



Saltash Town Council

Konsel An Dre Essa



*The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk
17 September 2025*

Dear Councillor

I write to summon you to the **Meeting of Policy and Finance Committee** to be held at the Guildhall on **Tuesday 23rd September 2025 at 6.30 pm.**

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

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:

Essa	Tamar	Trematon
A Ashburn R Bickford J Brady R Bullock L Mortimore P Samuels (Chairman)	S Gillies M Johns S Martin P Nowlan J Peggs J Suter (Vice-Chairman)	G McCaw S Miller B Samuels B Stoyel

Agenda

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

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

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

5. To receive and approve the minutes of the Policy and Finance Committee held on 10 June 2025 as a true and correct record. (Pages 6 - 15)
6. To receive a recommendation from Town Vision and consider any actions. (Pages 16 - 24)
7. To review the Policy and Finance Business Plan Deliverables and consider any actions and associated expenditure;
 - a. Quarter One for the year 2025/26; (Pages 25 - 32)
 - b. Quarter Two for the year 2025/26. (Pages 33 - 40)
8. To note that all accounts and bank accounts are reconciled up to August 2025.
9. To note that petty cash is reconciled up to August 2025.
10. To receive and note a report on VAT. (Page 41)
11. To receive the Town Council VAT partial exemption calculation for the financial year 2024-25 and consider any actions and associated expenditure.
12. To approve the three-year appointment of the VAT Consultant. (Pages 42 - 44)

13. To receive and note a report on investments and consider any actions and associated expenditure. (Pages 45 - 58)
14. 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.
15. To receive the current STC Committee budget statements and consider any actions and associated expenditure. (Pages 59 - 71)
16. To receive a report from the Finance Officer and consider any actions and associated expenditure. (Pages 72 - 74)
17. To receive the Town Council main insurance policy renewal and consider any actions and associated expenditure.
18. To receive and note a partial refund for the hire of Isambard House. (Page 75)
19. To receive a report on photography costs for Mayoral events and consider any actions and associated expenditure. (Pages 76 - 79)
20. To consider Risk Management reports as may be received.
21. To consider a Community Chest application:
 - a. CC285 Oaklands Community Centre. (Pages 80 - 121)
 - b. CC287 Pillmere Association (Pages 122 - 144)
22. To consider a Festival Fund application:
 - a. FF130 Music, Speech and Drama Festival. (Pages 145 - 171)
 - b. FF131 Saltash Christmas Festival (Pages 172 - 194)
23. To receive a report on Town Council Grant Funding and consider any actions and associated expenditure. (Pages 195 - 196)
(Pursuant to Policy and Finance Committee held 06.06.2025 Minute no 185/25/26)

24. To receive reports on funding awarded and consider any actions and associated expenditure:
 - a. CC276 Girlguiding Saltash District; (Page 197)
 - b. CC281 Saltash Floral Art Club; (Page 198)
 - c. CC284 Tamar Trotters; (Page 199)
 - d. FF128 Saltash May Fair; (Pages 200 - 206)
 - e. CC282 Saltash United Juniors Football Club (Pages 207 - 208)
25. To receive amendments to the following policies and consider any actions:
 - a. Grants Policy; (Pages 209 - 242)
 - b. Code of Conduct; (Pages 243 - 245)
 - c. Health and Safety Manual; (Pages 246 - 342)
 - d. Standing Orders; (Pages 343 - 344)
 - e. Scheme of Delegation. (Pages 345 - 356)
 - f. Civic Handbook; (Page 357)
26. To receive the Health and Safety Audit 2025-26 and consider any actions and associated expenditure.
27. To receive and note quarterly reports for the Commissioning of Professional Youth Work in Saltash:
 - a. Livewire;
 - b. The Core.
28. To receive reports from Working Groups and Outside Bodies:
 - a. Neighbourhood Plan Steering Group.
 - b. Saltash Team For Youth.
 - c. Section 106 Panel.
29. To receive a report on the retired Saltash Mayoress Chain and consider any actions or associated expenditure. (Page 358)

30. 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.
31. To resolve to appoint an external consultant to conduct a review of multiple complaints.
32. To resolve to delegate authority to a group of Councillors to oversee and manage the process in conjunction with the appointed consultant.
33. To consider any items referred from the main part of the agenda.
34. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
35. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of Next Meeting: Tuesday 11 November 2025 at 6.30 pm

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 10th June 2025 at 6.30 pm

PRESENT: Councillors: R Bickford, R Bullock, S Gillies, S Martin, S Miller, B Samuels, P Samuels, B Stoyel and J Suter.

ALSO PRESENT: 1 Member of the Public, Councillor Ashburn, Councillor Nowlan, S Burrows (Town Clerk / RFO), W Peters (Finance Officer) and F Morris (Planning and General Administrator).

APOLOGIES: J Brady, L Mortimore and J Peggs.

170/25/26 TO ELECT A CHAIRMAN

Councillor Miller in the Chair to open the meeting and deliver agenda item 1.

It was proposed by Councillor Miller, seconded by Councillor Bullock to nominate Councillor P Samuels.

No further nominations were received.

Following a vote it was **RESOLVED** to elect Councillor P Samuels as Chairman.

Councillor P Samuels in the Chair.

The Chairman, thanked the outgoing Chairman, Councillor Miller for his sterling work as Chairman of the Policy and Finance Committee.

171/25/26 TO ELECT A VICE CHAIRMAN

It was proposed by Councillor B Samuels, seconded by Councillor Stoyel to nominate Councillor Suter.

No further nominations were received.

Following a vote it was **RESOLVED** to elect Councillor Suter as Vice Chairman.

172/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

173/25/26 DECLARATIONS OF INTEREST:

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

None.

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

None.

174/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

175/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 11 MARCH 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 P Samuels, seconded by Councillor Stoyel and **RESOLVED** that the minutes of the Policy and Finance Committee held on 11 March 2025 were confirmed as a true and correct record.

176/25/26 TO NOTE THAT ALL ACCOUNTS AND BANK ACCOUNTS ARE RECONCILED UP TO APRIL 2025.

It was **RESOLVED** to note.

177/25/26 TO NOTE THAT PETTY CASH IS RECONCILED UP TO APRIL 2025.

It was **RESOLVED** to note.

178/25/26 TO RECEIVE AND NOTE A REPORT ON VAT.

It was **RESOLVED** to note.

**179/25/26 TO RECEIVE AND NOTE A REPORT ON INVESTMENTS AND
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**180/25/26 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.

**181/25/26 TO RECEIVE THE CURRENT STC COMMITTEE BUDGET
STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED
EXPENDITURE.**

It was **RESOLVED** to note.

**182/25/26 TO RECEIVE A REPORT FROM THE FINANCE OFFICER AND
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Finance Officer briefed members on the report contained and circulated in the reports pack.

It was **RESOLVED** to note.

**183/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE
RECEIVED.**

Nothing to report.

184/25/26 TO CONSIDER A FESTIVAL FUND APPLICATION:

a. FF129 Tincombe Tea Party.

The Chairman explained the process and in particular the scoring system for the benefit of new members.

Members discussed the funding application received.

It was proposed by Councillor Miller, seconded by Councillor Martin and **RESOLVED** to award £575.

185/25/26 TO RECEIVE A REPORT ON TOWN COUNCIL AWARDED GRANT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk informed the Chairman that a report had not been received and that it would therefore be advisable to defer the agenda item to the next meeting.

It was proposed by Councillor P Samuels, seconded by Councillor Miller and **RESOLVED** to defer the agenda item to the next meeting of the Policy and Finance Committee to be held on 23 September 2025.

186/25/26 TO RECEIVE REPORTS ON FUNDING AWARDED AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

a. Girlguiding Saltash District

The Town Clerk briefed Members on the report contained within the circulated reports pack.

It was proposed by Councillor P Samuels, seconded by Councillor Stoyel and **RESOLVED** to grant an extension to the Girlguiding Saltash District to complete the contracted work by the date of the meeting of the next Policy and Finance Committee to be held on 23 September 2025.

b. Saltash Music, Speech & Drama Festival

It was **RESOLVED** to note.

c. Sue Hooper Charitable Foundation

It was **RESOLVED** to note.

187/25/26 TO RECEIVE A SUMMARY REPORT ON THE TOWN COUNCIL REGALIA AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the report contained within the circulated reports pack.

At the invitation of the Chairman, the Town Clerk briefed Members, referring to the comprehensive report provided by the appointed contractor. Their report included a very interesting narrative concerning the history of the Town Council Regalia, which has been promoted on the Town Council's Social Media platforms. The contractor also provided an excellent service with regard to cleaning all of the Town Council Regalia. It would be advisable going forward to look after and protect the regalia by using the white gloves when handling these items.

The Town Clerk further advised that the recommendation contained within the circulated report requests that members also consider a bi-annual clean to maintain the condition of the Town Council Regalia.

Councillor Bullock pointed out that the Town Clerk's robe is in need of major repair or replacement. Councillor B Samuels supported this observation and highlighted that there are sections of the robe which appear to be quite threadbare. It may be beyond repair and the purchase of a new robe would align with the rest of the regalia attire. Town Clerk to further investigate options and cost.

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

1. To put in place a bi-annual clean 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 subject to the officer ensuring best value is always achieved;
2. To note the correct handling and storage procedures for the Town Council regalia.

188/25/26 TO RECEIVE DRAFT TERMS OF REFERENCE FOR MEMBERSHIP AND CONSIDER ANY ACTIONS.

Members received the report contained with the circulated reports pack.

Councillor Gillies referred to The Terms of Reference for Membership, Point 3, Selection Process, stating that it should be ensured that the person choosing names out of a hat should not also have their name in the hat.

It was proposed by Councillor Gillies, seconded by Councillor B Samuels and resolved to **RECOMMEND** to Full Town Council to be held on 3 July 2025 to:

1. Approve the Draft Terms of Reference of Memberships for the Town Council Committees, Sub Committees, Joint Committees, Working Groups, Outside Partnerships, subject to an amendment that the person who pulls the names out of the hat should not also have their name in the hat;
2. To include the Membership Terms of Reference as an Appendix to the main document which is the Terms of Reference of all Committees and Sub Committees, as the Membership Terms of Reference falls within that policy.

189/25/26 **TO RECEIVE A REPORT ON THE COMMUNITY EMERGENCY PLAN
AND CONSIDER ANY ACTIONS AND ASSOCIATED
EXPENDITURE.**

The Town Clerk advised Members that the Community Emergency Plan is a huge piece of work and the report provided to members this evening represents only a summary.

The Chairman informed Members that the report recommends the formation of a Working Group with admin support, to work collaboratively as required with community key stakeholders and relevant external organisations to draft a Saltash Emergency Plan. The Chairman asked for Members to put forward their names to form a Working Group.

The Town Clerk advised that the Working Group would evolve as external members join. It may become quite a large Working Group and will require its own Terms of Reference to provide clarification on each role that forms the Working Group. The Terms of Reference will be compiled by the Administration Department.

It was proposed by Councillor Martin, seconded by Councillor Bickford and **RESOLVED** that a Saltash Community Emergency Plan Working Group comprising of Councillors Ashburn, Martin, Miller and Nowlan be formed supported by the Administration Officer.

190/25/26 **TO RECEIVE A REPORT ON THE DELIVERY OF PROFESSIONAL YOUTH WORK TENDERS FOR 2025-26 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the report as circulated within the reports pack.

The Town Clerk briefed Members; explaining that the report concerns awards made to Livewire and the Core of £30,421 each, in line with the tender submissions received by the Town Council.

Councillor Bullock informed the meeting that based on their submissions and a knowledge of the work carried out, it is evident that their roles have changed from being youth clubs to having support workers and counsellors in place. Furthermore, assistance is given to children who don't go to school anymore. These organisations need all the help they can get, which is reflected in the amounts they have received.

Councillor Bickford thanked Saltash Team for Youth and supported the funds being awarded, provided the updated insurance documents have been submitted.

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

1. To note the report and that the delivery of professional youth work in Saltash for 2025/2026 be awarded to:

Livewire £30,421

The Core £30,421

2. To increase The Core's bid by £227 due to the ever demanding needs of the service, working within budget 6222 Commissioning Youth Work, subject to insurance documents being received from both Livewire and The Core, prior to releasing the first payment.

