saltash Town Council  
 For the 1 Month ended 30 April 2025

Account	Prior YTD 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
<b>Library Operating Income</b>				
4517 LI Library - Replacement Membership Cards	13	50	1	49
4518 LI Library - Photocopying Fees	941	600	72	528
4524 LI Library Book Sales	131	300	0	300
4526 LI Library Activity Income	0	180	0	180
<b>Total Library Operating Income</b>	<b>1,085</b>	<b>1,130</b>	<b>74</b>	<b>1,056</b>
<b>Library Operating Expenditure</b>				
6900 LI Rates - Library	13,099	13,492	13,099	393
6901 LI Water Rates - Library	327	403	0	403
6902 LI Gas - Library	3,196	6,216	(740)	6,956
6903 LI Electricity - Library	3,414	4,946	(134)	5,080
6904 LI Fire & Security Alarm - Library	788	1,143	447	696
6908 LI Cleaning Materials & Equipment - Library	739	983	59	924
6909 LI Boiler Service & Maintenance - Library	292	905	0	905
6910 LI General Repairs & Maintenance - Library	2,326	2,510	(43)	2,553
6911 LI TV License & PRS - Library	291	474	42	432
6913 LI Refreshment Costs - Library	49	315	37	278
6914 LI Equipment - Library	734	830	0	830
6921 LI IT & Office Costs - Library	1,558	1,827	68	1,759
6922 LI Library Activities	2,465	3,000	753	2,247
6975 LI Home Library Service	20	550	0	550
6923 LI PWLB Loan Repayment & Interest	23,993	23,509	11,815	11,694
6680 ST LI Staff Clothing (Library)	0	250	0	250
6681 ST LI Staff Travelling Expenses (Library)	53	250	0	250
<b>Total Operating Expenditure</b>	<b>53,343</b>	<b>61,603</b>	<b>25,403</b>	<b>36,200</b>
<b>Total Library Operating Surplus/ Deficit</b>	<b>(52,258)</b>	<b>(60,473)</b>	<b>(25,330)</b>	<b>(35,143)</b>
<b>Library EMF Expenditure</b>				
6918 LI EMF Legal & Professional Fees (Private Contractors)	600	13,105	(300)	13,405
6971 LI EMF Saltash Library Property Refurbishment	64,455	161,009	1,255	159,754
6972 LI EMF Library Equipment & Furniture	3,050	5,575	0	5,575
6974 LI EMF Library Funding	0	930	0	930
<b>Total Library EMF Expenditure</b>	<b>68,104</b>	<b>180,619</b>	<b>955</b>	<b>179,664</b>
<b>Total Library Expenditure (Operational &amp; EMF)</b>	<b>121,447</b>	<b>242,222</b>	<b>26,358</b>	<b>215,864</b>
<b>Total Library Budget Surplus/ (Deficit)</b>	<b>(120,362)</b>	<b>(241,092)</b>	<b>(26,284)</b>	<b>(214,808)</b>

<b>Key</b>
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 2025-26**  
 Saltash Town Council  
 For the 1 Month ended 30 April 2025

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
<b>Maurice Huggins Operating Income</b>				
4207 MA Maurice Huggins Room Income	1,230	1,400	195	1,205
4208 MA Income - Maurice Huggins Refreshments	0	200	0	200
<b>Total Maurice Huggins Operating Income</b>	<b>1,230</b>	<b>1,600</b>	<b>195</b>	<b>1,405</b>
<b>Maurice Huggins Operating Expenditure</b>				
7000 MA Rates	429	443	429	14
7001 MA Water Rates	339	437	(5)	442
7003 MA Electricity	963	2,251	(472)	2,723
7004 MA Fire & Security Alarm	235	243	117	126
7008 MA Cleaning Materials & Equipment	310	366	41	325
7010 MA General Repairs & Maintenance	156	1,656	0	1,656
7019 MA Refreshment Costs - Maurice Huggins	0	150	0	150
<b>Total Maurice Huggins Operating Expenditure</b>	<b>2,433</b>	<b>5,546</b>	<b>111</b>	<b>5,435</b>
<b>Total Maurice Huggins Operating Surplus/ (Deficit)</b>	<b>(1,203)</b>	<b>(3,946)</b>	<b>84</b>	<b>(4,030)</b>
<b>Maurice Huggins EMF Expenditure</b>				
6472 MA EMF Maurice Huggins Room	0	4,823	0	4,823
7071 MA EMF Maurice Huggins (Furniture & Sundry Items)	0	606	0	606
<b>Total Maurice Huggins EMF Expenditure</b>	<b>0</b>	<b>5,429</b>	<b>0</b>	<b>5,429</b>
<b>Total Maurice Huggins Expenditure (Operational &amp; EMF)</b>	<b>2,433</b>	<b>10,975</b>	<b>111</b>	<b>10,864</b>
<b>Total Maurice Huggins Budget Surplus/ (Deficit)</b>	<b>(1,203)</b>	<b>(9,375)</b>	<b>84</b>	<b>(9,459)</b>

**To/From Reserves & Budget Virements**

<b>Key</b>
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 2025-26**  
 Saltash Town Council  
 For the 1 month to April 2025

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
<b>P&amp;F Operating Income</b>				
4901 PF Bank Interest Received	111,088	38,255	0	38,255
4908 PF Misc Income	135	0	0	0
<b>Total P&amp;F Operating Income</b>	<b>111,223</b>	<b>38,255</b>	<b>0</b>	<b>38,255</b>

**P &F Operating Expenditure**

6200 PF Bank Charges	1,187	1,922	38	1,884
6201 PF Audit	3,300	4,000	(2,700)	6,700
6202 PF Civic Occasions (including Road Closures)	4,182	9,500	0	9,500
6203 PF Mayors' Allowance	5,418	5,581	0	5,581
6204 PF Councillors' Allowance	1,679	3,946	0	3,946
6205 PF Insurance	17,642	30,510	11,496	19,014
6206 PF Youth Council	4,726	4,000	0	4,000
6208 PF Subscriptions	15,980	16,869	15,327	1,542
6210 PF Community Chest	4,015	10,300	2,355	7,945
6211 PF Website Maintenance	746	1,030	100	930
6213 PF Councillor Training & Expenses	274	1,100	0	1,100
6214 PF Health & Safety	6,462	9,127	170	8,957
6217 PF Data Protection	80	206	0	206
6220 PF Festival Fund	15,088	15,450	10,000	5,450
6221 PF Town Messenger	3,630	4,378	0	4,378
6222 PF Commissioning Youth Work	59,069	60,842	0	60,842
6224 PF Professional Costs	5,969	5,000	1,001	3,999
P&F IT/Office Costs	36,576	33,776	4,435	29,341
6650 ST PF Parking Space	286	320	0	320
6653 ST PF Staff Clothing	36	252	0	252
6655 ST PF Staff Travelling Expenses	209	252	16	236
6230 PF Social Media Advertising	0	1,000	3	997
<b>Total P &amp;F Operating Expenditure</b>	<b>186,556</b>	<b>219,361</b>	<b>42,242</b>	<b>177,119</b>

<b>Total P&amp;F Operating Surplus/ (Deficit)</b>	<b>(75,333)</b>	<b>(181,106)</b>	<b>(42,242)</b>	<b>(138,864)</b>
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**P&F EMF Expenditure**

6271 PF EMF Election	450	55,909	0	55,909
6272 PF EMF Robes & Civic Regalia	1,624	9,719	270	9,449
6273 PF EMF Legal Fees	0	5,601	0	5,601
6275 PF EMF Neighbourhood Plan	195	8,150	77	8,073
6278 PF EMF CIL Planning Income	0	14,255	0	14,255
6280 PF EMF Town Vision	430	9,665	0	9,665



Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
6281 PF EMF Town Vitality Funding Grant	58,617	(4,142)	0	(4,142)
6282 PF EMF Funding Bids (Consultancy Fees)	9,880	10,201	0	10,201
6284 PF EMF Consultations	0	2,000	0	2,000
6285 PF EMF Twinning	0	500	0	500
6287 PF EMF Website (Capital Expenditure)	0	6,000	0	6,000
6370 PF EMF Computer & Office Equipment Renewal	3,771	15,597	1,529	14,068
<b>Total P&amp;F EMF Expenditure</b>	<b>74,967</b>	<b>133,455</b>	<b>1,877</b>	<b>131,578</b>
<b>Total P&amp;F Expenditure (Operational &amp; EMF)</b>	<b>261,522</b>	<b>352,816</b>	<b>44,119</b>	<b>308,697</b>
<b>Total P&amp;F Budget Surplus/ (Deficit)</b>	<b>(150,300)</b>	<b>(314,561)</b>	<b>(44,119)</b>	<b>(270,442)</b>

1. P&F IT/Office Costs

Nominal Code	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
6300 Telephone	4,019	3,046	65	2,981
6301 Stationery	4,239	3,090	117	2,973
6303 Copier Maintenance	4,823	3,869	1,090	2,779
6304 Broadband	257	885	44	842
6305 Finance Software	3,793	4,362	1,720	2,642
6306 IT Maintenance	19,444	18,524	1,399	17,125
<b>TOTALS</b>	<b>36,575</b>	<b>33,776</b>	<b>4,435</b>	<b>29,342</b>

Key

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**Personnel Committee - Personnel Budget 2025-26**  
 Saltash Town Council  
 For the month to April 2025

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
<b>Personnel Operating Expenditure</b>				
<b>Personnel Expenditure</b>				
6654 ST PE Staff Welfare	1,621	2,000	695	1,305
6660 ST PE Staff Recognition	25	250	0	250
6662 ST PE HR Professional Fees	11,119	10,815	231	10,584
<b>Total Personnel Expenditure</b>	<b>12,766</b>	<b>13,065</b>	<b>926</b>	<b>12,139</b>
<b>Training Costs</b>				
6682 ST PE Staff Training (Library)	281	1,218	0	1,218
6656 ST PE Staff Training (P&F)	1,977	4,000	120	3,880
6676 ST PE Staff Training (Service Delivery)	6,457	7,695	1,248	6,447
<b>Total Training Costs</b>	<b>8,716</b>	<b>12,913</b>	<b>1,368</b>	<b>11,545</b>
<b>Staffing Costs</b>				
Library Staffing Costs	138,632	165,056	11,374	153,682
P&F Staffing Costs	348,399	461,874	31,062	430,812
Services Staffing Costs	280,272	344,379	25,874	318,505
<b>Total Staffing Costs</b>	<b>767,303</b>	<b>971,309</b>	<b>68,310</b>	<b>902,999</b>
<b>Other Staffing Cost</b>				
6652 ST PF Employers Pension - Monthly Fee	500	500	500	0
6659 ST PF Town Sergeant & Mace Bearer Fees	507	600	0	600
<b>Total Other Staffing Cost</b>	<b>1,007</b>	<b>1,100</b>	<b>500</b>	<b>600</b>
<b>Total Personnel Operating Expenditure</b>	<b>789,791</b>	<b>998,387</b>	<b>71,104</b>	<b>927,283</b>
<b>Total Personnel Operating Surplus/ (Deficit)</b>	<b>(789,791)</b>	<b>(998,387)</b>	<b>(71,104)</b>	<b>(927,283)</b>
<b>Personnel EMF Expenditure</b>				
6691 ST PE EMF Legal Fees (Staffing)	0	10,162	0	10,162
6694 ST PF EMF Staff Contingency (P&F)	12,056	34,131	2,578	31,553
6698 ST LI EMF Staff Contingency (Library)	0	17,553	0	17,553
6700 ST SE Services Delivery Staff Contingency	0	39,854	0	39,854
6701 ST PE EMF Staff Recruitment	643	14,675	0	14,675
<b>Total Personnel EMF Expenditure</b>	<b>12,699</b>	<b>116,375</b>	<b>2,578</b>	<b>113,797</b>
<b>Total Personnel Expenditure (Operational &amp; EMF)</b>	<b>802,490</b>	<b>1,114,762</b>	<b>73,682</b>	<b>1,041,080</b>

Total Personnel Budget Surplus/ (Deficit)	(802,490)	(1,114,762)	(73,682)	(1,041,080)
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**Key**

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- Spending is higher than anticipated and needs to be monitored closely
- Budget is overspent - requires investigation and recommend virement

**Services Committee - Service Delivery Budget 2025-26**  
 Saltash Town Council  
 For the 1 month to April 2025

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
<b>Service Delivery Operating Income</b>				
<b>Grounds &amp; Premises Income</b>				
4500 SE Allotment Rents	5,359	5,000	4,795	205
4510 SE Public Footpath Grant	806	426	0	426
4512 SE National Grid Wayleave Income	15	0	1	(1)
4513 SE Water Rates Income	755	1,113	0	1,113
<b>Total Grounds &amp; Premises Income</b>	<b>6,935</b>	<b>6,539</b>	<b>4,796</b>	<b>1,743</b>
<b>Town &amp; Waterfront Income</b>				
4520 SE Waterfront Income - Trusted Boat Scheme	2,037	2,000	0	2,000
4521 SE Waterfront Income - Annual Mooring Fees	8,614	13,364	0	13,364
4522 SE Waterfront Income - Daily Mooring Fees	7,200	750	0	750
<b>Total Town &amp; Waterfront Income</b>	<b>17,851</b>	<b>16,114</b>	<b>0</b>	<b>16,114</b>
<b>Total Service Delivery Operating Income</b>	<b>24,787</b>	<b>22,653</b>	<b>4,796</b>	<b>17,857</b>
<b>Service Delivery Operating Expenditure</b>				
<b>Grounds &amp; Premises Expenditure</b>				
6209 SE Oyster Beds	0	1	0	1
6229 SE CCTV Annual Maintenance	132	0	0	0
6500 SE Tree Survey and Tree Maintenance	8,262	20,000	0	20,000
6503 SE Allotments - Churchtown	1,324	1,000	(6)	1,006
6532 SE Allotments - Grenfell	0	3,500	120	3,380
6533 SE Allotments - Fairmead	0	2,000	0	2,000
6506 SE Grounds Maintenance & Watering	10,721	18,000	(669)	18,669
6508 SE Public Toilets (Operational Costs)	6,533	7,051	542	6,509
6517 SE Cornish Cross (Maintenance)	328	400	(30)	430
6525 SE Public Toilets (Repairs & Maintenance Costs)	1,441	3,043	0	3,043
6526 SE Tools, Equipment & Materials (Store & All Areas)	4,747	5,318	(66)	5,384
6529 SE Refuse Disposal	6,181	6,694	357	6,337
6530 SE Allotment Software Subscription	669	462	420	42
6531 SE Public Toilet Commercial Cleaning	34,370	38,469	3,436	35,033
<b>Total Grounds &amp; Premises Expenditure</b>	<b>74,706</b>	<b>105,938</b>	<b>4,104</b>	<b>101,834</b>
<b>Longstone Expenditure</b>				
7101 LO Water Rates - Longstone	2,345	1,782	140	1,642
7103 LO Electricity - Longstone	1,580	1,629	(28)	1,657
7104 LO Fire & Security Alarm - Longstone	89	1,117	123	994
7107 LO Rent - Longstone	4,680	6,084	390	5,694
7108 LO Cleaning Materials & Equipment - Longstone	650	363	28	335
7110 LO General Repairs & Maintenance - Longstone	1,194	2,500	0	2,500
7114 LO Equipment - Longstone	0	1,700	0	1,700
7121 LO IT & Office Costs - Longstone	616	1,773	75	1,698
6673 ST SE Services Delivery - Clothing	1,374	2,304	70	2,234
6674 ST SE Services Delivery - Mobiles	904	2,060	392	1,668

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
6675 ST SE Services Delivery Staff Travelling Expenses	1,874	1,721	(290)	2,011
<b>Total Longstone Expenditure</b>	<b>15,305</b>	<b>23,033</b>	<b>900</b>	<b>22,133</b>

**Town & Waterfront Expenditure**

6504 SE Street Furniture (Maintenance)	1,394	2,575	96	2,479
6505 SE Street Lighting	501	773	(0)	773
6511 SE Tourism & Signage	60	15,000	0	15,000
6512 SE Bus Shelters (Maintenance)	0	582	0	582
6515 SE Festive Lights Maintenance & Electricity	3,751	3,869	(162)	4,031
6519 SE Flags & Bunting	2,378	3,043	0	3,043
6522 SE Pontoon (Maintenance Costs)	2,250	3,090	0	3,090
6524 SE Vehicle Maintenance and Repair Costs	9,331	10,815	1,293	9,522
6527 SE Salt Bins Refill	0	554	0	554
6528 SE Pontoon Accommodation	5,496	1,306	666	640
6534 SE Pontoon Broadband	0	272	0	272
<b>Total Town &amp; Waterfront Expenditure</b>	<b>25,162</b>	<b>41,879</b>	<b>1,892</b>	<b>39,987</b>

<b>Total Service Delivery Operating Expenditure</b>	<b>115,173</b>	<b>170,850</b>	<b>6,896</b>	<b>163,954</b>
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<b>Total Service Delivery Operating Surplus/ (Deficit)</b>	<b>(90,386)</b>	<b>(148,197)</b>	<b>(2,100)</b>	<b>(146,097)</b>
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**Service Delivery EMF Expenditure**

**Grounds & Premises EMF Expenditure**

6471 SE EMF Heritage Centre	250	15,966	0	15,966
6571 SE EMF Saltash Recreation Areas	2,014	52,791	0	52,791
6580 SE EMF Public Toilets (Capital Works)	1,686	26,398	0	26,398
6588 SE EMF Victoria Gardens	519	14,481	0	14,481
6589 SE EMF Community Tree Planting Initiatives	0	3,145	39	3,106
6591 SE EMF Open Spaces & Trees	0	16,212	0	16,212
6592 SE EMF Pilmere Play Parks	94,955	0	0	0
6593 SE EMF Cornish Cross (Maintenance)	0	5,217	0	5,217
6595 SE EMF Legal & Professional Fees (Grounds & Premises)	0	1,800	0	1,800
<b>Total Grounds &amp; Premises EMF Expenditure</b>	<b>99,424</b>	<b>136,010</b>	<b>39</b>	<b>135,971</b>

**Longstone EMF Expenditure**

7170 LO EMF Longstone Depot Capital Works	1,212	17,038	0	17,038
<b>Total Longstone EMF Expenditure</b>	<b>1,212</b>	<b>17,038</b>	<b>0</b>	<b>17,038</b>

**Town & Waterfront EMF Expenditure**

6570 SE EMF Notice Boards (Repair & Replace)	550	956	(47)	1,003
6572 SE EMF Festive Lights	12,421	50,568	775	49,793
6573 SE EMF Public Art & Maintenance	0	1,443	0	1,443
6574 SE EMF Salt Bins	96	2,272	0	2,272
6575 SE EMF Street Furniture (New & Replace)	133	1,367	0	1,367
6578 SE EMF Equipment and Vehicles (Capital Works)	34,286	68,500	0	68,500
6582 SE EMF Town War Memorial	14,540	1,978	0	1,978
6584 SE EMF Pontoon Maintenance Costs	29,035	9,732	680	9,052
6590 SE EMF Utilities & Rates	0	2,157	0	2,157
6598 SE EMF Crime Reduction (CCTV)	0	65,739	0	65,739

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
Total Town & Waterfront EMF Expenditure	91,061	204,712	1,408	203,304
Total Service Delivery EMF Expenditure	191,697	357,760	1,447	356,313
Total Service Delivery Expenditure (Operational & EMF)	306,869	528,610	8,343	520,267
Total Service Delivery Budget Surplus/ (Deficit)	(282,083)	(505,957)	(3,547)	(502,410)

<b>Key</b>
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 2025-26**  
 Saltash Town Council  
 For the 1 Month ended 30 April 2025

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
<b>Isambard House Operating Income</b>				
4301 SA Isambard House - Bookings	8,043	6,500	895	5,605
4302 SA Isambard - Refreshment Income	130	120	0	120
<b>Total Isambard House Operating Income</b>	<b>8,173</b>	<b>6,620</b>	<b>895</b>	<b>5,725</b>
<b>Isambard House Operating Expenditure</b>				
6800 SA Rates - Isambard House	3,842	3,958	3,842	116
6801 SA Water Rates - Isambard House	693	714	(1,579)	2,293
6802 SA Gas - Isambard House	438	3,000	(50)	3,050
6803 SA Electricity - Isambard House	4,817	7,494	0	7,494
6804 SA Fire & Security Alarm - Isambard House	473	967	0	967
6808 SA Cleaning Materials & Equipment - Isambard House	1,026	1,350	362	988
6810 SA General Repairs & Maintenance - Isambard House	1,889	2,560	0	2,560
6813 SA Refreshments Costs - Isambard House	81	500	0	500
6814 SA Equipment - Isambard House	426	1,094	0	1,094
6818 SA Professional Costs - Isambard House	105	3,211	0	3,211
6821 SA IT & Office Costs - Isambard House	0	500	0	500
6822 SA Activities & Events	1,886	1,106	0	1,106
<b>Total Operating Expenditure</b>	<b>15,676</b>	<b>26,454</b>	<b>2,575</b>	<b>23,879</b>
<b>Total Isambard House Operating Surplus/ (Deficit)</b>	<b>(7,503)</b>	<b>(19,834)</b>	<b>(1,680)</b>	<b>(18,154)</b>
<b>Isambard House EMF Expenditure</b>				
6473 SA EMF Station Building (Purchase & Capital Works)	31,822	41,566	0	41,566
6870 SA EMF Isambard House Retention Fund	0	18,492	0	18,492
6871 SA EMF Tresorys Kernow Funding	35	562	0	562
6872 SA EMF Entertainment Licenses	0	2,132	0	2,132
<b>Total Isambard House EMF Expenditure</b>	<b>31,857</b>	<b>62,752</b>	<b>0</b>	<b>62,752</b>
<b>Total Isambard House Expenditure (Operational &amp; EMF)</b>	<b>47,533</b>	<b>89,206</b>	<b>2,575</b>	<b>86,631</b>
<b>Total Isambard House Budget Surplus/ (Deficit)</b>	<b>(39,360)</b>	<b>(82,586)</b>	<b>(1,680)</b>	<b>(80,906)</b>

<b>Key</b>
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:** 29 May 2025

**Officer Writing the Report:** Finance Officer

### **1. Budget Reports for Year Ending 31 March 2025**

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

#### Income

- Total budgeted income           £ 97,985
- Total actual income           £178,632
- Surplus income               £ 80,647

Most of the surplus is due to Interest received on investments of £111,088 against budgeted income £37,140. (Note: Interest rates higher than anticipated when budget was set in October 2023)

#### Operating Expenditure

- Total budgeted expenditure   £1,490,408
- Less virements               £ 62,666
- Less total expenditure       £1,427,742
- Total budget underspent     £ 175,286 (Returned to General Reserves)

Personnel saving of £81k due to staff vacancies throughout the year & P&F saving of £45k to include £14k professional fees, £6k community chest fund, £8.5k insurance, £5k Office/IT costs

#### EMF Expenditure

- Brought forward from 23/24   £775,539
- Plus virements/income       £336,694
- Plus Precept budget 24/25   £ 90,679
- Less expenditure           £456,388
- Total EMF Balances 24/25   £746,524

General Reserves held £531,618  
Contingency Reserves held £683,689

For more details refer to the **Overall Summary Budget – March 2025**



## **2. Internal Audit 2024/25**

The Town Council is pleased to confirm that the internal audit for the financial year ending 31 March 2025 has been successfully completed. The audit was carried out in accordance with the proper practices set out in the Governance and Accountability framework for smaller authorities in England.

We are pleased to report that the internal auditor found no issues requiring attention, and no recommendations were made. This outcome reflects the Council's ongoing commitment to maintaining strong financial controls. Refer to **Appendix A** for report.

## **3. External Audit - AGAR 2024/25**

We are pleased to report that progress on the Annual Governance and Accountability Return (AGAR) for the financial year ending 31 March 2025 is on schedule.

The external auditor, BDO LLP, has provided all necessary documentation and guidance required to complete the AGAR in accordance with statutory requirements and the relevant regulatory framework for local councils.

The draft AGAR has been prepared by the Town Council's Finance Officer and has undergone a thorough review. It has been formally reviewed and approved by both the Responsible Financial Officer (RFO) and the Council's appointed Internal Auditor, Mr. Steve Hudson.

In line with the statutory timeline, the final AGAR must be submitted to BDO by 1st July 2025. To meet this deadline, the completed AGAR and associated audit documentation will be presented for formal approval at the Full Town Council meeting scheduled for 5th June 2025. Subject to Council approval at that meeting, the AGAR will then be submitted to the external auditor within the required timeframe.

## **4. External Audit – Intermediate Review 2024/25**

Each year, the external auditor conducts an intermediate review. For 2024/25, the focus will be on Assertions 1, 3, and 8 of the Annual Governance Statement.

Please refer to **Appendix B** for detailed information on the review objectives and the required audit evidence.

Looking ahead to 2025/26, it has been confirmed that Assertion 4 – Exercise of Public Rights will be tested. It is therefore essential that we retain clear and complete evidence of compliance.

## 5. Debtors

Below is a list of the current outstanding invoices at 6 June 2025.

All 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
Cornwall Council	15/04/2024	-£114.20	£0.00	£0.00	-£114.20	Note overpayment of £114.20 to be matched against future invoice
Mooring Berth 10	29/05/2025	£1,191.25	£1,191.25	£0.00	£0.00	Annual invoice for Permanent Mooring Berth
Saltash Probus	29/05/2025	£41.20	£41.20	£0.00	£0.00	Chamber room booking for June 2025
Trusted Boat Scheme	29/05/2025	£100.00	£100.00	£0.00	£0.00	Annual renewal for 2 users
We Are With You	22/05/2025	£90.00	£90.00	£0.00	£0.00	Maurice Huggins room booking June 2025
<b>TOTAL</b>		<b>£1,308.25</b>	<b>£1,422.45</b>	<b>£0.00</b>	<b>-£114.20</b>	

## 6. CIL (Community Infrastructure Levy) Neighbourhood Parish Payments

The table below summarises the CIL income received from Cornwall Council. There was a receipt in April for a total of £4,567.78, making the total amount received of £18,823.12.

The annual CIL submission for 2024/25 has been submitted to Cornwall Council and published on the Saltash Town Council website – Refer to **Appendix C** for report.

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 £8,823.12.

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
10/04/2025	£3,821.13		£3,821.13	08/04/2030	PA21/05314	118-120 North Road Saltash Cornwall PL12 6BQ
10/04/2025	£746.65		£746.65	08/04/2030	PA23/03710	18 Churchtown Drive St Stephens Saltash Cornwall PL12 4FB
	£18,823.12	£10,000.00	£8,823.12			

**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.**

Signature of Officer:  
**Finance Officer**



HUDSON ACCOUNTING LTD.  
INTERNAL AUDIT REPORT:  
TO THE MEMBERS OF SALTASH TOWN COUNCIL  
YEAR ENDED 31ST MARCH 2025.

ISSUE DATE: 13/05/2025  
ISSUED TO: TOWN CLERK

**INTRODUCTION:**

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

**Scope:**

The scope of the audit covers, as a minimum, the areas included in the Internal Audit Report contained in the Annual Governance & Accountability Return.

**Approach:**

Audit work is carried out in line with the Chartered Institute of Public Finance and Accountancy's Internal Audit Standards and guidance issued by the National Association of Local Councils.

Where applicable we have included reference to 'proper practice' and the associated guidance as laid out in 'Governance & Accountability for Smaller Authorities in England' which is applicable to financial years from 1st April 2024.

Selective testing was carried out and the relevant policies, procedures and controls were reviewed.

**GENERAL COMMENTS:**

We would like to thank the staff for their assistance and co-operation during the audit.

The matters raised in this report are only those which came to our attention during our internal audit work and are not necessarily a comprehensive statement of all the weaknesses that exist, or of all the improvements that may be required.

It should be noted that assurance can never be absolute. The most that the internal audit service can provide is a reasonable assurance that there are no major weaknesses in risk management, governance, and control processes. The audit does not guarantee that the accounting records are free from fraud or error.

***The review undertaken obtained a level of assurance which has allowed us to complete the Internal Audit Report element of the Annual Governance & Accountability Return with no qualifications, thus in all significant respects, the control objectives were achieved throughout the financial year to a standard adequate to meet the needs of the Council.***

## **AUDIT COMMENTARY:**

### **Previous Recommendations**

**There are no previous recommendations requiring action.**

### **Accounting Records**

**The accounts have been properly maintained throughout the year.**

### **Payments**

A sample of payments was tested to establish whether the spending decision, procurement process, certification and approval for payment were in line with Financial Regulations as well as ensuring that payments were supported by invoices, VAT was correctly accounted for, and payment controls were applied.

#### *Payment*

**Further testing of payments made revealed no issues to report.**

#### *Grants*

**Community chest grants paid were traced to Member approvals in the Minutes.**

#### *Procurement*

**Procurement activity has been undertaken in line with Financial Regulations.**

### **Risk**

#### *Insurance*

**The Fidelity Guarantee remains adequate at £5 million.**

### **Budgets**

#### *Setting*

**The 2025/26 budget and precept you're properly approved at Full Council in December 2024 following the production of detailed estimates.**

#### *Monitoring*

**Regular budget monitoring reports have been provided to Members throughout the year.**

#### *Adequacy of Reserves*

**After allowing for earmarked reserves of £795,779 the general reserve stands at £1,188,002; equating to 70% of gross expenditure which is within generally accepted parameters.**

### **Income**

Systems were tested to ensure that suitable controls are in place to ensure that all income is received in a timely manner, that charges are correctly applied and that any cash received is promptly receipted and banked.

#### *Interest*

**Interest earned on the Council's investments has been accurately reflected the Ledger.**

#### *VAT*

**VAT claims for the year have been submitted.**

**The year-end claim is in accord with balances held in the accounting statements.**

### **Petty Cash**

**Petty cash is sparingly used, adequately control and regularly reconciled.**

### **Assets**

**The asset register has been updated to reflect acquisitions and disposals and the total value of assets held has been accurately disclosed in the AGAR.**

#### **Payroll**

The March payroll was tested with no issues to report.

New members of staff have been issued contracts of employment and have been paid in accordance with the Terms therein.

The national pay award and associated back-pay were accurately calculated and implemented.

#### **Bank Reconciliation**

Monthly bank reconciliations have been carried out on all accounts in a timely manner. They have been reviewed by both the RFO and a Member.

The year-end bank reconciliation was found to be accurate.

#### **Accounting Statements**

The accounts have been produced on an income and expenditure basis and are in accord with underlying records.

Debtor and creditor balances have been appropriately treated and accounted for.  
Story

# Annual Internal Audit Report 2024/25

## SALTASH TOWN COUNCIL

[www.saltash.gov.uk/financeandprecept](http://www.saltash.gov.uk/financeandprecept)

**During** the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

03/12/2024      29/04/2025      13/05/2025

Name of person who carried out the internal audit

S P HUDSON CPFA

Signature of person who carried out the internal audit

*S. P. Hudson*

Date

13/05/2025

**\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

**\*\*Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



INTERMEDIATE REVIEW & 5% TESTS

Assertions being tested 2024-25

This year we are testing the following areas:

Annual Governance Statement Assertion	Review Objectives	Audit Evidence
Assertion 1 We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements	Confirm arrangements for reviewing bank reconciliation.  Confirm the arrangements that were in place during the year under review for setting and approving the budget and consideration of precepts required in accordance with proper practices.	Copy of bank statements for all bank accounts held clearly showing the balance as at 31 March 2025.  Copy of budget for the 2024-25 financial year and minutes of meeting where budget was approved (minutes prior to 31 March 2024).
Assertion 3 We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the smaller authority to conduct its business or on its finances.	Confirm that all expenditure and income decisions made are within existing powers and minuted.	Copies of minutes for April 2024, September 2024 and March 2025 showing income and expenditure powers have been properly identified.  Evidence that the smaller authority has complied with the criteria for general power of competence where a general power of competence is held. Please see A list of documents required on our extranet.
Assertion 8 We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on the body and where appropriate have included them in the financial statements.	Confirm that the smaller authority has budgeted for adequate but not excessive reserves.  Confirm there have not been any significant events after the year end that would impact the financial statements.	Copy of reports and minutes supporting budget setting for the 2024-25 financial year in line with paragraph 5.28 of the Practitioners Guide. Please see A list of documents require on our extranet for more detail.  Minutes of meetings after year end, please provide minutes of the next meeting after the year end either April 2025 or May 2025 if no meeting in April.

Please note next year we will be testing Assertion 4, exercise of public rights. Therefore please ensure you retain evidence of compliance from this year for next year’s review.