191/25/26 TO RECEIVE AND NOTE QUARTERLY REPORTS FOR THE COMMISSIONING OF PROFESSIONAL YOUTH WORK IN SALTASH:

Members received and discussed the reports for both Livewire and The Core as received in the circulated reports pack.

Councillor Miller pointed out that these are comprehensive reports which reflect the demand for youth work in the town.

Councillor B Samuels referred to funds already awarded, but suggested that when considering Precept, the Town Council should seriously consider enhancing the amount of funding awarded, as the current level of award may be insufficient for future needs.

a. Livewire

It was **RESOLVED** to note.

b. The Core

It was **RESOLVED** to note.

192/25/26 TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:

a. Neighbourhood Plan Steering Group

Nothing to report.

b. Saltash Team for Youth

Nothing to report.

c. Section 106 Panel

Nothing to report.

193/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

194/25/26 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

195/25/26 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

196/25/26 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

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

1. Festival Fund Award;
2. Professional Youth Work Tender Awards.

DATE OF NEXT MEETING

Tuesday 23 September 2025 at 6.30 pm

Rising at: 7.10 pm

Signed: _____
Chairman

Dated: _____

To receive a recommendation from Town Vision and consider any actions

30/25/26 TO RECEIVE THE TOWN COUNCIL BUSINESS PLAN DELIVERABLES FOR QUARTER ONE 2025/26 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received, reviewed and discussed each Committee and Sub Committee's deliverables in detail.

It was proposed by Councillor Gillies, seconded by Councillor Suter and


RESOLVED:

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

- a. Amend the order of Strategic Priority 1 'Aims' in order – To display community engagement by providing grants, before, formal agreement with the Town Twinning;
- b. Add under Strategic Priority 1 'Actions' - Enhance the promotion of Saltash Town Council twinning with Plougastel and future visits via social media, website and notice boards;

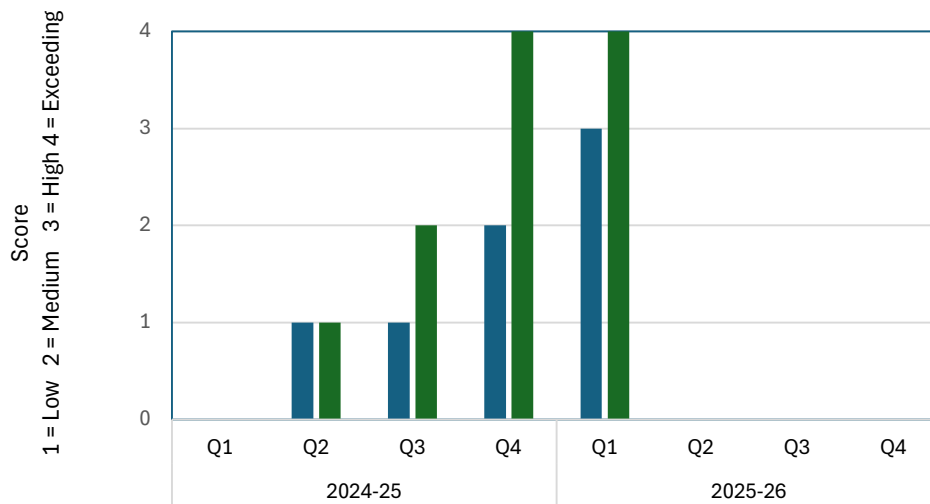
End.

Town Vision Sub Committee

Strategic Priority 1 - Boosting Jobs and Economic Prosperity		Aims of the Policy and Finance Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2025-26			
						Q1	Q2	Q3	Q4
	To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.	To maintain a formal agreement between the Town Twinning to build and maintain a friendship and promote international understanding.	Work together with the twinned Plougastel community on projects and activities. Host a regular town twinning festival or celebration, alternating between the two towns, to celebrate the partnership. This could include cultural performances, food, and art from each town.	Admin located orginal agreement following extensive communications with keystakeholders to focus on deliver of projects and activities The Mayor gave a Cornish themed gift to the twinned Plougastel	3	3			
		To support the enhancement of community engagement by providing grants and funding for local events, community initiatives and programs.	Supporting events, programs and initiatives that enhance the towns attractiveness and economic activity. Improved community cohesion that fosters local talent and promotes diversity	P&F Committee held on 10 June Minute NR 184/25/26 awarded £575 to Tincombe Tea Party Support for Regatta and May Fair festival Free room hire for various community organisations to assist with community cohesion such as Christmas Light Switch On Event, Churchtown Farm Reserve, Town Team, St Barnabus Charity	4	4			

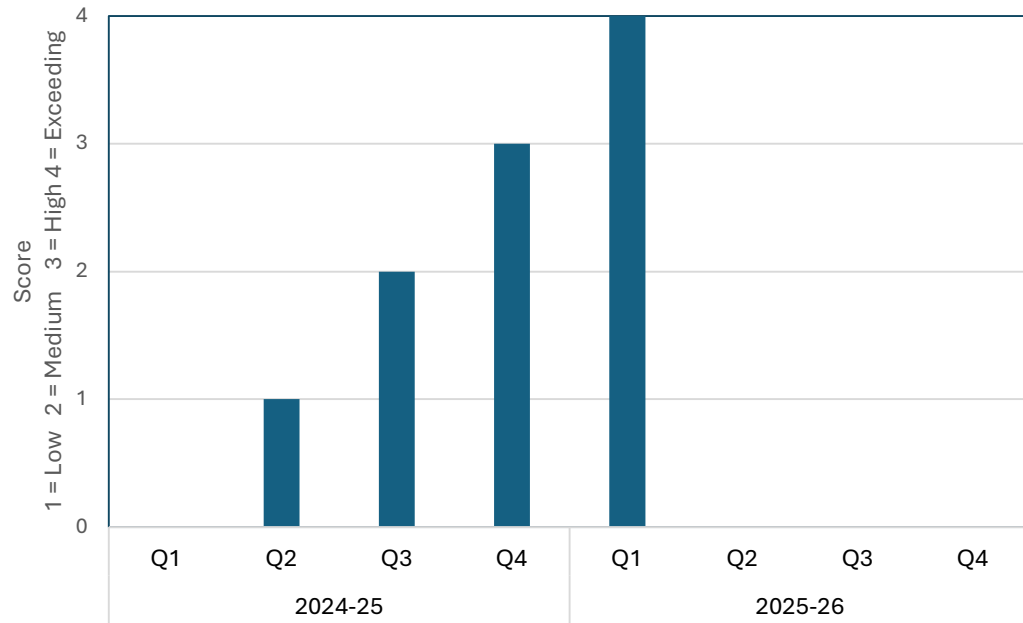
Business Plan

Strategic Priority 1 - Boosting Jobs and Economic Prosperity




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

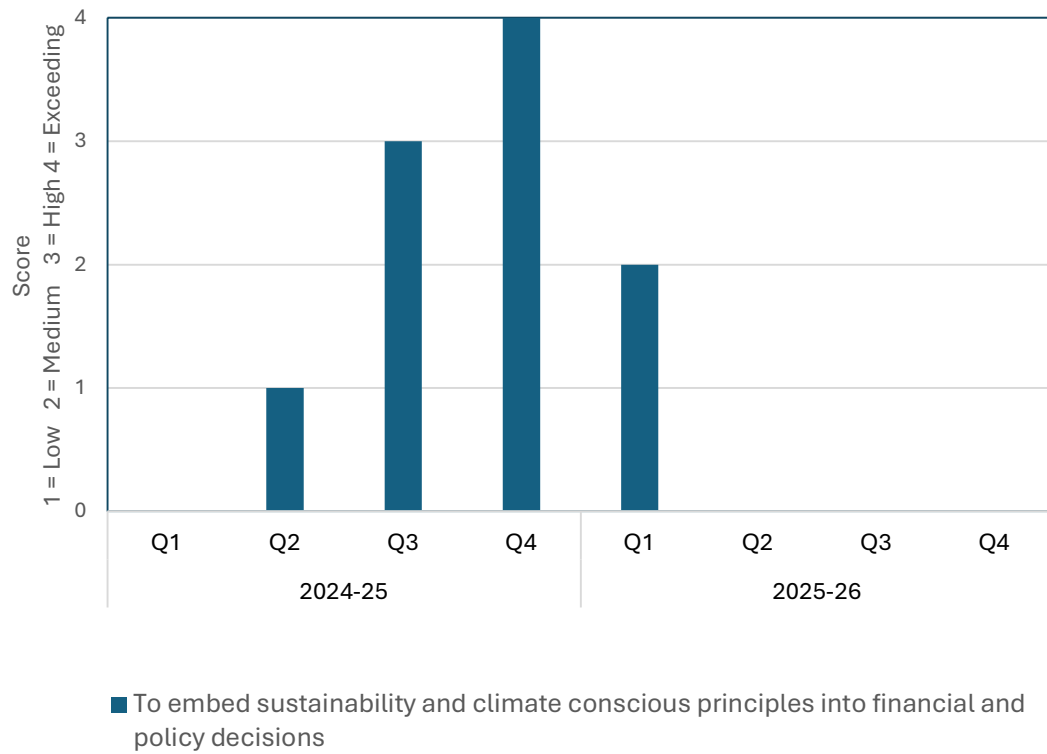
Business Plan
Strategic Priority 2 - Health and Wellbeing
Aims of the Policy and Finance Committee



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

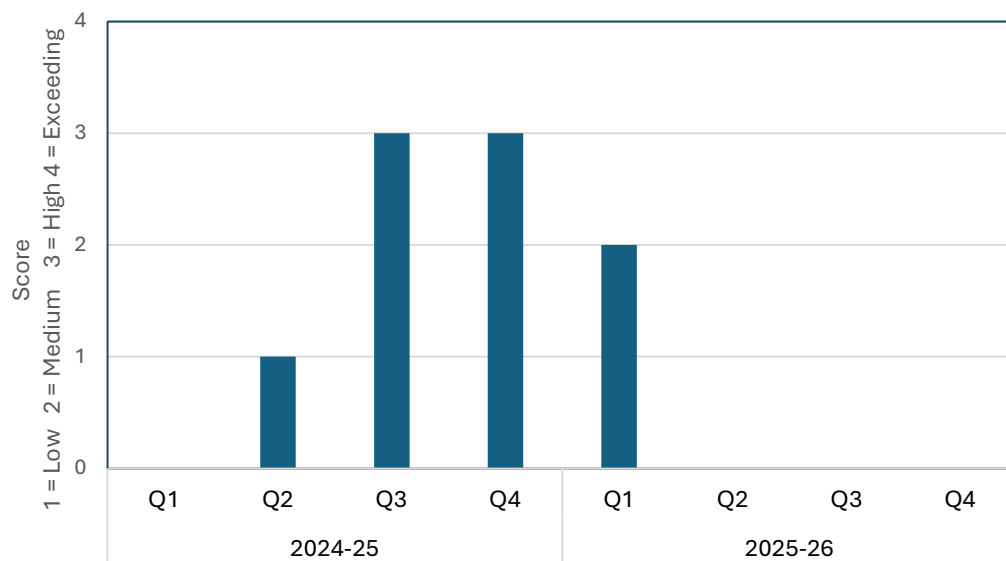
Strategic Priority 5 - Climate Emergency		Aims of the Policy and Finance Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2025-26			
						Q1	Q2	Q3	Q4
	To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.	To embed sustainability and climate conscious principles into financial and policy decisions	Support and encourage community projects, infrastructure developments and public services ensuring they align with environmental best practices where possible.	Annual Festival Fund and Community Chest grants to support and encourage community projects	2	2			
			Commit to integrating climate change action into the Town Council policies.	Town Council policies consider climate change where possible					

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




Strategic Priority 6 - Recreation and Leisure		Aims of the Policy and Finance Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2025-26			
						Q1	Q2	Q3	Q4
	To continue to provide, improve, and support in Saltash, play parks, open green spaces, library service, cultural acitivity, leisure and support facilities, and to acknowledge our unique position on the Tamar and Lynher Rivers.	Establish, review and promote match funding policies to enhance, develop and support playparks, open green spaces and recreational areas and activities	Match Funding for Play Park policy to encourage community groups to volunteer to improve the towns provision Promote the Match Funding for Play Park policy on Town Council social media channels and leaflets Partnership working with key stakeholders to support projects in the town where applicable to Policy and Finance remit	Supported Summerfields continued success of match funding and further installation of Play Equipment	2	2			