**Neighbourhood Portion of CIL**  
**Parish Council**  
**Report for Year 2024 - 2025**

**Appendix C**

a)	Total CIL receipts for the reported year	£1,376.72
b)	Total CIL receipts retained from previous years	£12,878.62
c)	Total CIL expenditure for the reported year	£0.00
d)	Summary details of CIL expenditure during the reported year including:	£0.00
	i. The items to which CIL has been applied	
	ii The amount of CIL expenditure on each item	
e)	Details of any notices received in accordance with regulation 59E (recovery of unspent CIL receipts), including—	
	i. Subject to notices served in accordance with regulation 59E during the reported year;	
	ii. The total value of CIL receipts subject to a notice served in accordance with regulation 59E in any year that has not been paid to the relevant charging authority by the end of the reported year;	
f)	The total amount of—	
	i. CIL receipts for the reported year retained at the end of the reported year;	£1,376.72
	ii CIL receipts from previous years retained at the end of the reported year.	£12,878.62

## **FF129 Tincombe Tea Party**

Things to note

- Insurance will be renewed in August 2025

**Budget code: 6220 Festival Fund**

**Available funds £5,985 2025/2026 budget**

# Saltash Town Council – Grant Application Form

**APPLYING FOR:**                      Community Chest                      ☐ Grant

(Tick one box)

**Festival Fund Grant**                      ☒

**DATE APPLICATION SUBMITTED:**

12<sup>th</sup> May 2025

<b>Contact Name:</b>	[REDACTED]
<b>Position:</b>	Chair
<b>Organisation:</b>	Friends of Tincombe
<b>Contact Address:</b>	[REDACTED]
<b>Telephone Number:</b>	[REDACTED]
<b>E-mail:</b>	<a href="mailto:tincombe@insaltash.co.uk">tincombe@insaltash.co.uk</a>
<b>Status of Organisation:</b>	Constituted Community Group
<b>Charity/Company number (if applicable)</b>	<b>Charity No:</b>  <b>Company No:</b>
<b>What geographical area does your organisation cover?</b>	Tincombe Park

<b>How long has your organisation been in existence?</b>	Since November 2020. – 4 years & 5 months
--	---

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

# **1. Organisation Background**

<b>Have you applied for a grant from Saltash Town Council within the last <u>5 Years</u>?</b>  (Please list – continue on a separate sheet if necessary)	<b>Date Applied</b>	<b>Project</b>	<b>Amount Applied for</b>	<b>Successful Y/N</b>
	June 21	Tincombe Tea Party	£648	✓
	May 22	Tincombe Tea Party	£335	✓
	June 23	Tincombe Tea Party	£639.90	✓
	May 24	Tincombe Tea Party	£615	✓

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

	Yes / No or N/A
If application is for a School – Is, it for anything other than environmental purposes or a project that does not benefit the wider community and is not in addition to statutory services?	N/A
If application is from an education, health or social service establishment – do you work in partnership with other groups?	N/A
If application is from an education, health or social service establishment – is project in addition to statutory services?	N/A

## 2. Your project

<b>Project</b>	<b>Start Date</b>	30 / 08 / 2025
	<b>Finish Date</b>	30 / 08 / 2025
	<b>Total Cost</b>	£ 1190
	<b>Grant Applied For</b>	£ 575

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

<p><b>Who will benefit from the project?</b> (What groups will benefit and approximately how many people will benefit in total)</p>	<ul style="list-style-type: none"> <li>• The Tea Party 2025 will raise funds for the Friends of Tincombe to support community use of the area. Last year we raised money for 12 wildlife rubbings which we have placed around the park.</li> <li>• It will offer the users of Tincombe Park the chance to meet the Friends of Tincombe committee and allow consultation about future direction and projects.</li> <li>• The Tea Party connects and celebrates the community.</li> <li>• Any money raised from the event will be used to improve the environment and natural habitat at Tincombe, including play and leisure facilities. This will benefit all the users of Tincombe.</li> <li>• Increasing numbers of people spending time in Tincombe.</li> <li>• This Tea Party will allow the Friends of Tincombe to provide information on wildlife and the natural habitat, delivering benefits for health and wellbeing.</li> <li>• Oaklands Community Centre will be receiving £100 in respect of their support for the event, providing them with income to support their activities.</li> </ul>
<p><b>What evidence do you have that this project is required?</b> (This might be survey work or statistical evidence)</p>	<p>There has been a steady growth in the number of people following our Friends of Tincombe Facebook page, which now has over 867 followers due to the past success of our group and events.</p> <p>There is increasing need from local youth groups for outdoor facilities. This project will help the Friends of Tincombe meet that need.</p> <p>This being our 5<sup>th</sup> year the Tincombe Tea Party has become a well known and talked about event in Saltash and previous visitors always look forward to.</p>
<p><b>What support have you received for this project?</b> (Please tell us about any expressions of support you have received from outside your organisation Consultation with Community)</p>	<p>We have used our Facebook page, flyers and word of mouth to consult with the community, and have received an overwhelmingly positive response over the last four years, with plenty of offers to help on the day.</p> <p>Cornwall Council is providing administrative support in preparing the risk assessment and event management plan.</p>



<p><b>How will the project be managed and how will you measure its success?</b></p>	<p>A volunteer committee has been set up to manage this project. It includes members with excellent experience of organising community events.</p> <p>Each stage of the planning is being checked with Cornwall Council's Events team and the relevant authorities.</p>
<p><b>Please give the timescale and key milestones for your project, including a start date and finish date.</b></p>	<p>The event will take place between 1pm and 5pm on 30<sup>th</sup> August 2025.</p> <p>We have already submitted an application to Cornwall Council.</p> <p>The risk assessment has been completed and final checks will be made on the day.</p> <p>We are currently finalising the event management plan for this year's event, building on the plans from previous years.</p> <p>Our insurance will be renewed in late July 2024 as we cannot renew until one month before it runs out.</p>
<p><b>What arrangements do you have in place to ensure safeguarding of children and/or young people and/or vulnerable people? (Mandatory if your project involves working with this client group.)</b></p>	<p>This is a family event, and we do not envisage that any child or vulnerable person will be left alone at any time.</p> <p>We have designated a committee member to act as a Child Safety Officer on the day. The Child Safety Officer has a DBS check for children, and will be wearing a different colour hi viz jacket to ensure that she can be easily identified.</p>

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

<p><b>What will the money be spent on?</b> (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)</p>	<p>The list shows the overall budget, with the items we are asking for from Saltash Town Council highlighted in yellow:</p> <table> <tr> <td>Live Music</td><td>£120.00</td></tr> <tr> <td>2 x Toilet Hire</td><td>£325.00</td></tr> <tr> <td>Banners &amp; Observer Advert</td><td>£130.00</td></tr> <tr> <td>Tea, coffee, sugar</td><td>£45</td></tr> <tr> <td>Public Liability Insurance (to follow)</td><td>£170</td></tr> </table>	Live Music	£120.00	2 x Toilet Hire	£325.00	Banners & Observer Advert	£130.00	Tea, coffee, sugar	£45	Public Liability Insurance (to follow)	£170
Live Music	£120.00										
2 x Toilet Hire	£325.00										
Banners & Observer Advert	£130.00										
Tea, coffee, sugar	£45										
Public Liability Insurance (to follow)	£170										

	<p>Cake £100</p> <p>Misc from Scrapstore £50</p> <p>Hire of entertainment marquee £250</p> <p>chairs, tables water urns etc.</p> <p>and logistical support</p> <p>(Oaklands Community Centre)</p> <p><b>GRAND TOTAL</b></p> <p><b>£1,190.00.</b></p> <p><b>TOTAL BEING APPLIED FOR FROM STC</b></p> <p><b>£575</b></p>
How will you promote the contribution to your project from STC?	Saltash Town Council will be promoted and thanked on social media, as well as in any editorial and in speeches on the day.

**Saltash Town Council considers Match Funding is extremely important.**

**Please list any applications you have made for funding from other organisations in the table below:**

<b>Organisation</b>	<b>Contribution Sought (£)</b>	<b>Applied (please tick as appropriate)</b>	<b>Granted (please tick as appropriate)</b>
Income from stall bookings (projected figure based on previous years)	150	N/A	
Fundraising on the day (projected figure based on previous years)	500	N/A	
Private donation of cakes	100	✓	✓
Oaklands Community Centre	150 (Discount on kitchen equipment hire and logistical support)	✓	✓

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

**4. Further information enclosed Checklist.**

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

		Council on social media, two local newspapers, radio and at the event itself.
<b>A copy of your organisations Safeguarding Policy (if relevant).</b>		✓
<b>Other</b> (please list)		

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

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

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

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

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

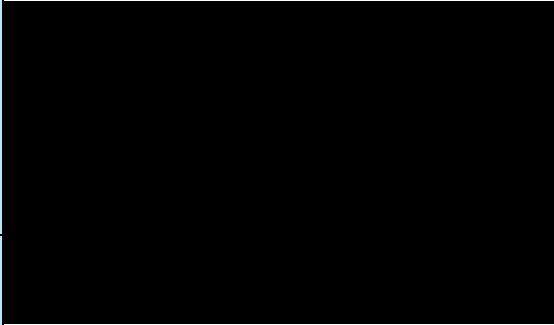
I/we accept the following:

1. that any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered;
2. that any grant offered will be used only for the purposes set out in this application;
3. that we will provide reports on progress at the request of the Town Council;
4. it is a condition of the grant that the support of the Town Council is clearly publicised.
5. that should any grant offered, not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the organisation to repay the outstanding amount to the Town Council on demand.
6. Saltash Town Council will use successful grant applications to publicise the Community Chest and Festival Fund.

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

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

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

<b>Signed:</b>			
<b>Print Name(s):</b>			
<b>Position(s):</b>	Chair		
<b>Date:</b>	12 <sup>th</sup> May 2025		

**Applicants should refer to the Privacy Notice on the Town Council Website [www.saltash.gov.uk](http://www.saltash.gov.uk) for details on how we use your data.**

COMPLETED FORMS SHOULD BE RETURNED TO:

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

<b>OFFICE USE ONLY:</b>	
<b>Date received</b>	12 May 2025
<b>Received by:</b>	Lindsay Mansfield
<b>Application Reference:</b>	FF129
<b>Date to P&amp;F Chairman/Vice Chairman</b>	19 May 2025
<b>Approved to go to Committee</b>	

<b>Committee Date</b>	
<b>Decision/Minute number</b>	
<b>Amount awarded</b>	
<b>Application refused by P&amp;F Chairman or refused by Committee</b>	
<b>Appeal notice issued</b>	
<b>Appeal received</b>	
<b>Approved for Committee</b>	
<b>Decision/Minute number</b>	



# FRIENDS OF TINCOMBE - Constitution

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

We will work to:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(Secretary)  
Treasurer) -



Transaction Date	Type	Sort Code	Account Number	Transaction Description	Debit Amount	Credit Amount	Balance	Comments
18/03/25	PAY			SERVICE CHARGES REF : 449316837	£ 4.25		£ 1,001.46	
10/03/25	FPO			ANDY LOOS LIMITED 400000001527369370 NQY/113978 309187 10 10MAR25 21:05	£ 111.30		£ 1,005.71	TTP
07/11/24	FPO				£ 336.00		£ 1,117.01	
18/09/24	DEP			500051 - cash deposit from TTP - plants, tea tent, tombola.		£ 881.65	£ 1,453.01	TTP - cash on the day
13/09/24	FPO			SALTASH U3A 200000001417738269 TINCOMBE TEA PARTY 205040 10 13SEP24 12:59	£ 40.00		£ 571.36	TTP - ukelele
13/09/24	FPO			MAYFLOWERS PLYMOUT 600000001421536758 TEA PARTY 089299 10 13SEP24 12:59	£ 40.00		£ 611.36	TTP - acapela
13/09/24	FPO				£ 63.00		£ 651.36	TTP - cakes
03/09/24	FPO			SUNSET SWING 200000001412451999 TINCOMBE TEA PARTY 306779 10 03SEP24 21:05	£ 120.00		£ 714.36	TTP - band
02/09/24	FPI			SUMUP PAYMENTS ACC MCE PID689781 Z5LP2L3E797P1V7OE8 041401 10 02SEP24 20:06		£ 62.91	£ 834.36	TTP - sum up
28/08/24	FPI					£ 10.00	£ 771.45	TTP - stall
27/08/24	FPO			SECOND SALTASH SCO 300000001414792808 TINCOMBE TEA PARTY 205040 10 27AUG24 15:18	£ 150.00		£ 761.45	TTP - scouts
27/08/24	FPO				£ 99.00		£ 911.45	TTP - observer advert
27/08/24	FPO				£ 111.72		£ 1,010.45	Insurance
27/08/24	FPI			LOVEGROVE TEA PARTY RP4679963300264800 206811 10 26AUG24 18:02		£ 10.00	£ 1,122.17	TTP - stall
07/08/24	FPI					£ 10.00	£ 1,112.17	TTP - stall
16/07/24	FPO			6JUL24 08:42	£ 119.98		£ 1,102.17	TTP - cables
04/07/24	FPI			4		£ 10.00	£ 1,222.15	TTP - stall
17/06/24	FPI			UN24 11:45		£ 10.00	£ 1,212.15	TTP - stall
10/06/24	FPI			SALTASH TOWN C FEST FUND 20/24/25 RP4679961231190300 205040 10 10JUN24 16:08		£ 615.00	£ 1,202.15	TTP - Town Council
14/05/24	BGC			EASY FUNDRAISING 278580 QUARTER 1 2		£ 19.91	£ 587.15	
10/05/24	FPI					£ 10.00	£ 567.24	TTP - stall
08/05/24	FPI					£ 10.00	£ 557.24	TTP - stall
01/05/24	FPI					£ 30.00	£ 547.24	TTP - stall
29/04/24	FPO			ANDY LOOS LIMITED 100000001334416548 NQY/885627 309187 10 28APR24 06:27	£ 306.00		£ 517.24	TTP - toilets
25/04/24	FPI			SALTASH FAIR COMMI MARQUEE AT MAYFAIR 54070523699678000N 521042 10 25APR24 07:05		£ 50.00	£ 823.24	Marquee Hire
16/04/24	FPI					£ 38.00	£ 773.24	Easter
					<b>£ 1,049.70</b>	<b>£ 1,767.47</b>		

Friends of Tincombe

Your Account

Sort Code  
Account Number

## COMMUNITY ACCOUNT

01 March 2025 to 31 March 2025

Money In	£0.00	Balance on 01 March 2025	£1,117.01
Money Out	£115.55	Balance on 31 March 2025	£1,001.46

## Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
10 Mar 25	ANDY LOOS LIMITED 400000001527369370	FPO		111.30	1,005.71
18 Mar 25	SERVICE CHARGES REF : 449316837	PAY		4.25	1,001.46

## Transaction types

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

Friends of Tincombe

Your Account

 Sort Code  
 Account Number

## COMMUNITY ACCOUNT

01 February 2025 to 28 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

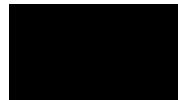
<b>BGC</b> Bank Giro Credit	<b>BP</b> Bill Payments	<b>CHG</b> Charge	<b>CHQ</b> Cheque
<b>COR</b> Correction	<b>CPT</b> Cashpoint	<b>DD</b> Direct Debit	<b>DEB</b> Debit Card
<b>DEP</b> Deposit	<b>FEE</b> Fixed Service	<b>FPI</b> Faster Payment In	<b>FPO</b> Faster Payment Out
<b>MPI</b> Mobile Payment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

Friends of Tincombe



Your Account

Sort Code  
Account Number



## COMMUNITY ACCOUNT

01 January 2025 to 31 January 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

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

## **The Tincombe Tea Party Safeguarding Policy**

**1. Introduction** The Tincombe Tea Party is committed to safeguarding and promoting the welfare of all individuals, particularly children, young people, and vulnerable adults. This policy outlines our approach to ensuring a safe environment for all attendees, volunteers, and staff.

**2. Purpose** This policy aims to:

- Provide a safe and welcoming environment for all participants.
- Ensure that safeguarding procedures are in place and followed.
- Outline the responsibilities of volunteers and staff in relation to safeguarding.

**3. Scope** This policy applies to all volunteers, staff, and participants involved in The Tincombe Tea Party, including any external partners or guests.

### **4. Responsibilities**

- **Event Organisers:** Ensure that all safeguarding measures are implemented and reviewed regularly.
- **Volunteers and Staff:** Follow safeguarding procedures and report any concerns.
- **Participants:** Treat others with respect and report any concerns to organisers.

### **5. Safeguarding Procedures**

- All volunteers and staff must be aware of safeguarding principles and know how to report concerns.
- A designated safeguarding officer (DSO) will be appointed for each event.
- Any concerns should be reported immediately to the DSO, who will take appropriate action in line with local safeguarding procedures.
- If a child or vulnerable adult is in immediate danger, emergency services should be contacted.

### **6. Safe Recruitment**

- Volunteers and staff working closely with children or vulnerable adults must undergo appropriate checks, including Disclosure and Barring Service (DBS) checks where applicable.
- References may be requested for volunteers working in sensitive roles.

### **7. Code of Conduct**

- Treat all participants with respect and dignity.
- Avoid being alone with a child or vulnerable adult whenever possible.
- Never use inappropriate language or behavior.
- Ensure physical contact is appropriate and necessary.

### **8. Reporting and Recording Concerns**

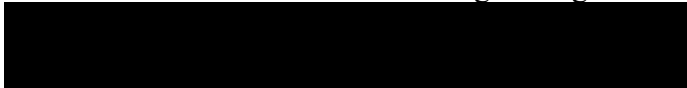
- Any safeguarding concerns must be recorded accurately and confidentially.

- The safeguarding officer will liaise with appropriate agencies if necessary.
- Records must be kept securely and shared only with relevant authorities.

## **9. Review and Monitoring**

- This policy will be reviewed annually or as required to comply with legal and best practice guidance.
- Feedback from volunteers and participants will be considered in policy updates.

## **10. Contact Information** For safeguarding concerns, contact:



Last Reviewed: 01/04/2025



## FRIENDS OF TINCOMBE



[friends@tincombe.insaltash.co.uk](mailto:friends@tincombe.insaltash.co.uk)



# Tincombe Tea Party 2024

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## *Saltash Town Council Report*

### *Friends of Tincombe*

This year saw the 4<sup>th</sup> successive Tincombe Tea Party held at Tincombe Park thanks to local sponsors and Saltash Town Council.

Another fantastic event that raised nearly £1000, more than any other year so far! We had plenty of tea and cake to sell, more than 15 stalls selling mostly craft ware and plenty of music to keep the afternoon moving along.

With over 150 on the scene at any one time and more than 1000 people attending over the 4 hours the event was busy all the time.

Thanks to the Mayor, Councillor Julia Peggs for visiting the event and for thanking the volunteers that do so much in the park. It was lovely to see Julia getting into the spirit of the party.

The entertainment this year consisted of the traditional Sunset Swing Band, Mayflower Acapela , The Saltash U3A Ukulele group and for the first time at the Tea Party (hopefully not the last) we enjoyed Tom Hannigans' performance.