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

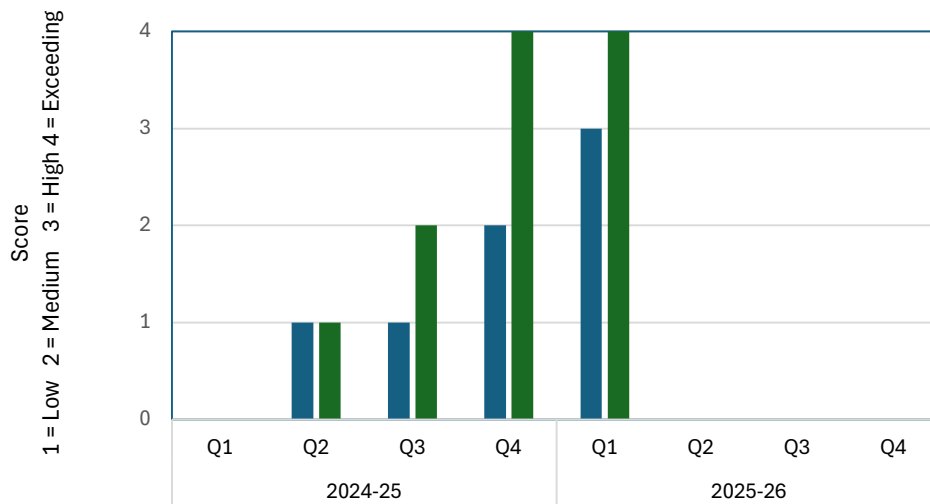


■ Establish, review and promote match funding policies to enhance, develop and support playparks, open green spaces and recreational areas and activities

Strategic Priority 1 - Boosting Jobs and Economic Prosperity		Aims of the Policy and Finance Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2025-26			
						Q1	Q2	Q3	Q4
	To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.	To maintain a formal agreement between the Town Twinning to build and maintain a friendship and promote international understanding.	Work together with the twinned Plougastel community on projects and activities. Host a regular town twinning festival or celebration, alternating between the two towns, to celebrate the partnership. This could include cultural performances, food, and art from each town.	Admin located orginal agreement following extensive communications with keystakeholders to focus on deliver of projects and activities The Mayor gave a Cornish themed gift to the twinned Plougastel	3	3			
		To support the enhancement of community engagement by providing grants and funding for local events, community initiatives and programs.	Supporting events, programs and initiatives that enhance the towns attractiveness and economic activity. Improved community cohesion that fosters local talent and promotes diversity	P&F Committee held on 10 June Minute NR 184/25/26 awarded £575 to Tincombe Tea Party Support for Regatta and May Fair festival Free room hire for various community organisations to assist with community cohesion such as Christmas Light Switch On Event, Churchtown Farm Reserve, Town Team, St Barnabus Charity	4	4			

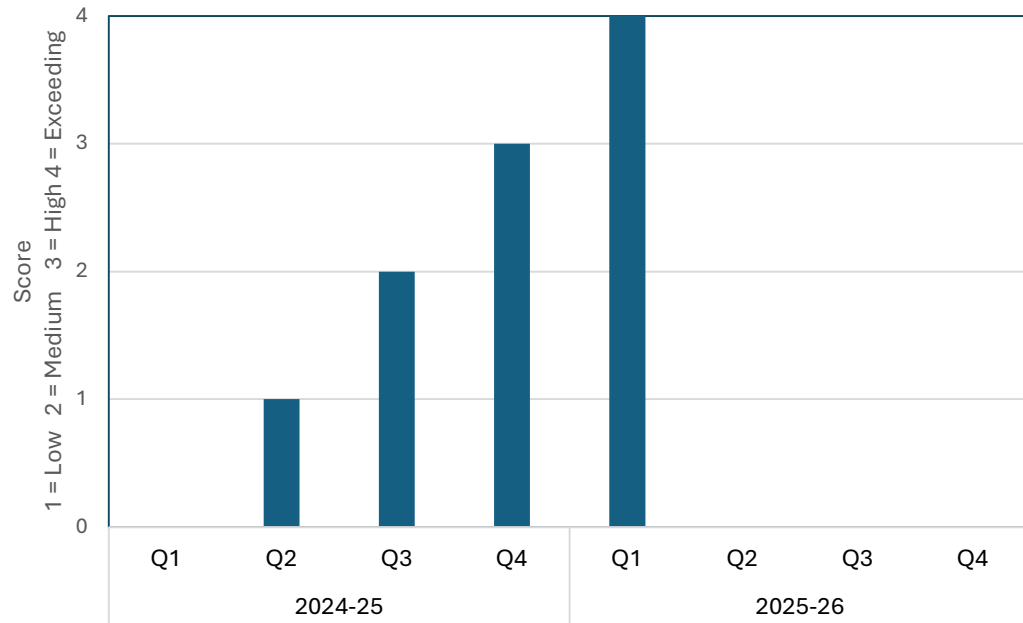
Business Plan

Strategic Priority 1 - Boosting Jobs and Economic Prosperity




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

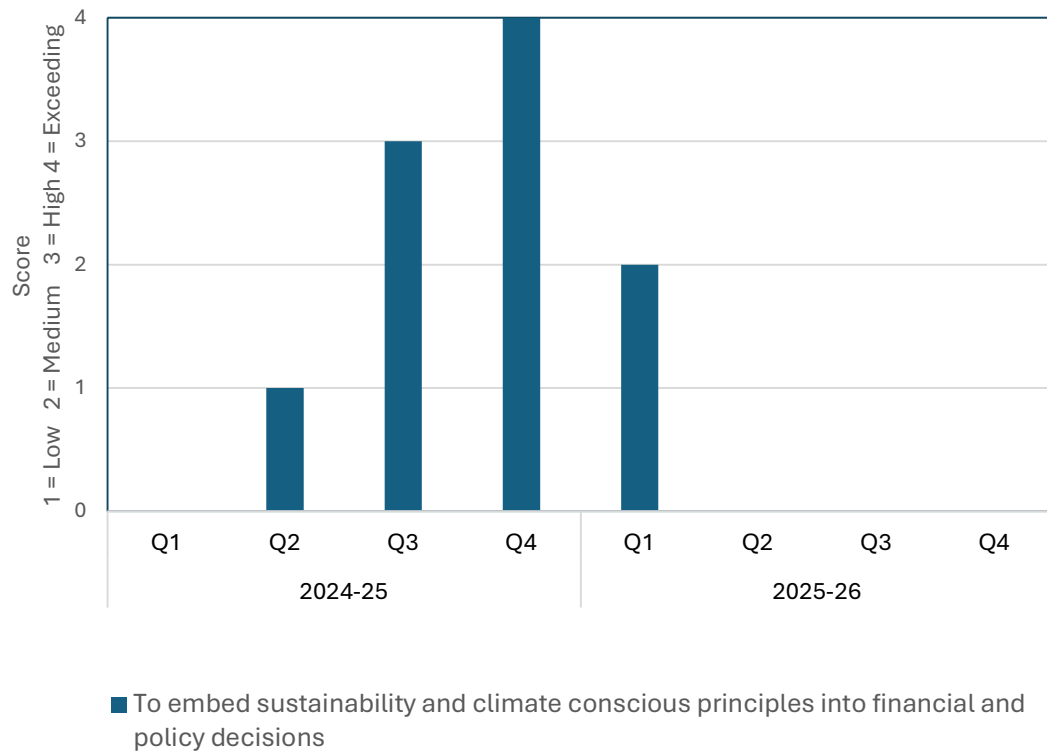
Business Plan
Strategic Priority 2 - Health and Wellbeing
Aims of the Policy and Finance Committee



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

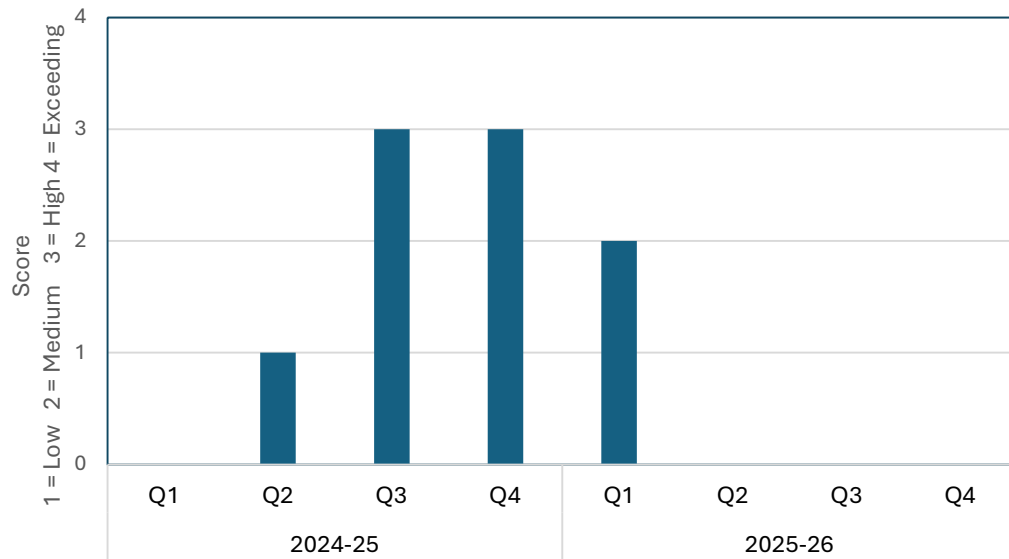
Strategic Priority 5 - Climate Emergency		Aims of the Policy and Finance Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2025-26			
						Q1	Q2	Q3	Q4
	To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.	To embed sustainability and climate conscious principles into financial and policy decisions	Support and encourage community projects, infrastructure developments and public services ensuring they align with environmental best practices where possible.	Annual Festival Fund and Community Chest grants to support and encourage community projects	2	2			
			Commit to integrating climate change action into the Town Council policies.	Town Council policies consider climate change where possible					

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




Strategic Priority 6 - Recreation and Leisure		Aims of the Policy and Finance Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2025-26			
						Q1	Q2	Q3	Q4
	To continue to provide, improve, and support in Saltash, play parks, open green spaces, library service, cultural acitivity, leisure and support facilities, and to acknowledge our unique position on the Tamar and Lynher Rivers.	Establish, review and promote match funding policies to enhance, develop and support playparks, open green spaces and recreational areas and activities	Match Funding for Play Park policy to encourage community groups to volunteer to improve the towns provision Promote the Match Funding for Play Park policy on Town Council social media channels and leaflets Partnership working with key stakeholders to support projects in the town where applicable to Policy and Finance remit	Supported Summerfields continued success of match funding and further installation of Play Equipment	2	2			

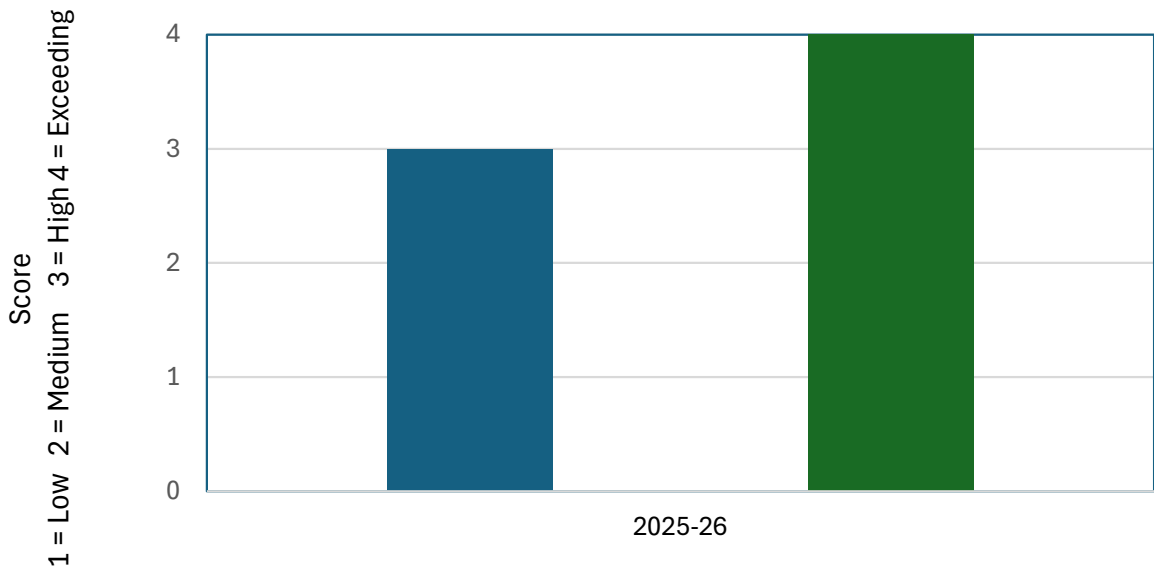
Business Plan
Strategic Priority 6 - Recreation and Leisure
Aims of the Policy and Finance Committee