The event is organised by a small team of volunteers who put a lot of work in to pull the day off. However without the support of Saltash Town Council Grant Funding it would not be what it is.

Thanks to Saltash Town Councils funding of £615 for paying for all the entertainment listed above, the hire of the toilets, event insurance, new power cables and an advert in the Saltash Observer.

We promoted the Saltash Town Council on our website, Facebook, on our flyers and posters and an advert in the Saltash Observer. We also were very proud to be the first to display the new Saltash Town Council Grants banner.

Due to the success of this year's Tea Party the Friends of Tincombe will be adding wildlife brass rubbings to Tincombe Park along with way markers. We hope this will attract more families and walkers into the park.

Below are some photos from the day and some of our adverts.



# Tincombe Tea Party 2024

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*Saltash Town Council Report*

*Friends of Tincombe*



# Tincombe Tea Party 2024

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*Saltash Town Council Report*

*Friends of Tincombe*





# Tincombe Tea Party 2024

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*Saltash Town Council Report*

*Friends of Tincombe*



# Tincombe Tea Party 2024

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*Saltash Town Council Report*

*Friends of Tincombe*





# Tincombe Tea Party 2024

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*Saltash Town Council Report*

*Friends of Tincombe*



# Tincombe Tea Party 2024

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*Saltash Town Council Report*

*Friends of Tincombe*





# Tincombe Tea Party 2024

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*Saltash Town Council Report*

*Friends of Tincombe*

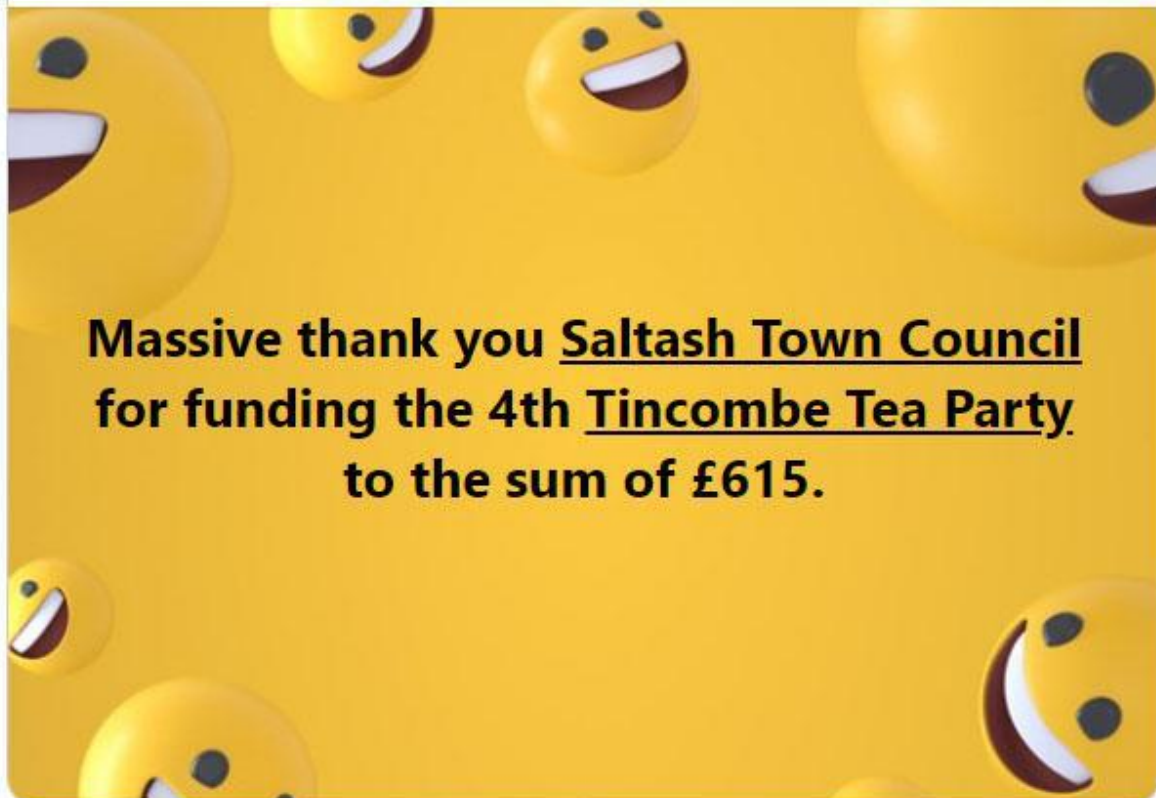


# Tincombe Tea Party 2024

*Saltash Town Council Report*

*Friends of Tincombe*

It will be the best year yet!



[View insights](#)

444 post reach >

 Billy Bunter, Chris Haverson and 31 others

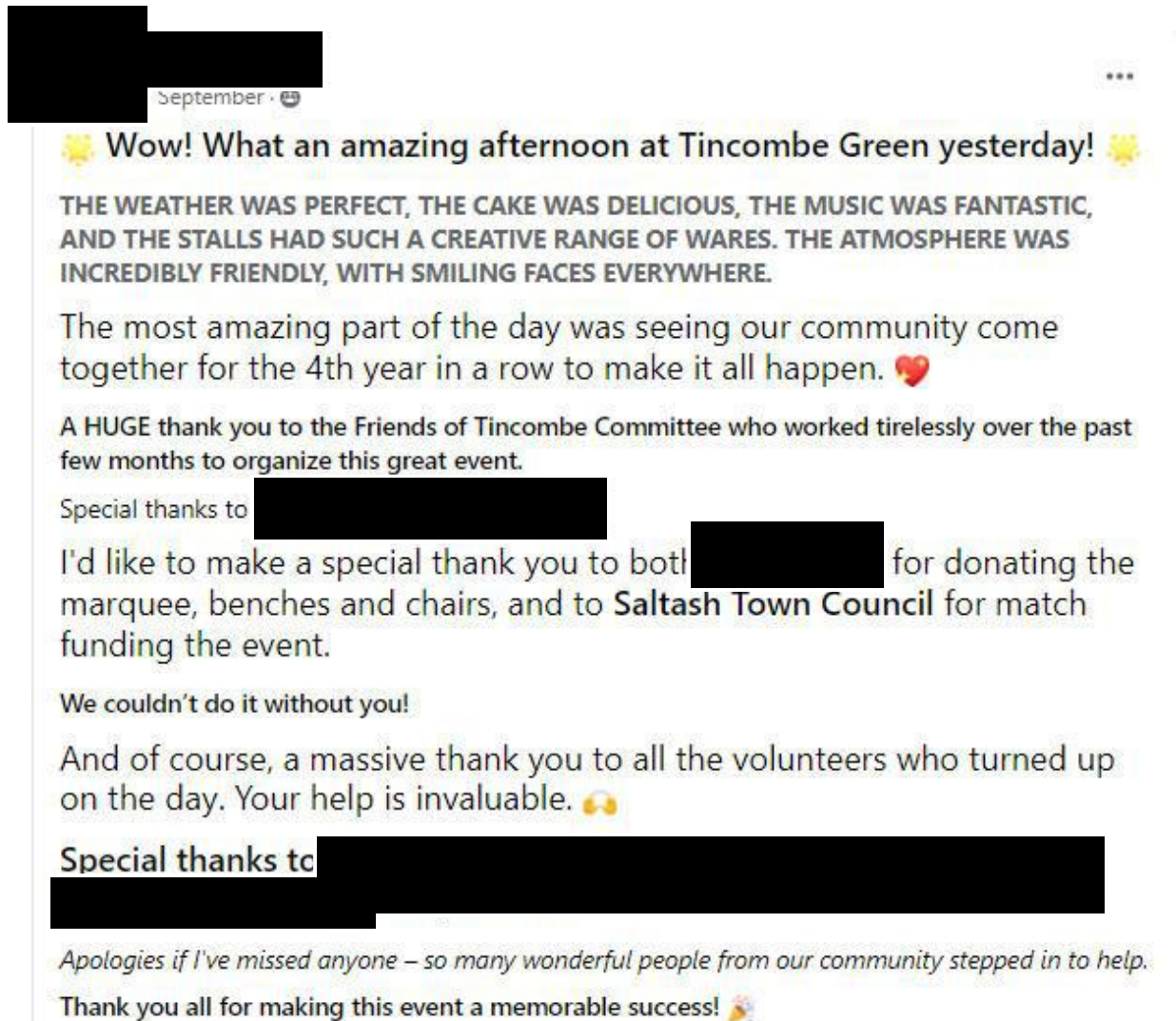
3 comments



# Tincombe Tea Party 2024

*Saltash Town Council Report*

*Friends of Tincombe*



# Tincombe Tea Party 2024

## Saltash Town Council Report

### Friends of Tincombe

#### Memory Box

**'Do You Mind If I Sing'**  
Wednesdays  
10:30am to 12:00pm

At: Saltash Wesley Methodist Church  
Callington Rd, Saltash PL12 6LA

For those affected by a  
mild to moderate  
cognitive impairment,  
especially dementia.

 [www.cepl12.co.uk](http://www.cepl12.co.uk) 

#### Larder in Oaklands

Since 2019, volunteers from Community Enterprises PL12 have been collecting surplus food and bringing it to the Community Kitchen on Fore Street to share locally free of charge. Starting on 14th August, the Larder will travel to Oaklands Community Centre (PL12 4EZ) every 2nd Wednesday in the month, with sessions opening at 10:30. Come and help save food from landfill.

#### But What is Fairness?

As a mum, I've often heard the howl: It's not fair! As a Cornwall Councillor, I hear similar outcries on various political levels, too. Just last week, Cornwall Council sent a letter to the new government requesting 'fair' representation on the new Council of Nations and Regions outlined in the King's Speech. Soon afterwards, another letter was sent calling for 'fairer funding' for Cornwall.

But what is fairness? It seems there are three key dimensions:

- 1. Sameness:** Where everyone gets the same resources regardless of need. Through this lens, Cornwall would receive the same funding as other regions, which would apparently lead to an extra £47 million per year. But we'd receive no more than the average funding, either, so rurality and other challenges unique to Cornwall wouldn't be taken into account.
- 2. Deservedness:** Where you get what you earn. If you work hard, you receive more; if you don't, you get less. By this measure, regions with higher economic output would receive more funding. But Cornwall's hard-working communities are hindered by systemic issues like high housing costs, making it hard to deliver the same outcomes as more prosperous areas.
- 3. Need:** Where those with greater need receive more support. Cornwall, being one of the poorest parts of the UK, has significant need.

To secure a fair deal for Cornwall, we can't just howl 'It's not fair'. We need to provide evidence examining all these three dimensions.

Meanwhile, fairness and transparency should be a golden thread running through democratic procedures if we want to promote confidence in Cornwall Council and drive better results. Sadly, this principle has been compromised recently. For example: Launceston Councillor John Conway was removed from a committee after refusing to vote.



Councillor Hilary Frank  
[clh.hilaryfrank@cornwall.gov.uk](mailto:clh.hilaryfrank@cornwall.gov.uk)

case in our pre-dive briefing," Faye told us when safely back to earth. She suffered last minute nerves in the airplane, but said: "I loved it when I was free-falling, with all of Cornwall seemingly spread below me in clear sunshine." At five thousand feet she pulled the parachute cord and managed to control it, even performing a few spins before a perfect landing on the air base field.

from Newells' customers and colleagues as well as from friends and family. The total raised by the twelve ladies working at various Newells' Travel branches who participated in the dive amounted to an amazing £9,432. Faye thanks everyone who supported her, and in particular her fiancé Alex Stribley, who came along to cheer her on.

#### BRIDGING THE TAMAR

Visitor & Learning Centre at the Tamar Bridge



Talks | Events | Exhibitions | School workshops

Visitor Centre open daily 10am - 4pm  
Visit [www.bridgingthetamar.org.uk](http://www.bridgingthetamar.org.uk)  
Bridging the Tamar | 01752 361577

FREE introductory guided talks on  
Tuesdays, Thursdays and Saturdays

#### You're Invited to

### The Tincombe Tea Party

Live Music  
The Sunset Swing Band  
Peter Mancini, Tom Harrington,  
Liza Usherole,  
Mayflower Acapella  
Craft Stalls  
Children's Activities  
Bring a Picnic

Tincombe Green (PL12 4PT)  
August 31st 2024 - 1pm to 5pm





# Tincombe Tea Party 2024

Saltash Town Council Report

Friends of Tincombe

You're Invited to  
The Tincombe  
Tea Party



Live Music

The Sunset Swing Band

+

Peter Mancini, Tom Hannigan,  
U3A Ukulele,  
Mayflower Acapella

Craft Stalls

Children's Activities

Bring a Picnic



Tincombe Green (PL12 4PY)

August 31st 2024 - 1pm to 5pm



Grant funding by  
Saltash Town Council



# Tincombe Tea Party 2024

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*Saltash Town Council Report*

*Friends of Tincombe*

## **Many Thanks to Saltash Town Council**

 (Chair )

**Friends of Tincombe**

(Pursuant to Policy and Finance Committee held 11.03.2025 Minute no 161/24/25)

**161/24/25     TO RECEIVE A REPORT ON TOWN COUNCIL GRANT FUNDING AND CONSIDER ANY ACTIONS.**

Members considered the report from the Christmas Festival Committee, noting the exceptional circumstances around the event due to Storm Darragh. Saltash Chamber of Commerce requested permission to retain the unspent grant portion of £1,300 awarded by the Town Council. It was noted that the Grants Policy requires any unspent grant is returned to the Town Council. Members discussed the report and were unsure what the grant was spent on and the reason for requesting that remaining grant funds are used to cover a shortfall.

It was proposed by Councillor Stoyel, seconded by Councillor P Samuels and **RESOLVED** to defer the item until the next Policy and Finance Committee meeting and request that the Chamber of Commerce review their report to clarify how the grant awarded was spent and the reason for requesting the remaining grant is retained.

**TO RECEIVE A REPORT ON FUNDING AWARDED AND CONSIDER ANY ACTIONS AND  
ASSOCIATED EXPENDITURE:**

**CC276 Girlguiding Saltash District**

Unfortunately things have not gone to plan with finishing our kitchen project due to having to have a new fire alarm system installed. We are hoping to have the kitchen finished by the end of June or early July.

We used the grant money towards the purchase of a dishwasher, the receipt is attached.

We are hoping to have an official opening of the kitchen and will inform you of the arrangements.

Please accept my apologies for the delay and thank you for your understanding.

**End of Report**

Honorary Treasurer  
Girlguiding Saltash District

**TO RECEIVE A REPORT ON FUNDING AWARDED AND CONSIDER ANY ACTIONS AND  
ASSOCIATED EXPENDITURE:**

**SALTASH MUSIC, SPEECH & DRAMA FESTIVAL  
2025 FESTIVAL REPORT**

Firstly, may I take this opportunity to thank the Town Council for their support towards the staging of the above Festival.

Our 2025 Festival was considered a big success in bringing together many hundreds of people to perform & support the local shops and hostelrys. We had nearly 500 entries spanning 6 days which was an increase in numbers from 2024. The Festival was in three sections i.e. 73 hour sessions of Speech, 3x3 hour sessions of Vocal & 5x3 hour sessions of Instrumental all adjudicated by three very experienced Adjudicators provided by the British & International Federation of Festivals, culminating in the Gala Concert at the end.

Throughout the whole Festival reference was made to the Town Council supporting the event on the screen at Saltash Wesley and on the syllabus & programme, as can be seen on the attached sheets.

Very positive feedback has been received from both the Adjudicators and teachers/parents such as: "Thank you so much for another lovely Festival, parents were all saying how well run the Festival is and how convenient it is that the age groups perform everything on the same day" and "It was nice to catch up at the Festival, we all thoroughly enjoyed it & being part of it" just to mention a few.

Please also find attached finance sheets as at February this year together with a selection of invoices showing some of the major expenses that we have incurred. As you can see a very high percentage of our outgoings are on the Adjudicators fees which are set by the Federation of Festivals.

Finally, I hope that this is what is required by the Town Council & to once again thank you most sincerely for your continued support.

Phil Taylor  
Chairman - Saltash Music, Speech & Drama Festival



*Phil Taylor*

**33rd Annual**

**Saltash Music, Speech  
& Drama Festival**

SALTASH WESLEY  
METHODIST CHURCH

2025

27th JANUARY to 8th FEBRUARY

PROGRAMME £3.00p

Supported by Saltash Town Council

Church contact number during Festival : 01752 845177



## THANKS

Saltash Wesley Methodist Church

Official Sponsors

**Saltash Town Council**

Festival Officers & Committee

Official Accompanist:

**Mark Smith**

All Other Accompanists

Friends of the Festival

Advertisers / Press for Publicity

Astralis Print & Design :

Printing of Syllabus & Programmes

Helpers on the Door & Front of House

Adjudicator's Assistants :

**Mrs. Susan Winder  
Mrs. Marilyn Oakes**

Awards Administrator & Door Stewards Organiser :

**Mrs. Carolyn Statton**

Friends Administrators :

**Mrs. Carolyn Statton**

Trophy Secretaries :

**Mr. Phil Taylor  
Miss Rachel Statton**

Performers, Parents & Teachers

Festival Draw Organisers :

**Mr. & Mrs. Colin Oakes**

Audiences: During Festival & Tonight

Anyone else who has contributed to the success of the Festival

### End of Report

Phil Taylor

Chairman - Saltash Music, Speech & Drama Festival

**TO RECEIVE A REPORT ON FUNDING AWARDED AND CONSIDER ANY  
ACTIONS AND ASSOCIATED EXPENDITURE:**

**REPORT TO SALTASH TOWN COUNCIL**

**MAY 17<sup>TH</sup> 2025**

**Sue Hooper Charitable Foundation (SHCF)**

Commemorating 80<sup>th</sup> Anniversary of the End of WW2 - Victory in Europe  
VE80 (May 8th, 2025)

**‘We’ll Meet Again’ - ‘The Greatest Story’ incorporating the Saltash  
Community Concert May 10<sup>th</sup> 2025 at Saltash Wesley Church**

\*\*\*\*\*

The SHCF VE80 community celebrations and commemorations in Saltash said: “Get ready to step back in time and celebrate the spirit, resilience, and sacrifices of those who lived through World War II to mark the 80th anniversary of VE Day in a truly memorable way.” – With a community-wide Celebration of Music, Drama, and Remembrance from the early months of 2025. The Sue Hooper Charitable Foundation and local communities got together for a rich tapestry of events that gave thanks and honoured the past and celebrated our present freedoms.

Over 4 months, the Trust staged dozens of FREE WW2 themed Music, Songs, Speeches, Recitals, Poetry and Drama Workshops over three phases culminating with a sell-out Public Performance. The workshops were inclusive to all.

These commemorations and celebrations welcomed everyone. Whether a seasoned performer, a budding artist, or simply eager to be part of something special, there was a place for all. The Trust reached out to the elderly, less abled, schools, youth groups, and organisations to join - and was especially keen to encourage individuals with disabilities, loneliness or health challenges - and those disadvantaged or bereaved and so on!

Everyone was invited to join in, there was no need for any particular skills, experience, talents; we just welcomed their enthusiasm to be part of this reflective journey.

Honouring History through Performance ‘We’ll Meet Again’ events paid heartfelt tribute to the men and women who served, sacrificed, and fought for the freedoms we cherish today.

We came together as a community to ensure their legacy endures and their sacrifices are never forgotten.

Inspired by the power of newly composed music by Julian Barnicoat, narrative and drama that uplifted spirits during wartime, this project rekindled the hope and camaraderie of those years, showing that even in times of danger and adversity, the human spirit can still shine bright.

The FREE VE 80 Community workshops were held every Tuesday – the afternoons were at Burraton Methodist Chapel, Liskeard Road, Saltash 2.30pm until 4pm and the Tuesday evenings at Ashtorre Rock, Saltash Waterside 7pm until 8.30pm – under the direction of writer, composer and musical director, Julian Barnicoat.

A unique Saltash community-wide VE 80 concert featured the participants of the workshops, many of whom had never sang or had any public engagement before took place on Saturday May 10<sup>th</sup> at 6pm at the Saltash Wesley Methodist Church (Glebe Avenue) – flavoured with special supporting musicians - the Carlton Big Band playing 1940's and WW2 Big Band music, including Glenn Miller and Vera Lynn songs such 'We'll Meet Again'. The whole concert was recorded and amplified. Dozens of photographs were also taken.

In addition, newly composed songs by Julian Barnicoat were sung by the Saltash VE80 Community Chorus; together with recitations of poems, narratives and famous WW2 speeches that gripped the Nation before, during and after WW2.

The Saltash Town Mayor and her consort – Councillor Mrs Julia Peggs and Mr Geoff Peggs were our honoured guests – Deputy Town Mayor Councillor Rachael Bullock was also in attendance.

Brunel, Bishop Cornish and Burraton CP Saltash Schools supported the Saltash VE80 projects - and the children provided over 200 written works and WW2 projects, which were displayed at the Saltash Library Hub and Saltash Wesley Church – more displays are in the planning stages.

The Trust also delivered a Saltash VE 80 illustrated and musical lecture at the Saltash Library Hub on May 1<sup>st</sup>.

Major sponsors were – Saltash Town Council - Carew-Pole Charitable Trust - Viscountess Boyd Foundation – China Fleet Country Club - Howton Solar Farm Fund and the Sue Hooper Charitable Foundation, in association with the Cornwall Community Foundation.

The Sue Hooper Charitable Foundation would like to thank Saltash Town Council most sincerely once again for its most generous donation of £1,000 towards phase 3 of the Saltash VE80 Community project – and further, to confirm that Saltash Town Council's generous support was conveyed on all its posters, advertisements, programmes, leaflets and social media on regular occasions leading up to the concert on May 10<sup>th</sup>.

Please see attached further documentation as evidence of Saltash Town Council's kind support and events.

Thank you Saltash Town Council once again





**End of Report**

**To receive a report on the Town Council Regalia and consider any actions and associated expenditure**

**Report to:** Policy and Finance Committee

**Date of Report:** 19 May 2025

**Officer Writing the Report:** Mayor's Secretary and Receptionist

**Pursuant to:**

[Policy and Finance Committee held on 14 January 2025 minute nr. 128/24/25](#)

**Officers Recommendations**

- To approve bi-annual cleaning of the Town Council regalia to include the Mayor and Deputy Mayor chains inclusive of consort chains by Company A used in March 2025 working within budget;
- To note the correct handling and storage procedures for the Town Council regalia.

**Report Summary**

In March 2025 the Town Council regalia as detailed in P&F minute 128/24/25, was cleaned, polished and checked for repairs.

The company used also cleaned, polished and checked for repairs on the Mayor's, Mayor's Consort, Deputy Mayor's and Deputy Mayor's Consort chains.

Feedback received from the company is as follows:

'The enamel medallions on the Deputy Mayor's and consort regalia are damaged due to being stored incorrectly over time.

The chain is knocking the enamel and chipping it.

The Deputy Mayor's chain is not detachable so must be stored in the box with the chain tethered to the prongs on the velvet base and the consort medallion must be detached from the chain each time it is placed into the storage box.



Unfortunately the repair to the enamel is a very specialist job, no one has been found who can undertake this work.

The silver across all the regalia is corroded due to white gloves not being worn when it is handled.

The acid on skin causes a chemical reaction on silver that can eat away at it, causing it to be replated.

Gloves **must be worn at all times when handling** all the regalia including the Mayoral chains. Gloves are available from the Mayor's Secretary and there will be a pair with the signing in sheet located on the front of the walk in safe.



### Report Images

The chipping of the enamel can be seen in the blue ring on the medallion.

### How Does This Meet the Business Plan?

The Civic Regalia is used during civic events such as Mayor Making and is worn during engagements both within the town and the county.

This meets the Boosting Jobs and Economic Prosperity by promoting Saltash as vibrant and welcoming visitor destination.

It's an attraction for residents and visitors to see the regalia during civic parades.

## **Budget Overview**

The cost for cleaning in 2025 was £1,500.

The cost for bi-annual cleaning can be precepted over the next two years to ensure available funds.

## **Budgets**

**Budget Availability 2025/26:** £9,719

**Budget Codes:** 6272 PF EMF Robes and Civic Regalia

**Committed Spend 2025/26:** £3,974.70

## **Signature of Officer:**

Mayor's Secretary/Receptionist



## **To receive draft Terms of Reference for Membership and consider any actions**

### **1. Introduction**

This document establishes a structured approach for managing membership to Town Council Committees, Sub Committees, Joint Committees, Working Groups and Outside Partnerships ensuring fairness, transparency and balanced representation.

### **2. Committee Membership**

- The maximum number of members for each committee/sub-committee will be determined based on governance needs, operational efficiencies and, if applicable, constitutions.
- Membership numbers are confirmed and detailed in the Town Council's Terms of Reference – Committee and Sub Committees;
- Planning and Licensing, Policy and Finance and the Services Committees are a composition of sixteen Members therefore appointments are not required, all Members will be summoned to the scheduled meetings of Saltash Town Council during the fiscal year.
- Membership should reflect a balance of Town Councillors;
- The Town Council recognises that a stable membership of the Personnel Committee is desirable and as such membership of the Committee should be seen as a long-term commitment with all members of this Committee to undertake employment law training within 6 months provided by the Council subject to course availability.
- Working Groups have no membership limitations as they are informal advisory bodies rather than decision-making committees with strict voting rights;
- Outside Partnerships are normally managed by external organisations therefore, the Town Council will appoint representatives as requested, unless specified otherwise.

### **3. Selection Process**

In accordance with Standing Orders, the Town Council will appoint or reaffirm members to all Town Council Committees, Sub Committees, Joint Committees, Working Groups and Outside Partnerships at the Annual Meeting of Saltash Town Council, held each May.

Should a seat become vacant during the fiscal year due to a resignation, it will be filled accordingly at the following Full Council meeting.

If over-subscription occurs:

- A discussion between Members would take place initially;
- If a consensus cannot be reached, names of those who wish to form the membership to be placed into a hat and pulled out accordingly.

### **4. Appeal / Review**

- Unsuccessful Members will not be able to appeal the decision;
- The Terms of Reference on membership will be reviewed annually to maintain fairness and transparency.

**To receive a report on the Community Emergency Plan and consider any actions and associated expenditure.**

**Report to:** Policy and Finance

**Date of Report:** 17/03/25

**Officer Writing the Report:** Administration Officer

**Pursuant to:** [P&F held on 14.03.25 Minute nr. 164/24/25](#)

To delegate to the Administration Officer to create a first draft Community Emergency Plan to be received at June's Policy and Finance meeting for Members consideration and input to bring the plan to fruition.

## **Officers Recommendations**

Members are asked to:

Create a working group, with administrative support, to work collaboratively, when required, with the community, key stakeholders, and relevant external organisations to draft a Saltash Emergency Plan reporting back to the Policy and Finance Committee.

## **Report Summary**

As detailed in the gov.uk's Emergency Plan Toolkit **Appendix A**, emergencies happen.

Local emergency responders must prioritise those in greatest need during an emergency, especially where life is in danger, therefore it's important for communities to be resilient and assist and complement the work of local emergency responders, by reducing the impact of an emergency on the community, both in the short and long term.

To develop an effective Emergency Plan for Saltash, several key areas must be carefully considered and incorporated into the final document. This process will

require local insight and community input to ensure the plan is both practical and relevant.

According to best practice guidance, the following steps should be taken when initiating an emergency plan:

- **Planning for an emergency** – Identifying potential risks, resources, and responsibilities.
- **Responding to an emergency** – Outlining clear actions and communication protocols.
- **Practicing and reviewing the plan** – Regularly testing and updating the plan to ensure it remains effective and up to date.

Specific details of the above sections are detailed in the gov.uk Emergency Plan Toolkit.

Members will appreciate that developing an emergency plan is not solely an administrative task. It requires both strategic thinking and meaningful input from Members, as well as collaboration across the wider community.

A robust and effective emergency plan must be informed by local knowledge and shaped by contributions from key stakeholders, local organisations, and the Saltash community. This ensures the plan is resilient and adaptable to a range of emergency scenarios.

Saltash has experienced flooding issues in the past, making the involvement of community flood forums and coastal community teams especially important. Their insights are vital to ensuring that local knowledge is shared and that, in the event of an emergency, the most appropriate actions are taken and effectively communicated to residents and those affected.

Cornwall Council provides an Emergency Plan Toolkit, developed in line with local government standards. Click on this hyperlink to find out more information – [Cornwall Council Emergency Plan Toolkit](#)

Following extensive research by the Administration Department, it is recommended that Saltash Town Council consider establishing a dedicated working group to lead the development of a local emergency plan.

The working group would receive administrative support and work collaboratively with the community, key stakeholders, and relevant external organisations when required. Their collective input will be essential in shaping a plan that is both comprehensive and effective in responding to a range of emergency situations.

As requested by the Policy & Finance Committee, a draft Emergency Plan template based on the Cornwall Council model has been prepared and is attached as

**Appendix B.**

**Signature of Officer:**

Lee Wright

Administration Officer

# Community Emergency Plan Toolkit

**September 2016**

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# Contents

## Introduction.....3

- Why do we need a community emergency plan
- How will this toolkit help?

## Step 1 – Planning for an emergency.....4

- Identifying your community
- Identifying existing local relationships and getting people involved
- Community emergency groups and co-ordinators
- Identifying the most vulnerable in an emergency
- Identifying and preparing for risks
- Assessing community skills and resources
- Insurance and health & safety
- Identifying key locations
- Emergency contacts list

## Step 2 – What to do in an emergency.....10

- Activation of your plan
- First community emergency group meeting
- Evacuation
- Communications

## Step 3 – Practicing and reviewing your plan.....12

- Sharing your plan
- Reviewing and updating your plan

## Support, funding and more information.....13

- What the government will do
- Funding arrangements
- Where to get more information
- Useful links
- Glossary

# Introduction

## Why do we need a Community Emergency Plan?

Emergencies happen. Local emergency responders will always have to prioritise those in greatest need during an emergency, especially where life is in danger. There will be times when you may be affected by an emergency but your life is not in immediate danger. During this time, you need to know how to help yourself and those around you. By becoming more resilient, you and your community can complement the work of local emergency responders and reduce the impact of an emergency on your community both in the short and long term.

## How will this toolkit help?

This document is a step-by-step guide to help you and your community produce a Community Emergency Plan. A Community Emergency Plan is a tool you can use to help you prepare for the emergencies that could affect your community. It is just one way of planning within your community. You may wish to tailor your approach to better suit the needs of your community.

This guide is linked to a template plan, and general information about Preparing for Emergencies which you will find at [www.gov.uk/government/publications/preparing-for-emergencies/preparing-for-emergencies-community-resilience](http://www.gov.uk/government/publications/preparing-for-emergencies/preparing-for-emergencies-community-resilience)

This guide sets out how to complete your plan. Look out for the **ACTION** markers for suggestions on how to complete sections of the plan and where to find information to help you.

If your community already has a Community Emergency Plan, you could use this document to update or validate it.



# Step 1 – Planning for an emergency

This section outlines the key stages in getting started and planning for your community.

## Identifying your community

Begin by considering who your community is and which communities you belong to. Who is your plan for? A community is a group of people linked by a common bond. Usually this bond is because the people live close to one another but the bond could also be from shared interests or as a result of experiencing similar circumstances. In planning for emergencies, it will usually make sense to think of your community as being those people who live near you, but you may also want to consider talking to and involving other people and communities in your planning as you may need to work together and help each other in an emergency.

## Identifying existing local relationships and getting people involved

One of the first things to consider is who can help you get started. Community resilience is something many people and communities already do. It is not about creating or identifying a new community network, or a one-off response to an incident, but rather an ongoing process of using and enhancing existing relationships.

Consider what already exists around you, who you already talk to, and how you could work together before, during and after an incident. You could look to existing local community networks and groups within your community to see if they can get involved or fit resilience into their agenda, for example parish councils, Neighbourhood Watch groups, Scout groups, residents associations, youth groups etc. Your local authority emergency planning team may also be able to help you identify what community resilience initiatives are already in place.

You could hold an open meeting in which people can discuss their priorities for the plan and identify who is interested in helping to create it.

## Community emergency groups and co-ordinators

The people in your community who want to take part could form a Community Emergency Group to champion the emergency preparedness efforts in your community. They will also play a role in your community recovery. This could be a new group or build on an existing community group.

Some villages, wards and parishes also have a Community Emergency Co-ordinator and you may wish to consider choosing one for your community. The co-ordinator takes a lead role in organising and taking forward the work of the Community Emergency Group, and helping to sustain motivation and interest in their community.

The co-ordinator acts as a contact point between the Community Emergency Group and local emergency responders. The Community Emergency Co-ordinator could be an elected member or could work closely with elected members.

**ACTION:** Using page 9 of the Community Emergency Plan template, you can record and maintain a list of organisations active in your local area that may be able to help you to identify vulnerable people in an emergency.

## Identifying the most vulnerable in an emergency

It is important to ensure that isolated or vulnerable people are contacted to see if they need assistance during an emergency. Organisations and individuals such as Local Authority emergency planning officers, Red Cross or Royal Voluntary Service volunteers, as well as many others, have systems and resources to help people to respond to, and recover from, emergencies. These groups cannot always determine exactly what individuals want and need, nor can they always identify who in your community may be vulnerable in a crisis, particularly those who may not previously have received support. This requires local knowledge and your help.

### Vulnerable people

Emergencies can make anyone vulnerable and they make life more difficult for those people who are already vulnerable. Your local emergency responders will need to help those in most need first, and it would assist them if the Community Emergency Group had an understanding of those in their community who might be vulnerable in an emergency and where they live. Think about how you can share this information with the local emergency responders if an emergency occurs. Local organisations will also have a good idea of the people or communities who are vulnerable. You may want to consider maintaining a list of these organisations.

It is important to note that:

- people may become vulnerable at any point in their life and we can all be vulnerable in different circumstances;
- being vulnerable means different things to different people and groups; and
- vulnerabilities can vary in their duration and may last through the recovery from an emergency.

# Identifying and preparing for risks

It is important to be aware of the risks that could affect your community, and understand how you could be affected by them, in order to improve your community's resilience. Individuals and communities should prepare for the risks they feel are relevant to their area.

Your local emergency responders meet regularly as a Local Resilience Forum. This forum co-ordinates the planning for emergencies affecting your local area and has a duty to publish a Community Risk Register, showing what local hazards and threats have been identified for your area, and their potential impact.