■ Establish, review and promote match funding policies to enhance, develop and support playparks, open green spaces and recreational areas and activities

Strategic Priority 1 - Boosting Jobs and Economic Prosperity		Aims of the Policy and Finance Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2025-26	
						Q1	Q2
	To ensure Saltash benefits from higher income, reduced poverty, improved facilities and quality of life. Promote Saltash as a vibrant and welcoming visitor destination.	To support the enhancement of community engagement by providing grants and funding for local events, community initiatives and programs.	Supporting events, programs and initiatives that enhance the towns attractiveness and economic activity. Improved community cohesion that fosters local talent and promotes diversity		4	4	
		To maintain a formal agreement between the Town Twinning to build and maintain a friendship and promote international understanding.	Work together with the twinned Plougastel community on projects and acivities. Host a regular town twinning festival or celebration, alternating between the two towns, to celebrate the partnership. This could include cultural performances, food, and art from each town. Enhance the promotion of Saltash Town Council twinning with Plougastel and future visits via social media, website and notice boards;		3	3	


Business Plan Strategic Priority 1 - Boosting Jobs and Economic Prosperity



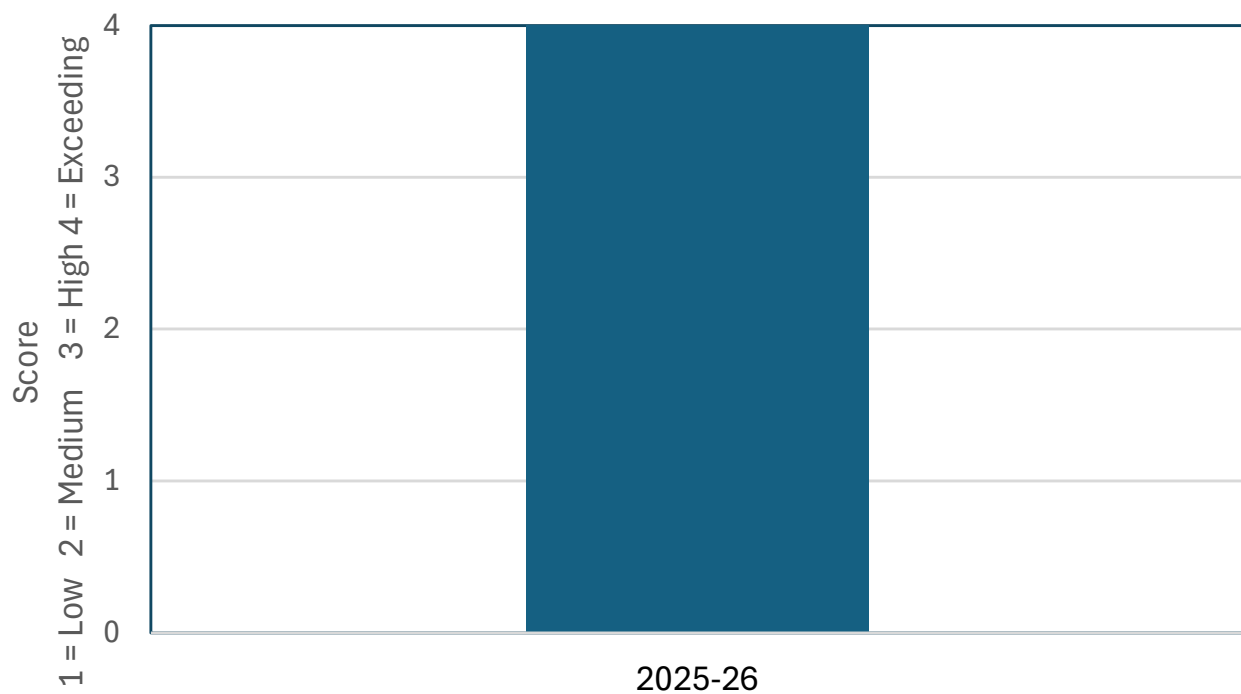
■ To maintain a formal agreement between the Town Twinning to build and maintain a friendship and promote international understanding.




■ To support the enhancement of community engagement by providing grants and funding for local events, community initiatives and programs.

Strategic Priority 2 - Health and Wellbeing		Aims of the Policy and Finance Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2025-26	
						Q1	Q2
	To support the Saltash Healthcare Action Group in improving our local NHS provision. Support improvement to mental health, fitness facilities, educational wellbeing of children and opportunities to access a high level of quality learning for young people.	To continue supporting professional youth work and to foster collaboration among youth organisations through effective partnership working	Continue to provide grants and funding opportunities Establish a platform and network for youth organisations to collaborate, share ideas and pool resources Facilitate regular meetings or forums where organisations can discuss common challenges and opportunities for partnership Promote awareness for youth work by raising awareness of its benefits Share success stories from projects to demonstrate the impact and value of professional youth work		4	4	

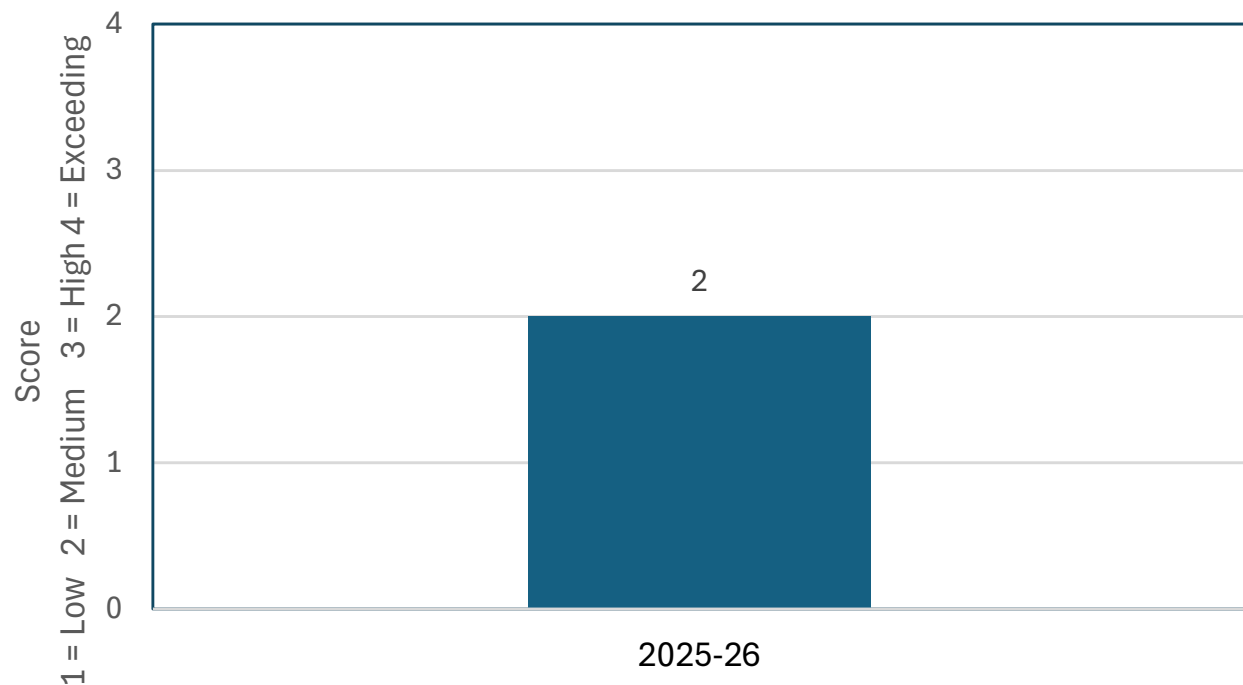
Business Plan
Strategic Priority 2 - Health and Wellbeing
Aims of the Policy and Finance Committee



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

Strategic Priority 5 - Climate Emergency		Aims of the Policy and Finance Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2025-26	
						Q1	Q2
	To continue to acknowledge a climate emergency and to bring forward a local climate change strategy.	To embed sustainability and climate conscious principles into financial and policy decisions	Support and encourage community projects, infrastructure developments and public services ensuring they align with environmental best practices where possible. Commit to integrating climate change action into the Town Council policies.		2	2	

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



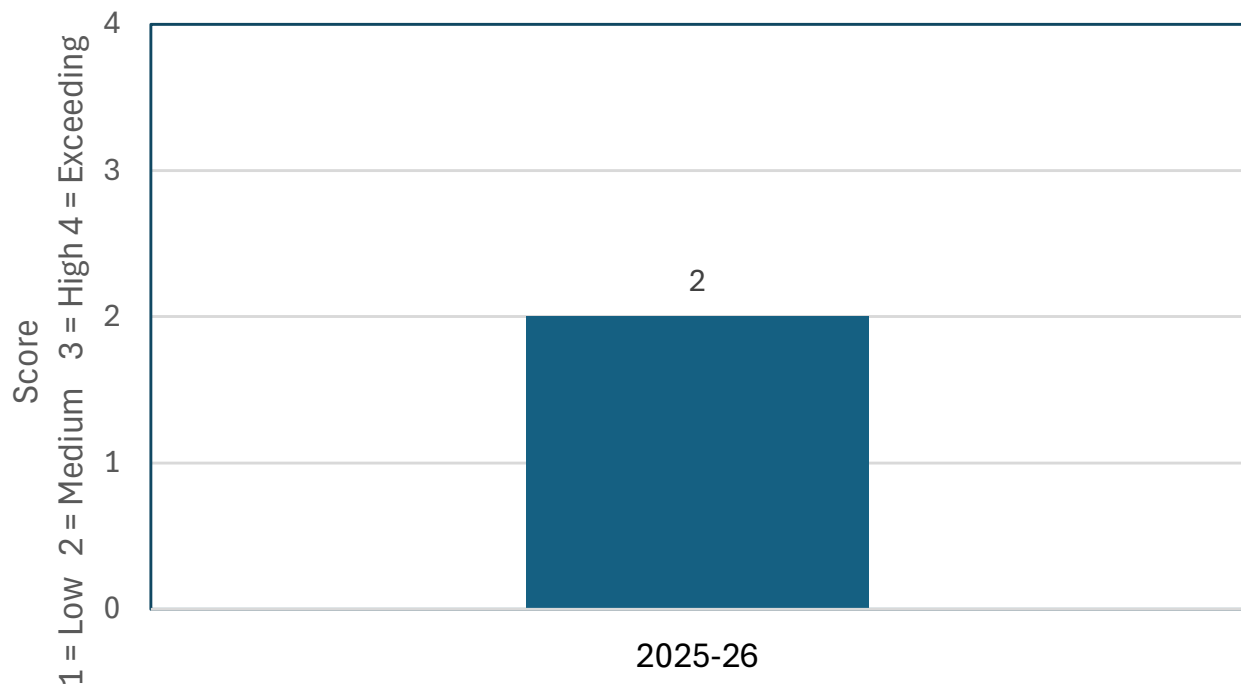
■ To embed sustainability and climate conscious principles into financial and policy decisions

Strategic Priority 6 - Recreation and Leisure		Aims of the Policy and Finance Committee	What does success look like?	Actions	Live Score (1 = Low 2 = Medium 3 = High 4 = Exceeding)	2025-26	
						Q1	Q2
	To continue to provide, improve, and support in Saltash, play parks, open green spaces, library service, cultural activity, leisure and support facilities, and to acknowledge our unique position on the Tamar and Lynher Rivers.	Establish, review and promote match funding policies to enhance, develop and support playparks, open green spaces and recreational areas and activities	Match Funding for Play Park policy to encourage community groups to volunteer to improve the towns provision Promote the Match Funding for Play Park policy on Town Council social media channels and leaflets Partnership working with key stakeholders to support projects in the town where applicable to Policy and Finance remit		2	2	

Business Plan

Strategic Priority 6 - Recreation and Leisure

Aims of the Policy and Finance Committee



- Establish, review and promote match funding policies to enhance, develop and support playparks, open green spaces and recreational areas and activities

To receive a report on VAT

Report to: Policy and Finance

Date of Report: 28 August 2025

Officer Writing the Report: Finance Officer

The last VAT Return submitted was for the period 1 April 2025 – 30 June 2025 and submitted on 5 August 2025. The refund amount was £44,168.62 and received on 11 August 2025.