The Government regularly assesses all the natural hazards and malicious threats that could affect the UK. This is published in the National Risk Register. You can use this information together with your local Community Risk Register to consider potential threats and hazards to your local area and their impacts.

You should also use local knowledge to try and identify other risks in your local area that may not be included on your Community Risk Register. For example, is there a local road that regularly floods, or a footpath that could become unusable in severe weather?

Other aspects to consider when assessing the impact of incidents on your local area could include:

## **Social risks**

Are there any known vulnerable people/groups in the area?

Examples may include:

- people who have recently had an operation;
- people without access to transport;
- people with limited mobility;
- groups that might find it difficult to understand emergency information; and
- transient groups such as holiday makers or travelling communities

## **Environmental risks**

- Are there any particular areas that flood regularly?

- Are there any sites of environmental or historic importance, such as Sites of Special Scientific Interest, which may be affected?

### **Infrastructure risks**

- Is there a major transport hub in the area?
- Are there any bridges or main roads?
- Are there any large industrial sites in the area?

**ACTION:** Using page 4 of the Community Emergency Plan template, you can identify:

- **potential risks and hazards and their impact on your community; and**
- **what you can do to reduce the impacts of these risks.**

You may find it useful to discuss this assessment with local emergency responders in your area to make sure you understand how you can complement their work in an emergency.

## **Assessing community skills and resources**

Once your community is aware of the risks it might need to prepare for, it is important to consider what skills, resources and equipment your community already has that can be used, if needed, during or after an emergency.

You may want to assess your community's existing skills and resources under the following categories:

### **Volunteers**

Volunteering is often spontaneous by nature and many communities and individuals automatically help each other during times of need. However, as part of your planning, you could speak to individuals and groups in your community and ask them if they would be willing to volunteer during an emergency, and what skills, tools or resources could be used. Potential volunteers may need to have permission from their employer to ensure that they could be released in an emergency.

You might also want to consider talking with existing local groups to see if their volunteers or contacts would be willing to help in an emergency.

It is important to make sure that you keep volunteers up to date and engaged with your emergency planning. You may wish to involve them in the exercising of your plan. More information about managing groups of volunteers can be found at:

Volunteering England - [www.volunteering.org.uk](http://www.volunteering.org.uk)

Volunteering Wales - [www.volunteering-wales.net](http://www.volunteering-wales.net)

Volunteer Development Scotland - [www.vds.org.uk](http://www.vds.org.uk)

## Tools

With your Community Emergency Group, consider what tools and machinery might be needed in an emergency. There may be people in your community who are qualified, capable and willing to operate these tools and machinery in an emergency.

## Supplies

In an emergency, your community will require supplies, such as food and water, which may be difficult to obtain. The Community Emergency Group should consider talking with local businesses and suppliers who might be willing to provide these. If a written agreement is made between your community and the supplier, attach this as an annex to your Community Emergency Plan.

## Transport

Find out which vehicles could be used by the local community and know how access to them could be gained in an emergency. It is important to ensure that vehicle owners are properly licensed and insured to use their vehicles in this way.

Organisations such as 4x4 Response ([www.4x4response.info](http://www.4x4response.info)) could be helpful in letting you know what groups may already be operating in your area.

**ACTION:** Using page 5 of the Community Emergency Plan template, you can complete your own assessment of your community's skills and resources.

# Insurance and health & safety

When thinking about how community members can help, and the assets and resources you can use, you should think about insurance issues.

Many communities see insurance and liability as a barrier to preparing their community for emergencies. While liability is for the courts to decide, a common-sense approach to helping each other is required.

Please do not put yourself or others at risk when preparing or using your plan.

Communities have expressed concerns about having appropriate insurance and legal cover for their community emergency arrangements, in particular using assets like community centres and village halls as rest centres or using vehicles as part of a community response. The Government is working with the insurance industry and

community members to explore insurance and liability issues for a range of community emergency scenarios and will make the findings available publicly. You can find help on insurance issues at [www.abi.org.uk](http://www.abi.org.uk).

## Identifying key locations

In an emergency, your local emergency responders might need the Community Emergency Group's assistance to help identify a safe place for people to shelter and set up a rest centre.

You should work with your local emergency responders to see what help the Community Emergency Group could provide to set up places of safety or rest centres.

Different emergencies may affect different parts of your community in different ways so you should try to identify a number of alternative sites.

It is important that you get the permission of those responsible for any buildings you might use in an emergency and ensure that they have appropriate insurance and liability cover to use the premises in this way

**ACTION:** Using page 6 of the Community Emergency Plan template, you can make a list of key locations you have identified with your local emergency responders for use as places of safety.

## Emergency contact list

It is important to keep accurate, up-to-date records of everyone who is in the Community Emergency Group, as well as others in the community who have offered their help in an emergency. This will help you to contact everyone quickly and make it easier for you and the local emergency responders to identify who is part of the Community Emergency Group. It is important to remember to keep personal details safe, and only share them with those who need the information. For further information see:

[www.ico.org.uk/for-organisations/guide-to-data-protection](http://www.ico.org.uk/for-organisations/guide-to-data-protection)

You may want to record contacts in a 'telephone tree', which sets out a process through which people have responsibility for ringing other contacts. An example of a telephone tree is provided in the Community Emergency Plan template.

**ACTION:** Using pages 7 and 8 of the Community Emergency Plan template, you can complete your own emergency contact list or telephone tree.

# Step 2 – What to do in an emergency

## Activation of your plan

In any emergency, having an emergency plan is not a substitute for calling 999 if there is a risk to life.

When an emergency happens, you will need to know how to activate your plan and contact your volunteers.

You will have made your local emergency responders aware of your Community Emergency Plan as part of your planning process, so in most circumstances you should activate your plan in response to a call from local emergency responders. You should work with them to identify how they will contact you, and how you should contact them, to activate your plan in an emergency.

In certain circumstances, local emergency responders may be unable to contact you to ask you to activate your plan. Therefore, you should develop a series of triggers you can use as a Community Emergency Group to decide whether to take action.

For example:

- Have you been able to contact our local emergency responders?
- What messages are being put out in the media?
- What can you do safely without the help of the local emergency responders?

Using your list of skills, people and resources, you will need to decide what you can do to safely support the work of the local emergency responders.

**ACTION:** Using pages 9 and 10 of the Community Emergency Plan template, you can record your own activation triggers and first steps to take once an emergency has met the threshold for activating your plan.

## First Community Emergency Group meeting

A draft agenda for the first meeting of the Community Emergency Group can be found on page 11 of the template. This is intended to be a guide only. You may find that your team and volunteers are already getting on with helping but it is important to make sure everyone is safe and working in a co-ordinated way.

**ACTION:** Using page 11 of the Community Emergency Plan template, you can record your own draft agenda in your plan.

## Evacuation

During an emergency, it might be necessary for some members of your community to be evacuated from their homes to a safe place. Speak to those co-ordinating the response to see what role the Community Emergency Group can play in this.

You may be able to assist with:

- door knocking or delivery of emergency messages;
- running of a rest centre; or
- identifying those who may need extra assistance to move to safety.

**ACTION:** Using page 12 of the Community Emergency Plan template, you can record any actions for the Community Emergency Group that you have agreed with local emergency responders in their planning for an evacuation.

## Communications

The Community Emergency Group should discuss how it will cope if communications are disrupted in the area. You may have access to walkie-talkies or amateur radio groups (for example, the Radio Amateurs' Emergency Network).

The Community Emergency Group could also consider door knocking as an option to communicate with the public and get the local emergency responders' messages across if it is possible to do this safely. The Community Emergency Group should work with the local emergency responders to ensure any messages that they are delivering to the community are consistent with those issued by local or national authorities.

**ACTION:** Using page 12 of the Community Emergency Plan template, you can record alternative arrangements for communicating in your local area.



## Step 3 – Practising and reviewing your plan

### Sharing your plan

Once you have developed your plan, share it with your community to get their views. It is important that all members of the community feel that the plan works for them.

It is also important that you share your plan with the emergency planning officer from your local authority, the local emergency responders and your Local Resilience Forum so that, in the event of an emergency, they will know who to contact and what assistance you can provide.

You can contact your local emergency planning officer through your local council. You should record who has a copy of your plan and ensure that they receive a revised copy whenever it is updated.

**ACTION:** Using page 2 of the Community Emergency Plan template, you can record a list of individuals and organisations that need to have a copy.

### Reviewing and updating your plan

It is important to regularly review and update your Community Emergency Plan to ensure it meets the changing needs of your community. It is also important to make sure that your plan will work in an emergency. You may wish to practice activating the plan to test how well it would work in an emergency and see how ready members of your team and volunteers are to carry out its actions. You should work with your local emergency responders, using the local risk assessment you have produced, to identify scenarios that you can use to test the arrangements you have made in your plan.

Practising the arrangements in your plan will allow you to identify any problems with it. Once you have practised your plan, you should review and update it. You should also regularly update your emergency contact lists to ensure it is accurate.

When you make any changes and amendments to the plan, you should record the amendments to ensure that everyone knows they are using the latest version.

**ACTION:** Using page 2 of the Community Emergency Plan template, you can record and maintain a list of updates to your plan.

# Support, funding and information

## What the Government will do

The *Community resilience framework for practitioners* sets out in more detail the context for community resilience, the roles and responsibilities and the steps local government and emergency responders should take to enhance community resilience.

The Government will:

- remove the barriers which prevent participation such as concerns about liability and insurance;
- provide toolkits, templates and checklists to help you in your planning, and share information on the things you need to know for planning and preparing, such as relevant pieces of legislation and new funding streams;
- listen to your feedback on our products and guidance, making changes where relevant;
- help put you in touch with the right people and provide ways for you to communicate with the UK resilience community. In particular, we will support you to engage with local emergency responders and other communities through existing networks and structures;
- let you know what is happening so that you have up-to-date, accurate information to make decisions and carry out activities at a local level.
- set up relevant web pages to communicate and share information with you;
- champion your work nationally and listen to, and learn from, your good practice; and
- obtain useful advice from national bodies, promoting and sharing guidance from relevant organisations.

In some circumstances, communities may require further training and/or resources to increase the resilience of their local area to a wide range of potential incidents.

Funding can be sought from a variety of organisations and charities, at national, regional and local levels. Further information on funding can be found on page 15, which signposts some examples of funding as well as mechanisms for finding the best available funding for your community.

# Funding arrangements

There may be circumstances in which you need additional funding to help enhance resilience in your community. There are many organisations, government departments and charities that provide funding for community groups. Below are some examples of tools which can help you find the best available funding for your community, as well as a selection of examples of national, regional and local funding. It is important to check the relevant websites for the most up to date information to ensure you meet the eligibility criteria or closing deadlines. These grant finding websites and tools have been developed to find the most suitable grant for community projects. The process involves a simple checklist to see what funding is available.

## Grant Finder

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

Grants and policy database with details of 6,000 funding opportunities.

## Funding Central

[www.fundingcentral.org.uk](http://www.fundingcentral.org.uk)

Funding portal for all voluntary sector organisations, including community groups, providing access to 4,000 funding and finance opportunities, plus tools and resources supporting organisations to develop sustainable income strategies.

## Government Funding

[www.governmentfunding.org.uk](http://www.governmentfunding.org.uk)

Online portal to grants for the voluntary and community sector.

## Lottery Funding

[www.lotteryfunding.org.uk](http://www.lotteryfunding.org.uk)

Lottery Funding is a joint website run by all Lottery funders in the UK. This site allows you to search information on current funding programmes across the UK.

## Wales

[wales.gov.uk/funding/fundgrantareas](http://wales.gov.uk/funding/fundgrantareas)

In Wales, the Welsh Assembly Government provides funding support to a wide variety of organisational structures. Details of funding available can be found on the Welsh Assembly Government website.

## Where to get more information

The *Community resilience framework for practitioners* sets out in more detail the context for community resilience, the roles and responsibilities and the steps local government and emergency responders should take to enhance community resilience.

The [Community Emergency Plan Toolkit and Template](#) set out a number of practical suggestions for how you can get started in building resilience in your community. They include a suggested generic template plan that you can adapt for use locally. You are likely to find these documents most useful if you want to see an example of the practical steps you could take to create a community emergency plan.

The [Preparing for Emergencies](#) page is aimed at individuals, families, communities and businesses that want to find out more about how they can prepare for emergencies. The pages aim to answer questions around individual and community resilience and increase awareness of risks and vulnerability to risk. They also set out some easy steps for how you can improve your household preparedness. You are likely to find this information most useful if you would like more general information about emergency preparedness.

For further information on the Community Resilience Programme, please contact [community.resilience@cabinet-office.x.gsi.gov.uk](mailto:community.resilience@cabinet-office.x.gsi.gov.uk) or write to Community Resilience, Civil Contingencies Secretariat, 22 Whitehall, London, SW1A 2WH.

# Useful links

## Preparing for Emergencies

[www.gov.uk/government/publications/preparing-for-emergencies/preparing-for-emergencies](http://www.gov.uk/government/publications/preparing-for-emergencies/preparing-for-emergencies)

The home of resources for individual, business and community resilience.

## Local Resilience Forum

[www.gov.uk/guidance/local-resilience-forums-contact-details](http://www.gov.uk/guidance/local-resilience-forums-contact-details)

This web page provides contact details for Local Resilience Forums throughout England and Wales.

## National Risk Register

[www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419549/2015\\_0331\\_2015-NRR-WA\\_Final.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419549/2015_0331_2015-NRR-WA_Final.pdf)

The online home of the National Risk Register.

## Environment Agency

[www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)

08708 506 506

For information on environmental risks, including flood warnings.

## British Red Cross

[www.redcross.org.uk](http://www.redcross.org.uk)

0844 871 11 11

Information on the simple precautions that can be taken to prepare for a range of emergency situations, along with advice on how to cope when they do.

## Royal Voluntary Service

[www.royalvoluntaryservice.org.uk/](http://www.royalvoluntaryservice.org.uk/)

0845 601 4670

Information about the services provided by the Royal Voluntary Service (including emergency response) across the UK.

### **St John Ambulance**

[www.sja.org.uk](http://www.sja.org.uk)

08700 104950

Information about how first aid training can make a difference to people in an emergency.

### **RSPCA**

[www.rspca.org.uk/in-action/international/emergencyresponse](http://www.rspca.org.uk/in-action/international/emergencyresponse)

0300 1234 555

The RSPCA has put together some guidelines so that you can be prepared to get your animals to safety in the event of flooding.

### **Radio Amateurs' Emergency Network (RAYNET)**

[www.raynet-uk.net](http://www.raynet-uk.net)

The UK's national voluntary communications service provided for the community by licensed radio amateurs.

# Glossary

## Community Resilience

Communities and individual harnessing local resources and expertise to help themselves during an emergency, in a way that complements the work of the emergency services.

## Community Risk Register

An assessment of local risks that have been identified within a Local Resilience Forum area. It is written, maintained and published by the Local Resilience Forum.

## Emergency

An event or situation which threatens serious damage to human welfare in a place in the United Kingdom; the environment of a place in the United Kingdom; or the security of the United Kingdom or of a place in the United Kingdom. Emergencies can also affect you at home, for example house fires, broken down boilers, burst pipes etc.

## Local emergency responders

Organisations that respond to emergencies in your area. They include the fire, police and ambulance services, as well as your local authority and other organisations.

## Local Resilience Forum (LRF)

A group formed in police area boundaries of England and Wales by key local emergency responders and specific supporting agencies for the purpose of fulfilling their duties under the Civil Contingencies Act 2004.

## National Risk Register

A report produced by the Cabinet Office which outlines the Government's assessment of significant potential risks to the United Kingdom.

## Rest centre

A building designated by a local authority for the temporary accommodation of evacuees. This may include overnight accommodation.

## Risk

A measure of the likelihood and impact of a potential emergency.

## Community Emergency Plan

RESPONSIBLE COMMITTEE: POLICY AND FINANCE

**If an emergency occurs, your first action should ALWAYS be to contact the emergency services by dialling 999**

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

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## THE COMMUNITY EMERGENCY PLAN

Contents	Page
<b>Section 1:</b> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Aim</li> <li>• Objectives</li> <li>• First things to do in the event of an Emergency</li> </ul>	
<b>Section 2: Activating the Community Emergency Plan</b>	
<b>Section 3: Communication Tree</b>	
<b>Section 4: Community Resources and Skills</b> <ul style="list-style-type: none"> <li>4.1 Evacuation Assembly Points &amp; Schools</li> <li>4.2 Skills</li> <li>4.3 Resources</li> <li>4.4 Supporting Organisations</li> </ul>	
<b>Section 5: Local Hazards and Vulnerable groups</b> <ul style="list-style-type: none"> <li>5.1 Vulnerable groups</li> <li>5.2 Main local risks or hazards most likely to result in plan activation</li> <li>5.3 Other Local hazards</li> </ul>	
<b>Section 6: Flood Planning</b> <ul style="list-style-type: none"> <li>6.1 Map showing flood risk areas and direction of flooding</li> <li>6.1 Actions to be taken before, during and after a flood</li> <li>6.1 After a flood: local contractors</li> </ul>	
<b>Section 7: Toolbox</b> <ul style="list-style-type: none"> <li>• Emergency Action Checklist</li> <li>• Incident Log</li> <li>• Evacuation Assembly Point building details</li> </ul>	

<b>Section 8: Map of area covered by plan</b>	
<b>Section 9: Plan Distribution and Review Date</b>	
<b>Section 10: Acknowledgements &amp; Disclaimers</b>	
<b>Section 11: Householders Emergency Plan</b>	

## Introduction

**TO DRAFT**

### Aim

The aim of this plan is to enhance resilience within the local community by developing a robust and coordinated approach that complements the plans of responding agencies.

### Objectives

- Identify the risks that are most likely to impact the community.
- Determine the necessary actions to mitigate and respond to emergencies, including issuing community warnings when needed.
- Identify vulnerable individuals, groups, and establishments within the community.
- Recognize available community resources that can assist during an emergency.
- Provide key contact information for the Community Emergency Response Team, key community resources, emergency services, and local authorities.
- Offer information and support to the emergency services upon their arrival and as needed throughout the event.

## First things to do in the event of an Emergency

Please remember these are temporary places of safety for short periods of time until external help arrives

1. Ring 999 to inform the Emergency Services and provide

- Clear
- Concise
- Actual information as soon as possible

2. Contact the plan volunteers

3. Meet at the Coordinators Assembly Point

### Primary Coordinator Assembly Point

Name of Venue: The Guildhall

Address of Venue: Lower Fore Street, Saltash, Cornwall PL12 6JX

In the event that the above location is inaccessible the following will be used:

### Back Up / Secondary Coordinator

Name of Venue:

Address of Venue:

## Section 2: Activating the Community Emergency Plan

**TO DRAFT**

## Section 3: Proposed Community Emergency Response Team composition (CERT)

Role	Name	Tel	Mobile 24/7	Address
Coordinator				

### The role of the Community Response Team (CRT) Co-ordinator is to:

- Pull together the Community Response Plan
- Ensure that the plan is regularly reviewed and updated.
- Report annually to the Community detailing if the plan has been activated and highlighting any changes to the CRT members.
- Act as a focal point for the community in the response to an emergency
- Act as the main contact point for the Cornwall Council and the emergency services, to ensure that two-way communication is maintained.
- Ensure that the appropriate authorities and individuals are notified.
- Communicate important messages to the community.
- Delegate specific roles to others on the CRT
- Activate resources as required.

Tasks should be delegated to team members as appropriate. The Co-ordinator should ensure that all team members are engaged in the planning and response processes.

### All members of the Community Response Team should:

- Reside in the community.
- Have good local knowledge.
- Be able to activate the support of the community and speak on behalf of the community.
- Ensure that the vulnerable are provided with additional assurance during an emergency.
- Ensure that communications are maintained within the community and Cornwall Council.
- Ensure that confidentiality is maintained where necessary.
- Maintain his/her own action log in the event of an emergency.
- Create a 'grab bag' containing the plan and any appropriate clothing / equipment which may be required.
- Have sufficient knowledge of the plan to act as Co-ordinator in their absence.

The Deputy and other team members should support the Co-ordinator in carrying out their role.

### 3: Communication Tree

The Emergency Coordinator should contact the coordinators below who will notify the people identified.

At least one of the coordinators should be the key holder to the nominated assembly point

NAME	NOTIFYING	CONTACT DETAILS
	1. 2. 3. 4.	1. 2. 3. 4.
	1. 2. 3. 4.	1. 2. 3. 4.
	1. 2. 3. 4.	1. 2. 3. 4.
	1. 2. 3. 4.	1. 2. 3. 4.

## Section 4: Community Resources and Skills

### Proposed Evacuation Assembly Points

Record here details of accommodation that would be suitable for persons, including casualties, requiring temporary shelter until help arrives e.g. halls, hostels, churches etc. Local authority premises, schools, leisure/community /day centres will be opened by the local authority as appropriate.

Emergency Evacuation Assembly Points					
Key Holders Name	Facility Address	OS Grid Ref	Telephone No.	Mobile No.	Email Address

Ensure that the managers of these buildings are aware of their inclusion in this Plan, and that they are briefed as to what might be expected of them in an emergency i.e. to open the building, provide shelter (including heating if appropriate) and refreshments to evacuees.

Schools				
Resource	Address	Telephone No.	Mobile No.	24 hour
Burraton Community Primary School:	Fairmead Road, Saltash, Cornwall, PL12 4BY	+44 1752 843161		<a href="http://burraton.cornwall.sch.uk">burraton.cornwall.sch.uk</a>
Bishop Cornish CofE VA Primary School	Lynher Drive, Saltash, Cornwall, PL12 4JX	+44 1752 845559		bishop-cornish.cornwall.sch.uk
Brunel Primary & Nursery Academy	Saltash, Cornwall, PL12 6DW	+44 1752 843704		brunelprimary.co.uk
St Stephens (Saltash) Community Primary School	Long Park Road, Saltash, Cornwall, PL12 4EG	+44 1752 843883		st-stephens-salt.cornwall.sch.uk
Landulph Primary School	Landulph, Saltash, Cornwall, PL12 6NG	+44 1752 843549		<a href="http://landulphprimary.org.uk">landulphprimary.org.uk</a>
Saltash Community School	Wearde Road, Saltash, Cornwall, PL12 4AY	+44 1752 843715		saltash.net



## Skills

Include contact details for any person within the community with skills or knowledge that may be able to assist in a response to an emergency.

It may be helpful to categorise these into groups e.g. medical (doctors, nurses, qualified first aiders etc), chemists, clergy or other faith group leaders, voluntary organisations, vets, farmers, radio amateurs, language experts etc.

This section could also include details of community groups or individuals such as flood wardens, neighbourhood watch, Police Community Support Officers voluntary/community groups, first aiders etc.

Name	Details	Contact number	24hr contact number
e.g. Safer Saltash			
e.g. Saltash Police Station / PCSO's			

## Resources

Include contact details for any person or resource within the community that may be able to assist in a response to an emergency.

It may be helpful to categorise these into groups e.g. buildings, communications, local businesses, sources of heavy lifting equipment, lighting, generators, pumps, sand, sand bags, transport, boats etc

Name of Group	Address	Contact Number	Additional Information

Construction			
Name of Company	Address	Contact Number	Additional Information

Electrical & Plumbing			
Name of Company	Address	Contact Number	Additional Information

Pharmacies			
Name of Company	Address	Contact Number	Additional Information

Community Organisations and Local Community Representatives			
Name of Company	Address	Contact Number	Additional Information

Transport			
Name of Company	Website	Contact Number	Additional Information
Saltash Taxis	<a href="https://www.saltashtaxis.co.uk/">https://www.saltashtaxis.co.uk/</a>	07733 853434	
Saltash Taxis Double Two	<a href="https://www.doubletwotaxis.co.uk/">https://www.doubletwotaxis.co.uk/</a>	01752 848422	
Darrens cars Saltash		01752 418202	darrentaitcars@gmail.com
SDVH Minibus Hire	<a href="https://sdvh.co.uk/minibus-hire/cornwall/saltash/">https://sdvh.co.uk/minibus-hire/cornwall/saltash/</a>	020 8168 8158	
Saltash Boat & Mooring Services	<a href="https://www.google.com/maps/search/Saltash+Boat+%26+Mooring+Services%2C+Saltash%2C+UK">https://www.google.com/maps/search/Saltash+Boat+%26+Mooring+Services%2C+Saltash%2C+UK</a>	01752 845482	
Treluggan Boatyard	<a href="https://chatgpt.com/?model=auto#:~:text=VISITMYHARBOUR.COM-,Treluggan%20Boatyard,-Saltash%2C%20UK">https://chatgpt.com/?model=auto#:~:text=VISITMYHARBOUR.COM-,Treluggan%20Boatyard,-Saltash%2C%20UK</a>	01752 851679 or 07596 702768	
Saltash Sailing Club	<a href="http://www.saltashsailingclub.co.uk/">http://www.saltashsailingclub.co.uk/</a>	01752845988	
Saltash to Royal William Yard Ferry	<a href="https://www.plymouthboatslips.co.uk/ferries/rwy-saltash-ferry/">https://www.plymouthboatslips.co.uk/ferries/rwy-saltash-ferry/</a>		

## **Supporting Organisations**

### **Emergency Contact numbers**

<b>Emergency Services (Police, Fire, Ambulance)</b>	<b>999</b>
<b>NHS 111</b>	<b>111</b>
<b>Non-Emergency Police</b>	<b>101</b>
<b>Saltash Town Council</b>	<b>01752 844846</b>
<b>Saltash Library Hub</b>	<b>01752 844846</b>
<b>Saltash Health Centre</b>	<b>01752 842281</b>
<b>Tamar Bridge &amp; Torpoint Ferry (Bridge Emergency Line)</b>	<b>01752 362607</b>
<b>Highways England</b>	<b>0300 123 5000</b>
<b>Environment Agency</b>	<b>0370 8506506</b>
<b>Cornwall Council General Enquiries</b>	<b>0300 1234 100</b>
<b>Cornwall Council Out-of-Hours Emergencies</b>	<b>01208 251300</b>
<b>Flooding (River or Sea): Environment Agency</b>	<b>0800 80 70 60</b>
<b>Flooding (Surface Water or Road Flooding): Floodline</b>	<b>0300 1234 222</b>
<b>Met Office</b>	<b>0370 900 0100</b>
<b>South West Water - Emergency (Water or Wastewater)</b>	<b>0800 169 1144</b>
<b>South West Water - Water Supply or Sewerage Emergencies</b>	<b>0344 346 2020</b>
<b>Gas Emergency (Leaks or Smell of Gas)</b>	<b>0800 111 999</b>
<b>British Telecom</b>	<b>0800 800 150</b>
<b>Derriford Hospital</b>	<b>01752 202082</b>
<b>Royal Eye Infirmary</b>	<b>01752 792400</b>
<b>Cumberland Centre MIU</b>	<b>01752 434390</b>
<b>Liskeard Hospital MIU</b>	<b>01579 373500</b>
<b>Citizens Advice</b>	<b>0808 8127156</b>
<b>BBC Radio Cornwall</b>	<b>01872 275 421</b>
<b>BBC Radio Devon - Spotlight</b>	<b>1752 201</b>

## Section 5: Vulnerable Groups

Vulnerable Groups			
Name of Group	Address	Contact Number	Additional Information
Anchor - St Anne's Care Home	Plougastel Drive, Saltash, Cornwall, PL12 6DX	+44 1752 845023	24-hour residential care for older people with dementia
Cresta House	40 Callington Road, Saltash, Cornwall, PL12 6DY	+44 1752 843704	Sheltered housing with 8 studio rooms and 5 apartments
Malvern House	10 St Stephens Road, Saltash, Cornwall, PL12 4BG	+44 1752 844646	Provides nursing and residential care for up to 22 residents, including respite, short-term, and day care.
Tamar House Care Home	175 Old Ferry Road, Saltash, Cornwall, PL12 6BN	+44 1752 843579	An independently run care and nursing home
The Elms Care Centre	108 Grenfell Avenue, Saltash, Cornwall, PL12 4JE	+44 1752 846335	Provides residential, nursing, respite, and day care services
Fountain Head House School	Callington Road, Saltash, Cornwall, PL12 6DJ	+44 1752 842314 fhhschool.co.uk	children aged 5 to 16 with special educational needs

## Main local risks or hazards most likely to result in plan activation

When completing the plan groups should consider what are the main risks or hazards that are most likely to occur resulting in the activation of the plan.

This is not meant to be an exhaustive list however it does provide a list that will be helpful both the group and other reading the plan who may not know the area in as much detail.

It is therefore expected that if present, risks or hazards such as the following would be recorded here

- Main sources of flooding
- Petrol stations to be included
- Airports
- Places where significant quantities of chemicals or accelerants are stored

Each community is different and it is for each group to consider what should be put in this section.

Risk or Hazard	LOCATION OS Grid Reference	Other Info
Risks to the Tamar Bridge and Saltash Tunnel:		<ul style="list-style-type: none"><li>• Traffic Accidents</li><li>• Fire</li><li>• Natural Disasters</li><li>• Structural Damage</li><li>• Terrorist Attacks</li><li>• Power Failures</li><li>• Flooding</li><li>• Environmental Hazards</li></ul>
Risks to the Waterside area in Saltash:		<ul style="list-style-type: none"><li>• Flooding</li><li>• Coastal Erosion</li><li>• Storm Surges</li><li>• Pollution</li><li>• Boating</li></ul>
Risks to Saltash from Munitions Hill:		<ul style="list-style-type: none"><li>• Explosion or Fire</li><li>• Contamination</li><li>• Flooding</li><li>• Landslides or Erosion</li><li>• Terrorism or Vandalism</li></ul>

**DISCLAIMER – This is not designed to be an exhaustive list but is provided in this plan to identify risks or hazards that the community feels are most likely to occur resulting in the plan being activated.**

## Other Local Hazards

Areas prone to particular hazards are best known to the local people and best identified by them.

Also see link to Devon, Cornwall and Isles of Scilly Local Emergency Forum community risk register <https://www.dcisprepared.org.uk/what-we-do/local-risks/>

**Examples** of hazards would be. Rivers, Petrol Stations, Electrical Sub Stations and industrial premises etc.

HAZARD	LOCATION OS Grid Reference	Other Info

DRAFT



### Map showing direction of flooding

Include a map in the flood plan showing the flood risk area and direction of flooding

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# Actions to be taken before and during a flood

	Before a flood				During a flood		
Area number	Location at risk	Source and direction of potential flooding	Triggers e.g. Met Office weather warnings or Environment Agency flood warnings	Local actions	Actions	Equipment required	Time required
Area 1	Waterside	River Tamar	Met Office weather warnings				
Area 2							
Area 3							
Area 4							
Area 5							

### After a flood – local contractors

List of local companies/contractors whose help you may need after a flood. Encourage residents and businesses to

- 1) take photos before the clean up as they may need to rely on them for insurance claims, and
- 2) ask their insurer before discarding items that can't be cleaned, as they may want to make a claim for the items.

Get contracts in place, or know who to call for assistance. If help is not needed, you can leave this section

blank. Point affected residents and businesses to this information:

- Get help after a flood (Environment Agency): <https://www.gov.uk/after-flood>
- Support for flood victims (British Disaster Management Association)

Company name	Business type	Telephone	Fax/other

Only add details of contractors not already contained within Section 4.4

## Section 7: Toolbox

### Emergency Action Check List

Action		Complete
1	Where an emergency is possible or anticipated monitor the situation and warn members of the CRT and community as appropriate. Be prepared to respond urgently.	
2	Dial <b>999/112</b> and ensure the emergency services are aware of the emergency and follow any advice given.	
3	Contact and inform Cornwall Council.	
4	Begin recording details on the Log Sheet overleaf including: <ul style="list-style-type: none"><li>• Any decisions you have made and why.</li><li>• Actions taken.</li><li>• Who you spoke to and what you said. (Including contact numbers)</li><li>• Any information received.</li></ul>	
5	Contact other members of the Community Response Team and members of the community that need to be alerted by agreed method. <ul style="list-style-type: none"><li>• Households affected.</li><li>• The Town &amp; Parish Council / Ward via the Town or Parish Clerk.</li><li>• Volunteers and key holders as appropriate.</li></ul>	
6	If necessary, call a community meeting but ensure the venue is safe and people can get there safely	
7	Make sure you take notes and record actions from the meeting. If a decision is reached to activate an Emergency Plan remember to follow the appropriate check sheet.	
8	When the emergency services attend, the co-coordinator should make him/herself and the CEP available.	

**UNDER NO CIRCUMSTANCES SHOULD YOU PUT YOURSELF OR OTHERS AT RISK TO FULFIL THESE TASKS**

**Incident Log**

It is important to record all information during an emergency. Completing a logging sheet is an easy way to ensure information is not lost. It can also help support / justify any decisions made or actions taken.

Date	Time	Information / Decision / Action	Initials

## Evacuation Assembly Points

### Buildings Information

Please enter details of the nominated Evacuation Assembly Points in the boxes provided below, paying particular attention to providing the postcode of the building itself, and the contact telephone number(s) of the Key holders.

Please ensure that the location you identify know they are nominated and have agreed to be used

Please remember these are temporary places of safety for short periods of time until external help arrive.

Location Information	
<b>Name of Building:</b>	
<b>Address of Building:</b> Including postcode (and grid reference if known)	<b>Postcode:</b> <b>Grid ref:</b>
<b>Telephone Number:</b>	
<b>Fax Number:</b>	
<b>Is it accessible by</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Is it accessible by</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>No. of car parking spaces:</b>	
Building Information	
<b>Maximum Capacity:</b>	
<b>Number of Rooms:</b>	
<b>Any potential sleeping areas? (if bedding were to be provided)</b>	
<b>Wheelchair Access:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Number of toilets:</b>	Male                      Female                      Unisex                      Disabled
<b>Bath / Shower- rooms:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, how many?
<b>Kitchen:</b>	Facilities:
	Is the kitchen powered by:                      Gas <input type="checkbox"/> Electric <input type="checkbox"/>
<b>Water:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Heating type:</b>	
<b>Is there Mobile phone /Broadband service available</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> State provider

Key holder Information			
<i>Please provide details of 2 key holders for this building:</i>			
Key holder 1		Key holder 2	
Name:		Name:	
Address:		Address:	
Telephone:		Telephone:	
Mobile:		Mobile:	

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## Buildings Information – Evacuation Assembly Points

If any Risk Assessments have been carried out for this building/area, will we be able to have access to them in the event of the building being used during an emergency? Yes ☐ No ☐

If YES, please note down in the Additional Information box below, where we can obtain copies from.