The next VAT Return for the period 1 July 2025 – 30 September is due on 7 November 2025.

Signature of Officer:
Finance Officer

To approve the three-year appointment of the VAT Consultant

Report to: Policy & Finance

Date of Report: 15 September 2025

Officer Writing the Report: Finance Officer

Officers Recommendations

To reappoint **Parkinson Partnership** for a three-year contract to provide VAT consultancy services for the financial years 2025/26, 2026/27, and 2027/28. The contract will be at a fixed annual cost of £625 plus VAT, allocated to budget code 6224 PF Professional Fees.

Due to existing commitments in the 2025/26 financial year, budget code 6224 PF Professional Fees does not have sufficient available funds to cover this cost.

Therefore, it is recommended that a virement of £1,000 be made from budget code 6202 PF Civic Occasions (including Road Closures) to ensure adequate budget provision.

Report Summary

The current VAT consultancy contract, which provides essential support and guidance on VAT compliance and reporting for the Town Council, is due for renewal for the 2025/26 financial year. This consultancy service plays a critical role in ensuring the Council meets its statutory VAT obligations, particularly in relation to partial exemption calculations and the correct treatment of complex VAT transactions.

The quotation includes the option to fix the fee for 3 years which will support more accurate budgeting and protect the Council from potential annual cost increases.

Quote Provided

See **Appendix A** for quotation from **Parkinson Partnership**.

Financial Regulations/ Procurement Threshold

Does this project meet the procurement threshold?

Yes

The supplier has a strong track record with the Council, and their quality, reliability, and understanding of civic requirements justify continued use.

Budgets

Budget Codes: 6224 PF Professional Costs

Budget Availability: £1,249

Committed Spend: £999

Budget Remaining: £250

Recommend virement of £1,000 from **6202 PF Civic Occasions (including Road Closures)**

Signature of Officer:

Finance Officer

[REDACTED]

From: Steve Parkinson <steve@parkinsonpartnership.uk>
Sent: 11 September 2025 09:23
To: [REDACTED]
Subject: RE: VAT Partial exemption check for 2024/25

Hi [REDACTED],

[REDACTED]

[REDACTED]

We have been providing Saltash Town Council for VAT and finance support since 2020. We haven't increased the price since then, but we've reached the point where we need to increase it in line with our hourly rate. The service includes an annual review 'visit' (online unless I happen to be visiting Cornwall), review the council's annual VAT partial exemption calculation and provide an ongoing VAT and finance advisory service. If the council is happy to sign up to a three-year agreement rather than annual renewals, we would be happy to offer a **fixed fee of £625 plus VAT per annum** with no annual increase (last year's fee was £600 plus VAT for comparison). This agreement would cover the 2025/26, 2026/27 and 2027/28 financial years.

This fee does not include:

- attending any meetings (unless stated)
- any travel
- consultation with stakeholder groups
- representing the council to HMRC
- rescuing the council if they ignore the advice given

The Parkinson Partnership LLP has been commissioned to advise over 300 parish and town councils on VAT over the last 10 years. We also provide advice to the members of 41 county associations of local councils. We are regulated by AAT in providing tax advice and supervised by them for anti-money laundering purposes. All advice is covered by our professional indemnity insurance and we are happy to put you in touch with satisfied customers if required.

Regards

Steve Parkinson
The Parkinson Partnership LLP
International House
Southampton International Business Park
George Curl Way
Southampton SO18 2RZ

023 8218 2318



www.parkinsonpartnership.uk

The Parkinson Partnership LLP is a Limited Liability Partnership registered in England, no. OC401821,
Registered Office: International House, Southampton International Business Park, George Curl Way, Southampton SO18 2RZ
Members: Steve Parkinson FMAAT, Cordelia Parkinson

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

Report to: Policy and Finance

Date of Report: 15 September 2025

Officer Writing the Report: Finance Officer

Officers Recommendation:

Members are asked to note the report and consider providing delegated authority to the Finance Officer to invest £400,000 of the final precept instalment for the year 2025-26 in the existing Town Council Nationwide 95 days' Notice account subject to this option remaining the most competitive in September 2025. Refer to point 4 of this report for further information.

1. Details of Investment Balances Held at 15 September 2025

Investment Description	Amount	Limit of Investment	Required Period to Withdraw	Maturity Date	Percentage Rate
CCLA Public Sector Deposit Fund	£500,000	£500,000	Next Day	N/A	4.11% - August 2025
Barclays Active Saver	£800,884	£10,000,000+	Instant	N/A	1.20% - July 2025 Reducing to 1.10% - November 2025
Nationwide 95 day Notice Account – Issue 11	£590,650	£1,000,000	95 days' notice	N/A	3.60% - July 2025 Reducing to 3.40% - November 2025
Cornwall Council Deposit Fund	£989,851	£1,000,000	Before 9:30am, same day. After 9:30am, next day	N/A	4.56% - August 2025

2. Recent transfers between accounts for the period June to September 2025

The below table displays transfers between accounts for the above period to cover expenditure and salaries for Members information.

Date	CCLA Public Sector Deposit Fund	Barclays Active Saver	Nationwide 95 day Notice Account	Cornwall Council Deposit Fund	Barclays Current Account
Jun-25		-£200,000			£200,000
Jun-25				-£100,000	£100,000
Jul-25		-£31,000			£31,000
Aug-25				-£100,000	£100,000
Aug-25			-£125,000		£125,000
Aug-25		£100,000			-£100,000
Sep-25			-£125,000		£125,000
Sep-25				£200,000	-£200,000
Sep-25		£750,000			-£750,000
TOTALS	£0	£619,000	-£250,000	£0	-£369,000

3. Precept income of £789,707.50 invested as follows:

- **£39,707.50** retained in Barclays Business current account for future expenditure and salaries
- **£750,000** from Barclays Business current account to Barclays Active Saver for short-term investment.

4. Options to invest the Balance held in the Barclays Active Saver

Balance held at 15 September 2025: **£800,884**

Three months of an average monthly expenditure/salaries must be retained in the Barclays Active Saver to cover the Town Council liabilities: **£400,884**

Balance to invest: **£400,000**

Below are three options based on the most competitive rates available at the time.

Option 1 - Lloyds (Current Investment £0)

AER ¹	Gross p.a. ²	Term length
1.41%	1.40%	3 months
2.25%	2.24%	6 months
2.25%	2.24%	9 months
2.24%	2.24%	12 months
2.25%	2.24%	Fixed until 22/04/2026
2.24%	2.24%	Fixed until 16/12/2026

Interest rates stated above are available as at 19/09/2025 and expire on 06/11/2025 but may be subject to change. Once you open your deposit account, the interest rate is fixed, so will stay the same throughout your chosen term.

See **Appendix A** for more information

Estimated monthly interest based on investment of £400,000 at 2.25% is £750. If invested for 6 months the total interest received would be £4,500 / 9 months would be £6,750. Interest to be paid at the end of the term.

- **Advantage:** The interest rate is fixed for the duration of the investment, ensuring a guaranteed return regardless of any changes to the Bank of England base rate.
- **Disadvantage:** Withdrawals are not permitted during the fixed term. However, if funds are needed for larger projects, the council has the option to access money from the Cornwall Council Deposit Fund

Option 2 - Nationwide 95 Day Saver Issue 11 (Current Investment £590,650)

Account type	Annual AER	Annual gross p.a.	Monthly AER	Monthly gross p.a.
Business 95 Day Saver Issue 11 Effective 24 June 2025 - Ongoing	3.60%	3.60%	3.60%	3.54%

Note: Interest rate reduction from November 2025 to Annual AER 3.40%

Estimated monthly interest based on investment of £400,000 at 3.40% is £1,133 (received annually in April).

- **Advantage:** Offers a competitive interest rate, and withdrawals are permitted with 95 days' notice. This provides flexibility, though it requires careful cashflow planning to ensure funds are available when needed.
- **Disadvantage:** The interest rate is variable, meaning it may decrease if the Bank of England base rate falls. While it could increase, this is less likely in the current economic climate.

Option 3 – research other competitive saving accounts

From past experience, the Finance Department has found that opening new accounts to secure a better savings rate is not as straightforward as it may appear, due to Saltash Town Council being classified under the local government sector.

While there may be other competitive rates available, the application process is often time-consuming and not cost-effective for the Town Council. Additionally, there have been instances where the advertised rates were not accessible to the Council because of specific eligibility criteria set by the banks.

This process has become even more challenging since the removal of dedicated Bank Managers for business accounts.

5. CCLA Public Sector Deposit Fund

Letter received dated 2 July 2025 – Refer to **Appendix B** for further information.

In summary:

CCLA has announced several changes to the Public Sector Deposit Fund, effective from 1 September 2025. The annual management charge (AMC) for share class 4 will return to 0.10%, with an additional 0.01% in other charges, raising the overall ongoing charges figure (OCF) to 0.11%. The fund will also remove previously proposed AMC reductions linked to fund size and revise the minimum investment requirement for new investors to £1 million, though existing investors are exempt. Additionally, the advisory board (Local Authorities' Mutual Investment Trust) will be discontinued as the fund opens to non-public sector investors. Other updates include provisions for reclassifying investors who don't meet minimum requirements and reinvesting unclaimed distributions after three years. No action is required from current investors.

Email correspondence received – Refer to **Appendix C** for further information

In summary:

CCLA has announced that, subject to regulatory approval, it will be acquired by Jupiter Investment Management Group, a leading European investment manager. This partnership aims to strengthen CCLA's ability to serve its clients by retaining its brand, investment approach, and mission, while benefiting from Jupiter's broader resources, investment expertise, and distribution network. The acquisition is intended to support CCLA's future growth and extend its responsible investment practices to a wider audience. Clients are assured that service quality will remain unchanged.

Signature of Officer:
Finance Officer

Fixed Term Deposit

Product information factsheet

Our Fixed Term Deposit is designed for earning interest on money deposited in the account for a fixed period.

Quick Facts

Product Type:	Deposit
Deposit Type:	Fixed Term
Interest Rate:	Fixed until the Maturity Date
Interest Payment Frequency:	For Deposits up to one year in duration, interest is paid on the Maturity Date. For Deposits over one year in duration, interest is paid on each anniversary of the Deposit's Value Date and on the Maturity Date. [†]
Minimum Deposit Amount:	10,000 (£ / € / \$)*
Maximum Deposit Amount:	5,000,000 (£ / € / \$)*
Minimum Duration:	Overnight (1 Day)
Maximum Duration:	2 years [†]
Statement Frequency:	None

Definitions



- **FTD:** Fixed Term Deposit.
- **Interest Rate:** Fixed rate of interest that will apply to your FTD.
- **Lloyds Bank/We/Us/Our:** Lloyds Bank plc.
- **Maturity Date:** Working Day that all monies due are paid into your Nominated Account.
- **Nominated Account:** A current account you've chosen to use for transfers from/to your FTD. It must be in the same business name as your FTD. This can be held with another bank, at Our discretion.
- **Principal:** Amount of money paid into your FTD when it's opened.
- **Value Date:** Working Day that we receive cleared money from you.
- **Working Day:** Any day (excluding Saturday and Sunday) when the banks in London are open for business.

* Larger or smaller amounts (and in other currencies) may be available on request /at Our discretion.

[†] Unless otherwise agreed.



LLOYDS

Key Features



- This Account allows you to deposit money for a set time period of your choice up to two years. You won't be able to add or withdraw money from the Account during your chosen period.
- Available in Sterling (GBP), Euro (EUR) and US Dollars (USD). Other currencies may be available on request.
- The Interest Rate is fixed.
- For deposits with a term of less than one year, the Principal and any interest are paid to your Nominated Account on the Maturity Date.
- For deposits with a term of more than one year, We'll pay interest on an annual basis. The Principal and any remaining interest will be paid to Your Nominated Account on the Maturity Date.
- If you have access to Online for Business, you can view and service your FTD online (GBP only).

Benefits



- Tailored to suit your needs.
- You'll earn a fixed rate of interest.

Risks



- You can't cancel a FTD or make any withdrawals prior to the Maturity Date. This means that your financial position must allow you to be able to cover any cash flow needs you may have during the fixed term.

How to open your Account



- To open a FTD, you can apply online in Online for Business. Go to: lloydsbank.com/business/logon Or you can call your Lloyds Bank representative.
- You'll need to have a separate Nominated Account which must be in the same business name as your FTD.
- A Trade Identification will be provided for your new FTD.
- No more money can be added once your FTD is agreed.
- More than one FTD can be opened.
- A confirmation will be sent to you for each FTD that you open with Us. This will confirm the Interest Rate, Principal, Value Date, Maturity Date and the Interest amount due at maturity.
- No statements will be issued.
- The FTD starts from the agreed Value Date. You must have money available on this date. A delay in the receipt of money may result in a loss of interest on your FTD.

- On the Maturity Date, We'll transfer the Principal and any interest to your Nominated Account. This instruction can be changed prior to this date. Any instructions received on or after this date won't have any effect.
- Options of how to change instructions prior to Your Maturity Date, including alternative terms available, can be done via Online for Business or by calling Your Lloyds Bank representative.
- Alternatively, You can opt in to have the final balance on your FTD automatically reinvested into a new FTD for the same duration. In this case, your new FTD will be placed at the prevailing market Interest Rate on the Maturity Date. Remember that Interest Rates can go down as well as up.

Important Information



- Your FTD is subject to Us receiving all necessary documentation and carrying out internal checks.
- We reserve the right to reject an application.
- Terms and Conditions apply which you should read carefully. Go to: www.lloydsbank.com/commercialbanking_deposit_termsofbusiness
- Interest on your FTD is paid gross with no tax deducted.
- You're responsible for making sure that payment is made to the relevant revenue authorities for any tax liability due in respect of your FTD. However, We reserve the right to withhold tax from any amount that We pay to you.
- We may occasionally be required to report details of any information We hold about your Account to regulatory or other authorities. We reserve the right to do so without any further notice to you.

Help and support



- Need some extra help or support? If you'd like more information about the product or any other support, please call us on **0345 305 5555**. We'll always do whatever We can to help.
- If you'd like to review other Savings options, go to: lloydsbank.com/business/savings

Summary Box

Account Name	<ul style="list-style-type: none">Fixed Term Deposit.																				
What is the Interest Rate?	<div><ul style="list-style-type: none">A fixed rate of interest will apply to your Account.The below table shows the Interest Rates currently available on some of Our standard Fixed Term Deposits.<table><tr><th>Term</th><th>Gross Rate p.a.</th><th>AER</th></tr><tr><td>3 months</td><td>1.40% (fixed)</td><td>1.41% (fixed)</td></tr><tr><td>6 months</td><td>2.24% (fixed)</td><td>2.25% (fixed)</td></tr><tr><td>9 months</td><td>2.24% (fixed)</td><td>2.25% (fixed)</td></tr><tr><td>12 months</td><td>2.24% (fixed)</td><td>2.24% (fixed)</td></tr></table><ul style="list-style-type: none">The Interest Rates stated above are available for businesses with an annual turnover up to £25 million. If your turnover exceeds this, please contact your Lloyds Bank representative for relevant rates.These Interest Rates stated above were set on 08/08/2025 but may be subject to change.More information on Our Interest Rates is available on Our website. Go to: www.lloydsbank.com/business/savingsWe only display standard terms online for Fixed Term Deposits. If you would like to apply for bespoke term lengths or you need specific start and end dates for your deposit, please call us on 0345 305 5555. We're available 8am to 5pm, Monday to Friday.When We calculate the interest, We look at how many days there are in a year for the currency you choose. For example, if you choose Sterling (GBP), We assume that there are 365 days in a year. If you choose Euro (EUR) or US Dollars (USD), We assume that there are 360 days in a year. We then divide the number of days in your FTD by the number of days in a year for your currency. This gives us a fraction that We use to multiply the Interest Rate and the amount of money you deposit.Interest is paid at the end of the agreed term.AER – The AER stands for Annual Equivalent Rate and is the notional rate which illustrates the gross rate as if paid and compounded on an annual basis. As every advert for a savings product will contain an AER you'll be able to compare more easily what return you can expect from your savings over time.Gross Rate – Gross rate means that no tax will be automatically deducted from interest on your behalf. You are responsible for paying any tax due to HM Revenue and Customs. Whilst the Gross rate quoted is the annual rate of interest, please note that the duration of your deposit will affect the amount of interest that you're paid.</div>	Term	Gross Rate p.a.	AER	3 months	1.40% (fixed)	1.41% (fixed)	6 months	2.24% (fixed)	2.25% (fixed)	9 months	2.24% (fixed)	2.25% (fixed)	12 months	2.24% (fixed)	2.24% (fixed)					
Term	Gross Rate p.a.	AER																			
3 months	1.40% (fixed)	1.41% (fixed)																			
6 months	2.24% (fixed)	2.25% (fixed)																			
9 months	2.24% (fixed)	2.25% (fixed)																			
12 months	2.24% (fixed)	2.24% (fixed)																			
Can Lloyds Bank change the Interest Rate?	<ul style="list-style-type: none">No. The Interest Rate is fixed for the term of the FTD.																				
What might the future balance be?	<div><ul style="list-style-type: none">An illustration of an estimated future balance based on a range of terms is shown below.<table><tr><th>Initial Deposit</th><th>Term</th><th>Gross Rate p.a.</th><th>Final Balance</th></tr><tr><td>£10,000.00</td><td>3 months</td><td>1.40% (fixed)</td><td>£10,034.90</td></tr><tr><td>£10,000.00</td><td>6 months</td><td>2.24% (fixed)</td><td>£10,112.31</td></tr><tr><td>£10,000.00</td><td>9 months</td><td>2.24% (fixed)</td><td>£10,168.15</td></tr><tr><td>£10,000.00</td><td>12 months</td><td>2.24% (fixed)</td><td>£10,224.00</td></tr></table><ul style="list-style-type: none">We worked this out based on:<ul style="list-style-type: none">— The principal amount paid into the FTD— Interest is paid on the Maturity Date</div>	Initial Deposit	Term	Gross Rate p.a.	Final Balance	£10,000.00	3 months	1.40% (fixed)	£10,034.90	£10,000.00	6 months	2.24% (fixed)	£10,112.31	£10,000.00	9 months	2.24% (fixed)	£10,168.15	£10,000.00	12 months	2.24% (fixed)	£10,224.00
Initial Deposit	Term	Gross Rate p.a.	Final Balance																		
£10,000.00	3 months	1.40% (fixed)	£10,034.90																		
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£10,000.00	9 months	2.24% (fixed)	£10,168.15																		
£10,000.00	12 months	2.24% (fixed)	£10,224.00																		
How do I open and manage my FTD?	<ul style="list-style-type: none">To apply for a FTD you should:<ul style="list-style-type: none">— Need the account for business purposes— Be a sole trader, partner or director— Be age 18 or over— Be based and operating in the UK (excluding Channel Islands and Isle of Man)You can open your FTD online or over the phone.A minimum of £/€/ \$ 10,000 is required to open a FTD.The maximum amount you can place in a FTD is £/€/ \$ 5,000,000.You can manage your FTD online (desktop only), over the phone or by email.																				
Can I withdraw money?	<ul style="list-style-type: none">No withdrawals are allowed.On the Maturity Date, the Principal and any interest will be paid to your Nominated Account, unless otherwise agreed with you.																				
Additional information	<ul style="list-style-type: none">No more funds can be added once your FTD is agreed.																				

Our service promise

Please let us know if you have a problem – we're here to help. See our complaints process on our 'Help & Support' page at lloydsbank.com/business/complaint

Important information



Lloyds and Lloyds Bank are trading names of Lloyds Bank plc. Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 2065. Telephone: **0207 626 1500** Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under Registration Number 119278. Eligible deposits with us are protected by the Financial Services Compensation Scheme (FSCS). We are covered by the Financial Ombudsman Service (FOS). Please note that due to FSCS and FOS eligibility criteria not all business customers will be covered.

If you need this communication in another format, such as large print, Braille or audio CD, please contact us.

If you have a hearing or speech impairment, you can use Relay UK. Visit relayuk.bt.com for more information.

Looking for extra support?

To make banking with us easier and more accessible, you can ask us to change:

- how we send you letters and documents – for example, we can give you Braille or audio versions.
- how we talk to you on phone and video calls – for example, we can speak slowly and clearly.
- how we support you when you come into a branch – for example, we can arrange wheelchair access or book a longer appointment.

How to tell us you need extra support

So we can give you the right help, please update your support options in one of these ways:

- You can update your support needs within Online for Business, just head to the admin section and select your support options.
- Call **0345 072 5555**.
- Speak to someone in a branch.

2 July 2025

Dear investor,

The Public Sector Deposit Fund, a sub-fund of CCLA Public Sector Investment Fund

This letter is for your information. There is no need to take any action.

We are writing to notify you of changes that we are making to the Public Sector Deposit Fund (the fund). These changes will take effect on 1 September 2025.

Changes to charges

After careful consideration, we are making changes to the fees and charges following a review of the fund against similar funds available and money market rates. We believe that once these changes are implemented, the resulting fees and charges remain competitive.

You are invested in share class 4 of the fund which has an annual management charge (AMC) of 0.10%. This had been temporarily reduced to 0.08%. CCLA currently pays other charges, which covers the operating expenses of the fund, from the AMC it receives.

With effect from 1 September, the temporary AMC reduction will be removed and the other charges will be borne by the fund.

The table below shows the updated charges and the impact on the fund's ongoing charges figure (OCF). The OCF includes the AMC and other charges and is deducted from income before declaring the fund's yield. An administrative change to the share class name to denote investor eligibility is also shown.

	Share class name	AMC	Other charges	OCF
Before 1 Sep 25	Class 4 Shares	0.08%	0.00%	0.08%
From 1 Sep 25	SC 4 – Public Sector	0.10%	0.01%	0.11%

The prospectus currently includes a statement whereby if the fund's size reached £3 billion the AMC would be reduced by 10%, with a further 10% reduction if it reached £4.5 billion. Following a review of the fund and the AMC of other similar funds, we are removing these potential reductions in the AMC of the fund. Please note, as at 31 May 2025, the fund has yet to achieve this level and the fund's size is £1.84bn.

Change to minimum initial investment/holding

The minimum initial investment and holding requirement for share class 4 was originally set at £15 million, but has generally been waived. We are revising this minimum to £1 million. As an existing investor in this share class, this minimum will not apply to you, as long as you continue to be an investor in the fund.

Removal of the advisory board

In recent years, the fund has received interest from a range of organisations that fall outside of the public sector definition. To help the fund continue to grow, we are opening separate share classes for investors outside of the public sector.

The fund currently has an advisory board (the Local Authorities' Mutual Investment Trust) made up of public sector professionals to represent the sector and monitor certain aspects of the fund's operation. As the fund is opening to a wider group of investors, including those outside of the public sector, the decision has been made to remove the advisory board from the fund with effect from 1 September. The fund will continue to be regulated by the FCA, and subject to oversight from its depositary, HSBC.

We are also removing the reference to the Local Authorities' Mutual Investment Trust's contribution to the expenses of the fund. There have been no contributions made and no intention to do so in the future.

Other changes

- We have added text to the prospectus to explain that if investors do not maintain the minimum investment requirements for the share class in which they are invested that we will have the ability to redeem investors or move them to a different share class.
- To ensure investors do not lose any distributions that are unclaimed, we are introducing the ability to reinvest distributions that are unclaimed after a period of three years following the financial accounting period (1 April to 31 March) in which the distribution was initially paid.

Do I need to take any action?

No action is required. All of the changes detailed in this letter will be effective on 1 September 2025.

Should you have any queries or require further assistance, please contact our Client Services team at clientservices@ccla.co.uk or 0800 022 3505 between the hours of 8:30am-5:30pm Monday to Friday.

Yours sincerely



Alison Jerney

Head of Client Services

Wendy Peters

From: CCLA Investment Management [REDACTED]
Sent: 10 July 2025 07:45
To: Wendy Peters
Subject: CCLA joins Jupiter IM Group

[View this email in your browser](#)



Against the backdrop of greater regulation, CCLA has for some time been considering the governance implications of its shares being majority-owned by the funds it manages and how we can continue to best serve our clients.