If NO please contact your Health and Safety expert to undertake the Risk Assessment required. Please enter any additional details or information about the nominated Evacuation Assembly Point in the box provided below (for example: the type of rooms or accommodation the building could provide; the approximate sq. footage; any additional office space or outside areas that could be used; is there somewhere that could be used as a reception area or information point; are there any additional telephone points etc).

### Additional Information

#### Data Protection Information for Key holders

The information entered on this form may be required to be accessed in the event of an emergency and / or in any future emergency planning. The information which you (the key holders) have provided (i.e. your name, address and telephone numbers), is classed as 'publicly available' information, and as such you **do not need to sign the Data Protection release statement below unless the telephone number you have supplied is ex-directory**. If you (the key holder) have given an ex- directory telephone number, please read the following information carefully and sign on the relevant line below.

**I, the undersigned, give permission for the information I have provided to be used in the Community Emergency Plan, to be accessed and used in the event of an emergency and/or matters pertaining to emergency planning**



## Section 8: Map of area covered by plan

### Map of area covered by Plan

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**Section 9: Distribution List & Review Date:**

**Distribution List:**

NAME	LOCATION	CONTACT NUMBER	EMAIL ADDRESS

**Plan Review date:**

**This plan is to be reviewed on: INSERT DATE**

## **Section 10: Acknowledgements and Disclaimer**

### *Acknowledgement*

This document is based on an original version prepared by Saltash Town Council, Emergency Planning Team.

This Draft Template has been prepared by Cornwall Council Emergency Management

The information contained in this document is for guidance only.

It is acknowledged and accepted that Cornwall Council will not be liable, either under this Guidance or otherwise, for any actions or omissions of any community groups or volunteers in an emergency situation. The suitability of the application of this Guidance to the emergency situation shall be entirely for the determination of the communities themselves.

This Guidance does not constitute legal advice in relation to emergency planning.

Endorsed by Community Emergency Planning Management Group on INSERT DATE

## Householders Emergency Plan

Emergencies can affect the County with little or no notice. Being prepared can help reduce the effects on your families' lives, reduce the need for help from others and enable you to support the vulnerable in your community.

Disruption to essential services such as water and electricity, to regional and national travel and telecoms are all ways an emergency can affect our busy everyday lives.

Complete the following sections and keep the plan in a safe place that all members of your household can easily access:

If you are not involved in an incident but are close by or believe you may be in danger, in most cases the advice is:

### GO IN, STAY IN, TUNE IN, LOG IN

Station	Frequency	Website
BBC Radio Cornwall	95.2, 96, 103.9 FM	<a href="http://www.bbc.co.uk/radiocornwall">http://www.bbc.co.uk/radiocornwall</a>
Pirate FM	102.2, 102.8 FM	<a href="http://www.piratefm.co.uk">http://www.piratefm.co.uk</a>
HART	105.1, 107	<a href="http://www.heart.co.uk/cornwall">http://www.heart.co.uk/cornwall</a>

### INFORM THE REST OF YOUR FAMILY / FRIENDS

Household Contact Details		
Name	Mobile	Work

If you are evacuated is there somewhere you can go? Friends or Family?

If you can't contact each other, where should you meet / or who should you leave a message with?

Who will be responsible for picking the children up from school? (If applicable)

How do you turn off the following? Who is responsible?	
Electricity	
Gas	
Water	

## KEY CONTACT NUMBERS

Emergency Telephone Numbers			
Emergency Services	999	Doctor	01566 772131
Cornwall Council	0300 1234 100	School	
Local Police Station		Home Insurance	

### Create an Emergency Box

Be prepared. Creating an emergency box will help you locate essential items quickly in an emergency.

Some suggested items are:	
Torch and spare batteries	Toiletries
Battery powered radio and spare batteries	List of useful contact numbers
Candles / Matches	A copy of this plan
First Aid Kit	

In case you are unable to leave the house, you should have:	
Bottled Water	Ready to eat food (tinned)
Bottle / Tin Opener	
In case you are stuck in your car, you should have:	
Bottled Water	Blankets
Torch and spare batteries	

If you are in a position where you are able to offer help to your community, start by checking that your neighbours are safe and well.

Name	Address	Home Telephone	Mobile

Useful Websites	
Cornwall Council	<a href="http://www.cornwall.gov.uk">www.cornwall.gov.uk</a> and search Emergency Management
Environment Agency	<a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>
BBC Cornwall	<a href="http://www.bbc.co.uk/cornwall">www.bbc.co.uk/cornwall</a>
National Flood Forum	<a href="http://www.floodforum.org.uk">www.floodforum.org.uk</a>
Cornwall Community Resilience Network	<a href="http://www.cornwall.gov.uk/default.aspx?page=32004">http://www.cornwall.gov.uk/default.aspx?page=32004</a>
Cornwall Community Flood Forum	<a href="http://www.cornwall.gov.uk/default.aspx?page=31852">http://www.cornwall.gov.uk/default.aspx?page=31852</a>

**To receive a report on the Delivery of Professional Youth Work Tenders 2025/26 and consider any actions and associated expenditure**

Date of meeting to open tenders and score: Friday 11 April 2025 at 4pm

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

Apologies: None.

Saltash Team for Youth (STFY) received two tenders for the delivery of professional youth work in 2025/26. The total budget for the year 2025-26 is £60,842 (code 6222 Commissioning Youth Work).

The total value of both tenders is slightly under the available budget by £227.00.

- |             |         |
|-------------|---------|
| 1. Livewire | £30,421 |
| 2. The Core | £30,194 |

In terms of the content, the tenders were as strong as last year. The Core insurance documents expired on 5 April 2025 and Livewire insurance documents expired on 24 April 2025 but it was felt that they both could be considered for funding by Saltash Town Council subject to confirmation of their insurance renewal being received prior to releasing the first installment.

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

It was agreed that both organisations have improved their reporting and recognise the need to be increasingly focused on the impact of their work particularly for young people i.e. a combination of quantitative data and qualitative case studies. The additional requirement from 2024-25 was brought forward to 2025-26 specification criteria as follows:

*Measuring the Service Performance*

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

This will be monitored by STFY on behalf of Saltash Town Council reporting directly to the Policy and Finance Committee.

It was recognised, on this occasion, that the remaining budgeted amount of £227 (as above) is needed by The Core and would be utilised in accordance with the specification.

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

1. Livewire bid for £30,421
2. The Core bid for £30,421

**Total £60,842**

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

## **TO RECEIVE AND NOTE QUARTERLY REPORTS FOR THE COMMISSIONING OF PROFESSIONAL YOUTH WORK IN SALTASH:**

### **Report to Saltash Town Council from Livewire youth project December 2024, January, February, & March 2025.**

1. Number of open access sessions run: 45

During these sessions young people have been able to access music lessons (guitar, bass, drums, keyboard, vocals, live sound, music technology and stage lighting), rehearsal space, perform on stage, take part in single issue programmes, have youth work support or counselling, volunteer, socialise and take part in our development group, and on Wednesday evenings our junior members can take part in Art workshops and older young people can volunteer.

In addition to our open access sessions we have also had a young women's music session on Tuesday evenings 15 in total and during these sessions young women are encouraged to come along and make music with 3 musicians these sessions are also run by a JNC qualified youth worker so young women can also access youth work support. We also have a counsellor working on Tuesday evenings so young people have also been able to have counselling on Tuesday evenings.

Our wellbeing sessions on Friday evenings have also continued this quarter, 15 in total, these sessions are designed to cater for young people that might be too anxious for open access sessions as they are quieter and young people attending these sessions can access the art workshops Young people can get support with a counsellor or JNC qualified youth worker who runs the session or they can make music with a musician, we also have a wellbeing volunteer at these sessions as well as a therapy dog. Although we don't have formal counselling on Friday evenings at wellbeing sessions we give young people attending plenty of opportunity for support and they can fill in the form and self refer into our counselling service if they feel the need for more formal support.

On Saturday we also run a recording session 14 in total this quarter for bands and individual young people with music to record.

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

Concentrating on the waterside area of the town we only get the summer traffic in terms of young people who come here to pier jump it's a small window of opportunity and comes to an end during early September because that is when young people go back to school or college.

3. There have been 2 single issue programmes during this period. Although I am still waiting for the university's report from violence against women and girls, that came back as a topic young people wanted to talk about. Young men mental health and music has become another single issue programme because we have a PhD student who is studying this topic.

4. Approximately 549 individual young people have been engaged with through open access sessions, young women's music making sessions, well being group sessions, counselling, daytime referral



sessions and Saturday recording sessions, and outreach sessions. This is approximate because 1 individual young person could attend up to 6 times a week so taking that into account we have done some sums.

5. All young people engaged with have received or are currently receiving individual or group support.
6. 0 young people have been supported in getting into employment in this period and 1 young person has been supported in going back to school and 4 young people have been supported in starting college during this period.
7. 168 young people have measurable distance travelled. By this we mean that they have progressed positively over the period and shown real change.
8. This period we have had 44 young people referred to livewire from other agencies, 16 from schools, 2 through social care, 3 from CAMHS, 1 from youth offending team, 0 from the Police, 21 from GP's, and 1 from the zone. These young people have been referred for Counselling, daytime sessions, youth support sessions and for the open access sessions. Others have come through self referral or their parents/carers referral.
9. 446 volunteer support worker hours have taken place in this period.
10. We have currently got a group of 8 young people making up our development group who meet regularly to discuss issues and young people's desires for development at Livewire.
11. This year we have been very fortunate to receive £29,534.50 from Saltash Town Council for youth work. The match funding secured to date includes the Big Lottery funding of £219,000 over 5 years of which £15,000 per year is towards youth work (we are currently in year 4). Plus £12,000 this year as a gift from AC/DC for youth work.

Mental health and wellbeing remain priorities for the work here at Livewire and I believe we are currently seeing the results of the pandemic on our young people's mental health. We continue to get referrals for counselling and youth work support sessions.

Our relationship with the Community Kitchen goes from strength to strength as we continue in the partnership with them feeding young people for free and for some young people it's the only hot food they have that day.

We have this year supported outside events in Saltash with young people performing at the may fair and the regatta, we also provided about 115 acts to boardmasters festival and we also provided acts for tunes in the park festival at st germans.

We continue to work with many vulnerable young people as well as some really confident and talented young people and when they are on the stage you couldn't tell them apart.

## Case study

A young man who started on Friday evenings. When he first came to us barely able to make eye contact, such was the level of his anxiety, even when he moved on to Monday's / Thursday's he used to wear his headphones and kept his eyes firmly fixed on the floor and sit there playing his guitar. Gradually we coaxed him out of the headphones and got him into volunteering on Wednesday evenings teaching guitar to junior members. He has grown so much during the time he spent with us that we now employ him as a musician on Friday evenings.

End Of Report

## TO RECEIVE AND NOTE QUARTERLY REPORTS FOR THE COMMISSIONING OF PROFESSIONAL YOUTH WORK IN SALTASH:

### **The Core Youth and Community Centre**

#### **Youth Work Report – Saltash Town Council Youth Work Funding**

**January - April 2025**

#### **Introduction**

- **Overview of the Centre:**

The Saltash Youth and Community Centre is dedicated to providing a safe and nurturing environment for young people. Our mission is to offer diverse activities and support services that empower youth and foster community engagement.

- **Purpose of the Report:**

This report highlights the key activities, achievements, and challenges faced by our organisation in the last quarter, emphasising our response to the growing needs of our community.

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#### **Summary & Statistics**

- **Summary:**

We have continued to support individuals with Special Educational Needs and Disabilities (SEND), mental health issues, and complex home lives. We have also seen a rise in young people who have entered the care system who are accessing our services.

- **Challenges and Opportunities:**

The growing demand for specialised support has presented both challenges and opportunities, prompting us to enhance our programmes and form strategic partnerships to better meet the needs of our community.

- **Outcomes and outputs achieved**

- Total current number of members at The Core = 320
- Number of open access sessions delivered Sept to Dec = 42
- Number of targeted youth sessions = 116
- Number of young people receiving individual support = 16
- Number of young people helped back in to employment, training or work = 12
- Number of youth volunteer hours worked = 428

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#### **Clubs & Activities**

##### **Climbing Club:**

- *Age Group:* 5-18 years
- *Key Highlights:* This financial year saw the reopening of our climbing club. We recruited and trained two members of staff as instructors and launched two Wednesday afternoon climbing sessions, which are now fully booked with over 20 children and young people attending. We invested in new mats, a significant

expenditure that has proven to be very worthwhile, ensuring the safety and quality of our sessions.

### **Boxing Club:**

- *Age Group:* 10 years and over
- *Key Highlights:* Increased attendance and active participation in local and regional events, fostering discipline and confidence.

### **Grub Club (Cooking Programme):**

- *Duration:* 10 weeks
- *Features:* Grub Club remains one of our most popular activities often oversubscribed and booked up well in advance. This year, we are excited to incorporate food grown in our garden into the cooking sessions. This addition not only enhances the program's educational value but also connects young people with the food production process.
- *Participant Experience:* Young people enjoy learning to bake and cook in a friendly and inclusive atmosphere. They have reported that the sessions offer a pleasant and supportive environment where they can chat, discuss their day, and feel valued. The communal aspect of the sessions contributes to a sense of belonging and camaraderie among participants.

### **Craft Club and Just Be You Project:**

- **Craft Club**
- *Collaboration with Arts Lab:* We have received another round of funding for another project with Arts Lab, which began in the New Year. We worked with an artist and The Memory Café in Saltash to bridge the generational gap whilst also improving education and understanding of dementia. We ran 4 sessions where the young people and the members of the Memory café taught each other games. It was an incredible project which had a significant impact on those who took part and the artist created photobooks as a keepsake of the project.
- **LGBTQ+ Group:**
- *Support Provided:* Friendship, support, advice
- *Impact:* Strong community bonds have been formed, offering a safe and welcoming environment for self-expression and support. Continued partnership with The Intercom Trust has enhanced our capacity to support this community effectively.

### **Open Access Youth Sessions:**

- **Senior Club (Ages 13-18):**
  - *Activities:* Sports, gaming, free food, socializing
  - *Impact:* Growing numbers have benefited from these sessions, offering a crucial social outlet and support network.
- **Junior Club (School Years 7 & 8):**
  - *Activities:* Sports, gaming, free food, socializing

- *Impact:* The junior youth club continues to grow in popularity, with over 120 young people becoming members this year alone. The club provides a structured and supportive space for younger adolescents to engage and develop essential social skills.

### **One-on-One Support:**

- **Youth Worker Support:**
  - *Services Offered:* Guidance, advice, personalised support
  - *Outcome:* Our Youth Work Coordinator now offers a weekly drop in at Saltash School offering 1:1 youth worker support and guidance.

### **Youth Committee:**

- *Members:* 7 enthusiastic and active young people
- *Role:* The Youth Committee continues to play a vital role in shaping our services. They are involved in organising and helping at fundraising events and actively promoting the services we offer. Their engagement ensures that our programs remain relevant and responsive to the needs of our peers, and their contributions are invaluable in driving the direction of our activities and initiatives.
- *Future projects:* They are continuing to help at community events and recently volunteered at Saltash May Fair with The Core's stall and activities.

### **New activities and Initiatives:**

### **Educational Support Programme:**

Our partnership with Groundwork came to an end this year as they did not receive continuation funding. Therefore we decided to continue the work they had been offering with their alternative education project based at The Core, aimed at offering an alternative education programme to young people. We began our new programme in February offering English and Maths tutoring to young people who are home educated or in school but struggling academically and needing small group sessions to help them progress.

Since we started we have had 16 young people attend our 2-day programme and seen significant improvements in their both their academic and social abilities. Schools have bought in to the programme sending young people on a hybrid basis where they are going to school and coming to us to help them to remain in the education system.

### **Impact and Outcomes**

- **Success Stories & testimonies:**  
The personal experiences of our young people reflect the success and impact of our relationships with our members and how providing them with a safe space can help to increase their confidence and ensure their voices are heard.

Through the Educational Support Programme we have seen significant progress in some of the young people's confidence and social skills. One young girl was referred to us through Virtual Schools who look after young people in care within the education system. She is in foster care and had recently joined a new family in Plymouth and was referred to us for Maths and English support as her behaviour at school had become more challenging so she wasn't able to return. She has been with us for 6 weeks now and never missed a session, she comes in and chats to all the staff and enjoys her interactions with everyone. She is a keen learner and has often asked for 'extra' work to do in her lunch break. Since being with us she has secured a place at college where she will go to train as a beautician in September. The point when we knew this was the right setting for her was when she came in and said 'I have decided I like school now' and by that she meant coming to us and learning which was a pivotal moment for the staff as they realised that not only was she in the right place but she was thriving.

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### **Partnership Work**

Collaborative efforts and partnership working with Safer Saltash, Saltash Town Council, Intercom Trust, Targeted Youth Workers, Early Help Hub, Saltash Youth Network, Arts Lab, Saltash Community School, emergency services and health have reinforced community cohesion and joint working to ensure we can best support our young people of Saltash, providing preventative support, a wide range of activities and support & resources to families in need.

### **Financial Overview**

- **Funding sources and match funding :**

- Awards for All = £19,865
- Howton Solar Farm = £4200

Total grant income for period = £24,265

### **End Of Report**