Having reviewed the full range of possibilities and options available to us, that process is now concluded. We are very pleased to share with you that, subject to regulatory approval, CCLA is being acquired by Jupiter Investment Management Group Limited (Jupiter), a leading European investment manager.

We believe that this partnership delivers the best outcome for CCLA's clients. CCLA will become part of Jupiter, retaining the CCLA branding, investment, and client service approach. CCLA's teams will continue to focus on delivering investment returns and outstanding client service to all CCLA clients regardless of their size. CCLA also retains its mission, its stewardship activities, and its drive to build a better world.

At the same time, we stand to benefit from Jupiter's strength and resources. Its market-leading investment capabilities, including its 100-plus investment professionals, will add support to CCLA's existing investment team and product range. Jupiter's extensive distribution capacity both within the UK and abroad will help to facilitate CCLA's future growth, paving the way for us to expand into new markets.

We are excited about becoming a part of Jupiter as it secures our ability to serve the sectors we were established to support and to extend the reach of CCLA's responsible investment approach to a wider audience both in the UK and overseas. We are also pleased to be joining a company that shares our culture and puts the wellbeing of its staff at the centre of its business.

We recognise that many of our clients and supporters will have questions about what this means for their investments and for CCLA. To help address these queries, we would like to invite you to a webinar we plan to hold in September where Peter Hugh Smith, CCLA's CEO, and Matt Beesley, Jupiter's CEO, will discuss the new partnership and what this means for our clients, our staff and the sectors we serve. An invitation will be sent to you in due course.

At CCLA, we have always been proud of our origins in serving churches, charities and local authorities. Serving those who serve others is both humbling and rewarding. We cherish the trust our clients have placed in us and while we look back with gratitude at the last six decades, we look forward with heightened ambition and renewed confidence to all that we will help our clients achieve in the years to come.

Peter Hugh Smith
Chief Executive

Q&A

We have anticipated some immediate questions from our clients and provided answers to these below:

What is the effect for clients? Will there be changes for clients?

You should expect no change. Behind the scenes there will be more resources and support to better serve you. CCLA's teams will continue to focus on delivering investment returns and outstanding client service to all of our clients regardless of their size.

Do I need to do anything differently? Will I see any changes to my reporting?

You do not need to do anything differently. There will be no changes to your reporting.

Will CCLA's structure change?

Yes, this will change CCLA's ownership structure. Once FCA approval is granted, CCLA's shares will be acquired by Jupiter Asset Management.

Will my account number change?

No, there will be no change to account numbers.

Will there be any change to how my funds are managed?

No, these will be managed by the same team that currently manages them.

Will CCLA change its name?

No, CCLA will retain its identity.

Does the change in ownership change the investment style?

No, there will be no change to our investment team, approach or philosophy. Your fund will be managed by the same team as currently.

Will there be any change to the fees I pay?

No. Your fees will remain the same.

Will there be any changes to the service I have access to currently? E.g. Client Services team available by phone and email?

There will be no change to your client services.

Will there be any changes to the senior management at CCLA?

There are no plans for change in the senior management.

Is CCLA still taking on new clients?

Yes! CCLA continues to grow, and we remain excited about the future growth of the business.



No longer wish to receive these emails?

You can [unsubscribe](#).

To receive the current STC Committee budget statements and consider any actions and associated expenditure

Report to: Policy and Finance

Date of Report: 29 August 2025

Officer Writing the Report: Finance Officer

Officers recommendation:

Members are asked to consider making the recommended virements to avoid budgets being overspent.

Budget Code TO	Details	Budget Code FROM	Virement Amount
6213 PF Councillor Training & Expenses	Balance Available £145. Committed costs £1,007. Recommended Virement of £1,500	6271 PF EMF Election	£1,500.00
6224 PF Professional Costs	Balance Available £1,249. Committed costs £1,997. Recommended Virement of £1,500	6202 PF Civic Occasions (including Road Closures)	£1,500.00

Signature of Officer:
Finance Officer

Burial Authority Committee - Burial Authority Budget 2025-26
 Saltash Town Council
 For the 4 Months ended 31st July 2025

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
Burial Authority Operating Income				
4612 BA Cemetery Fees	21,390	15,000	8,757	6,243
4614 BA Memorial Bench Income	167	458	0	458
4615 BA National Grid Wayleave Income	0	15	14	1
4616 BA Churchtown Carpark Income	0	1,000	0	1,000
Total Burial Authority Operating Income	21,557	16,473	8,772	7,701
Burial Authority Operating Expenditure				
6000 BA Petrol	360	250	15	235
6001 BA Machinery Maintenance Costs	287	305	100	205
6004 BA General Site Maintenance	608	1,000	394	606
6005 BA Fire Extinguishers	0	100	0	100
6008 BA Tree Survey & Tree Maintenance	0	875	364	511
6009 BA Electricity Costs	345	406	69	337
6010 BA PWLB Loan Repayment & Interest	21,385	10,693	10,692	1
6011 BA Water	0	403	0	403
6012 BA Memorial (Expenditure)	173	408	(33)	441
6013 BA Security Alarm Maintenance	186	241	230	11
6014 BA Cemetery Software Subscription	912	726	387	339
Total Burial Authority Operating Expenditure	24,255	15,407	12,217	3,190
Total Burial Authority Operating Surplus/ (Deficit)	(2,699)	1,066	(3,445)	4,511
Burial Authority EMF Expenditure				
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
Total Burial Authority EMF Expenditure	133	23,484	0	23,484
Total Burial Authority Expenditure (Operational & EMF)	24,389	38,891	12,217	26,674
Total Burial Authority Budget Surplus/ Deficit	(2,832)	(22,418)	(3,445)	(18,973)

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 4 Months ended 31 July 2025

Account	Prior YTD 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
Burial Board Operating Income				
4600 BB Cemetery Fees (St. Stephens)	8,075	6,000	1,735	4,265
4605 BB SLA Payment Grass Cutting	659	659	666	(7)
4607 BB Memorial Bench Income (St Stephens)	0	450	0	450
Total Burial Board Operating Income	8,734	7,109	2,401	4,708
Burial Board Operating Expenditure				
6100 BB Petrol	257	200	36	164
6101 BB Machinery Maintenance Costs	746	793	233	560
6104 BB General Site Maintenance	1,137	2,000	50	1,950
6108 BB Tree Survey & Tree Maintenance	480	4,032	500	3,532
6109 BB Memorial Bench (Expenditure)	0	388	0	388
Town & Waterfront Expenditure	0	0	0	0
Total Burial Board Operating Expenditure	2,620	7,413	818	6,595
Total Burial Board Operating Surplus/ (Deficit)	6,114	(304)	1,583	(1,887)
Burial Board EMF Expenditure				
6170 BB EMF General Maintenance	0	9,952	0	9,952
Total Burial Board EMF Expenditure	0	9,952	0	9,952
Total Burial Board Expenditure (Operational & EMF)	2,620	17,365	818	16,547
Total Burial Board Budget Surplus/Deficit	6,114	(10,256)	1,583	(11,839)

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 4 Months ended 31 July 2025

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
Guildhall Operating Income				
4200 GH Income - Guildhall Bookings	1,916	2,000	1,263	737
4201 GH Income - Guildhall Refreshments	228	242	86	156
4206 GH Income - Guildhall Photocopying Income	59	69	68	1
Total Guildhall Operating Income	2,204	2,311	1,417	894
Guildhall Operating Expenditure				
6400 GH Rates - Guildhall	10,729	11,051	10,729	323
6401 GH Water Rates - Guildhall	765	827	84	743
6402 GH Gas - Guildhall	3,502	5,718	(33)	5,751
6403 GH Electricity - Guildhall	5,041	9,728	894	8,834
6404 GH Fire, Security Alarm & CCTV - Guildhall	1,229	1,012	903	109
6408 GH Cleaning Materials & Equipment - Guildhall	1,176	1,385	604	781
6409 GH Boiler Service & Maintenance	677	1,255	0	1,255
6410 GH General Repairs & Maintenance	3,003	3,203	781	2,422
6412 GH Lift Service & Maintenance	2,852	3,741	1,237	2,504
6413 GH Refreshment Costs - Guildhall	428	245	36	209
6414 GH Equipment - Guildhall	658	4,725	1,056	3,669
6418 GH EMF Legal & Professional Fees	9,603	418	0	418
Total Operating Expenditure	39,662	43,308	16,290	27,018
Total Guildhall Operating Surplus/ Deficit	(37,459)	(40,997)	(14,873)	(26,124)
Guildhall EMF Expenditure				
6470 GH EMF Guildhall Maintenance	77,531	27,422	6,927	20,495
Total Guildhall EMF Expenditure	77,531	27,422	6,927	20,495
Total Guildhall Expenditure (Operational & EMF)	117,193	70,730	23,217	47,513
Total Guildhall Budget Surplus/ (Deficit)	(114,990)	(68,419)	(21,800)	(46,619)

To/From Reserves & Budget Virements
 1. 6410 GH General Maintenance & Repairs includes income received for resale of shelving £65

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 4 Months ended 31 July 2025

Account	Prior YTD 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
Library Operating Income				
4517 LI Library - Replacement Membership Cards	13	50	9	41
4518 LI Library - Photocopying Fees	941	600	274	326
4524 LI Library Book Sales	131	300	48	252
4526 LI Library Activity Income	0	180	0	180
Total Library Operating Income	1,085	1,130	331	799

Library Operating Expenditure				
6900 LI Rates - Library	13,099	13,492	13,099	393
6901 LI Water Rates - Library	327	403	94	309
6902 LI Gas - Library	3,196	6,216	18	6,198
6903 LI Electricity - Library	3,414	4,946	560	4,386
6904 LI Fire, Security Alarm & CCTV - Library	788	1,143	1,243	(100)
6908 LI Cleaning Materials & Equipment - Library	739	983	226	757
6909 LI Boiler Service & Maintenance - Library	292	905	288	618
6910 LI General Repairs & Maintenance - Library	2,326	2,510	1,606	904
6911 LI TV License & PRS - Library	291	474	42	432
6913 LI Refreshment Costs - Library	49	315	44	271
6914 LI Equipment - Library	734	830	160	670
6921 LI IT & Office Costs - Library	1,558	1,827	593	1,234
6922 LI Library Activities	2,465	3,000	2,158	842
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	14	236
Total Operating Expenditure	53,343	61,603	31,960	29,643

Total Library Operating Surplus/ Deficit	(52,258)	(60,473)	(31,629)	(28,844)
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Library EMF Expenditure				
6918 LI EMF Legal & Professional Fees (Private Contractors)	600	13,105	0	13,105
6971 LI EMF Saltash Library Property Refurbishment	64,455	155,909	16,226	139,683
6972 LI EMF Library Equipment & Furniture	3,050	5,575	0	5,575
6974 LI EMF Library Funding	0	1,430	0	1,430
6976 LI EMF Library General Maintenance	0	5,100	300	4,800
Total Library EMF Expenditure	68,104	181,119	16,526	164,593

Total Library Expenditure (Operational & EMF)	121,447	242,722	48,486	194,236
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Total Library Budget Surplus/ (Deficit)	(120,362)	(241,592)	(48,155)	(193,437)
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- To/From Reserves & Budget Virements**
1. New code created to separate Internal Refurbishment costs (6971 LI EMF Saltash Library Property Refurbishment) from Property & Maintenance General Maintenance costs (6976 LI EMF Library General Maintenance).
 2. 6974 LI EMF Library Funding includes Income Received from Seed Bed Funding - £500
 3. 6904 LI Fire, Security Alarm & CCTV - Library overspent by £100 due to including annual costs of £275 relating to 2026/27. These costs will be adjusted at Year End

Key

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

Services Committee - Maurice Huggins Budget 2025-26
 Saltash Town Council
 For the 4 Months ended 31 July 2025

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
Maurice Huggins Operating Income				
4207 MA Maurice Huggins Room Income	1,230	1,400	488	913
4208 MA Maurice Huggins Room Refreshments	0	200	0	200
Total Maurice Huggins Operating Income	1,230	1,600	488	1,113
Maurice Huggins Operating Expenditure				
7000 MA Rates	429	443	429	14
7001 MA Water Rates	339	437	98	339
7003 MA Electricity	963	2,251	148	2,103
7004 MA Fire & Security Alarm	235	243	219	24
7008 MA Cleaning Materials & Equipment	310	366	239	127
7010 MA General Repairs & Maintenance	156	1,656	117	1,539
7019 MA Refreshment Costs - Maurice Huggins	0	150	0	150
Total Maurice Huggins Operating Expenditure	2,433	5,546	1,250	4,296
Total Maurice Huggins Operating Surplus/ (Deficit)	(1,203)	(3,946)	(763)	(3,183)
Maurice Huggins EMF Expenditure				
6472 MA EMF Maurice Huggins Room	0	4,823	0	4,823
7071 MA EMF Maurice Huggins (Furniture & Sundry Items)	0	606	0	606
Total Maurice Huggins EMF Expenditure	0	5,429	0	5,429
Total Maurice Huggins Expenditure (Operational & EMF)	2,433	10,975	1,250	9,725
Total Maurice Huggins Budget Surplus/ (Deficit)	(1,203)	(9,375)	(763)	(8,612)

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

Saltash Town Council Summary Budget Report 2025-26
 Saltash Town Council
 For the 4 months to July 2025

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
Operating Income				
Burial Authority Income	21,557	16,473	8,772	7,701
Burial Board Income	8,734	7,109	2,401	4,708
Guildhall Income	2,204	2,311	1,510	801
Library Income	1,085	1,130	331	799
Maurice Huggins Income	1,230	1,600	488	1,113
P&F Income	111,223	38,255	55,639	(17,384)
Service Delivery Income	24,797	23,453	19,336	4,117
Station Income	8,173	6,620	2,345	4,275
Total Operating Income	179,002	96,951	90,821	6,130
Operating Expenditure				
Burial Authority Expenditure	24,255	15,407	12,404	3,003
Burial Board Expenditure	2,620	7,413	818	6,595
Guildhall Expenditure	39,662	43,308	16,293	27,015
Library Expenditure	53,343	61,603	31,873	29,731
Maurice Huggins Expenses	2,433	5,546	1,250	4,296
Personnel Expenditure	12,766	14,565	4,480	10,085
Personnel Staffing Cost	804,545	965,345	271,249	694,096
P&F Expenditure	187,342	219,361	77,569	141,792
Service Delivery Expenditure	109,213	181,850	51,320	130,530
Station Expenditure	15,676	26,454	5,096	21,358
Total Operating Expenditure	1,251,856	1,540,852	472,351	1,068,501
Total Operating Surplus/ (Deficit)	(1,072,854)	(1,443,901)	(381,530)	(1,062,371)
EMF Expenditure				
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	6,927	20,913
Library EMF Expenditure	68,104	181,120	16,526	164,594
Maurice Huggins EMF Expenditure	0	5,429	0	5,429
Personnel EMF Expenditure	12,699	134,852	16,210	118,642
P&F EMF Expenditure	74,967	171,609	40,716	130,893
Service Delivery EMF Expenditure	191,697	491,932	111,924	380,008
Station EMF Expenditure	31,857	62,752	0	62,752
Total EMF Expenditure	456,988	1,108,970	192,305	916,665
Total Overall Expenditure (Operational & EMF)	1,708,844	2,649,822	664,656	1,985,166
Total Overall Budget Surplus/ Defecit	(1,529,842)	(2,552,871)	(573,835)	(1,979,036)

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

Policy & Finance (P&F) Committee - P & F Budget 2025-26
 Saltash Town Council
 For the 4 months to July 2025

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
P&F Operating Income				
4901 PF Bank Interest Received	111,088	38,255	18,076	20,179
4908 PF Misc Income	135	0	0	0
4902 PF Insurance Claim	0	0	37,563	(37,563)
Total P&F Operating Income	111,223	38,255	55,639	(17,384)

P & F Operating Expenditure				
6200 PF Bank Charges	1,187	1,922	412	1,510
6201 PF Audit	3,300	4,000	(2,100)	6,100
6202 PF Civic Occasions (including Road Closures)	4,182	9,500	605	8,895
6203 PF Mayors' Allowance	5,418	5,581	1,116	4,465
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	15,791	1,078
6210 PF Community Chest	4,015	10,300	2,355	7,945
6211 PF Website Maintenance	746	1,030	145	885
6213 PF Councillor Training & Expenses	274	1,100	612	488
6214 PF Health & Safety	6,462	9,127	1,914	7,213
6217 PF Data Protection	80	206	73	133
6220 PF Festival Fund	15,088	15,450	10,575	4,875
6221 PF Town Messenger	3,630	4,378	660	3,718
6222 PF Commissioning Youth Work	59,069	60,842	20,280	40,562
6224 PF Professional Costs	5,969	5,000	2,001	2,999
P&F IT/Office Costs	37,361	33,776	11,208	22,568
6650 ST PF Parking Space	286	320	284	36
6653 ST PF Staff Clothing	36	252	12	240
6655 ST PF Staff Travelling Expenses	209	252	112	140
6230 PF Social Media Advertising	0	1,000	37	963
Total P & F Operating Expenditure	187,342	219,361	77,589	141,772

Total P&F Operating Surplus/ (Deficit)	(76,119)	(181,106)	(21,950)	(159,156)
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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	478	9,241
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	18,823	0	18,823
6280 PF EMF Town Vision	430	9,665	0	9,665
6281 PF EMF Town Vitality Funding Grant	58,617	29,444	29,444	0

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
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	10,717	4,880
Total P&F EMF Expenditure	74,967	171,609	40,716	130,893
Total P&F Expenditure (Operational & EMF)	262,308	390,970	118,305	272,665
Total P&F Budget Surplus/ (Deficit)	(151,085)	(352,715)	(62,666)	(290,049)

To/From Reserves & Budget Virements

1. 6278 PF EMF CIL Planning Income includes income received in April 25 for £4,568
2. 6281 PF EMF Town Vitality Funding Grant includes S106 funding from CC for £33,585
3. 4902 PF Insurance Claim includes income received for damage to Pontoon - £37,563

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	847	2,199
6301 Stationery	4,239	3,090	500	2,590
6303 Copier Maintenance	4,823	4,754	2,293	2,461
6305 Finance Software	3,793	4,362	1,860	2,502
6306 IT Maintenance	19,444	18,524	5,688	12,836
TOTALS	36,318	33,776	11,188	22,588

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

Personnel Committee - Personnel Budget 2025-26
Saltash Town Council
For the 4 months to July 2025

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
Personnel Operating Expenditure				
Personnel Expenditure				
6654 ST PE Staff Welfare	1,621	2,000	771	1,229
6660 ST PE Staff Recognition	25	250	50	200
6662 ST PE HR Professional Fees	11,119	12,315	3,659	8,656
Total Personnel Expenditure	12,766	14,565	4,480	10,085
Training Costs				
6682 ST PE Staff Training (Library)	281	1,218	268	951
6656 ST PE Staff Training (P&F)	1,977	4,000	3,244	756
6676 ST PE Staff Training (Service Delivery)	6,457	7,695	2,288	5,407
Total Training Costs	8,716	12,913	5,800	7,113
Staffing Costs				
Library Staffing Costs	138,632	165,056	40,040	125,016
P&F Staffing Costs	348,399	441,897	121,230	320,667
Services Staffing Costs	307,696	344,379	103,379	241,000
Total Staffing Costs	794,727	951,332	264,649	686,683
Other Staffing Cost				
6652 ST PF Employers Pension - Monthly Fee	500	500	500	0
6659 ST PF Town Sergeant & Mace Bearer Fees	507	600	300	300
Total Other Staffing Cost	1,007	1,100	800	300
Total Personnel Operating Expenditure	817,215	979,910	275,728	704,182
Total Personnel Operating Surplus/ (Deficit)	(817,215)	(979,910)	(275,728)	(704,182)
Personnel EMF Expenditure				
6691 ST PE EMF Legal Fees (Staffing)	0	10,162	0	10,162
6694 ST PF EMF Staff Contingency (P&F)	12,056	54,108	16,045	38,063
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	13,175	165	13,010
Total Personnel EMF Expenditure	12,699	134,852	16,210	118,642
Total Personnel Expenditure (Operational & EMF)	829,914	1,114,762	291,939	822,823
Total Personnel Budget Surplus/ (Deficit)	(829,914)	(1,114,762)	(291,939)	(822,823)

To/From Reserves & Budget Virement

- 1. Virement from P&F Staffing costs to 6694 ST PF EMF Staff Contingency - £19,977 - PE 26/25/26
- 2. Virement from 6701 PE EMF Staff Recruitment to 6662 PE Professional Fees - £1,500 - PE 46/25/26

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 over spent - requires investigation and recommend virement

Services Committee - Service Delivery Budget 2025-26
 Saltash Town Council
 For the 4 months to July 2025

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
Service Delivery Operating Income				
Grounds & Premises Income				
4500 SE Allotment Rents	5,359	5,000	5,053	(53)
4510 SE Public Footpath Grant	806	1,226	1,226	(0)
4512 SE National Grid Wayleave Income	15	0	1	(1)
4513 SE Water Rates Income	755	1,113	0	1,113
Total Grounds & Premises Income	6,935	7,339	6,281	1,058
Town & Waterfront Income				
4520 SE Waterfront Income - Trusted Boat Scheme	2,037	2,000	1,250	750
4521 SE Waterfront Income - Annual Mooring Fees	8,614	13,364	11,605	1,759
4522 SE Waterfront Income - Daily Mooring Fees	7,200	750	200	550
Total Town & Waterfront Income	17,851	16,114	13,055	3,059
Total Service Delivery Operating Income	24,787	23,453	19,336	4,117
Service Delivery Operating Expenditure				
Grounds & Premises Expenditure				
6209 SE Oyster Beds	0	1	0	1
6500 SE Tree Survey and Tree Maintenance	8,262	20,000	1,600	18,400
6503 SE Allotments - Churchtown	1,324	1,000	0	1,000
6532 SE Allotments - Grenfell	0	3,500	120	3,380
6533 SE Allotments - Fairmead	0	2,000	20	1,980
6506 SE Grounds Maintenance & Watering	10,721	20,450	11,788	8,662
6508 SE Public Toilets (Operational Costs)	6,533	7,051	1,671	5,380
6517 SE Cornish Cross (Maintenance)	328	400	53	347
6525 SE Public Toilets (Repairs & Maintenance Costs)	1,441	3,043	53	2,990
6526 SE Tools, Equipment & Materials (Store & All Areas)	4,747	5,318	2,503	2,815
6529 SE Refuse Disposal	6,181	6,694	1,950	4,744
6530 SE Allotment Software Subscription	669	462	420	42
6531 SE Public Toilet Commercial Cleaning	34,370	38,469	12,815	25,654
Total Grounds & Premises Expenditure	74,575	108,388	32,990	75,398
Longstone Expenditure				
7101 LO Water Rates - Longstone	2,345	1,782	1,156	626
7103 LO Electricity - Longstone	1,580	1,629	(28)	1,657
7104 LO Fire & Security Alarm & CCTV - Longstone	89	1,117	538	579
7107 LO Rent - Longstone	4,680	6,084	1,560	4,524
7108 LO Cleaning Materials & Equipment - Longstone	650	363	96	267
7110 LO General Repairs & Maintenance - Longstone	1,194	2,500	120	2,380
7114 LO Equipment - Longstone	0	1,700	996	704
7121 LO IT & Office Costs - Longstone	616	1,773	601	1,172
6673 ST SE Services Delivery - Clothing	1,374	2,504	721	1,783
6674 ST SE Services Delivery - Mobiles	904	2,060	841	1,219
6675 ST SE Services Delivery Staff Travelling Expenses	1,874	1,721	537	1,184
Total Longstone Expenditure	15,305	23,233	7,138	16,095

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
Town & Waterfront Expenditure				
6504 SE Street Furniture (Maintenance)	1,394	2,575	196	2,379
6505 SE Street Lighting	501	773	56	717
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	6,869	3,506	3,363
6519 SE Flags & Bunting	2,378	3,043	629	2,414
6522 SE Pontoon (Maintenance Costs)	2,250	3,090	1,196	1,894
6524 SE Vehicle Maintenance and Repair Costs	9,331	10,815	3,202	7,613
6527 SE Salt Bins Refill	0	554	0	554
6528 SE Pontoon Accommodation	5,496	6,656	2,290	4,366
6534 SE Pontoon Broadband	0	272	116	156
Total Town & Waterfront Expenditure	25,162	50,229	11,191	39,038
Total Service Delivery Operating Expenditure	115,041	181,850	51,320	130,530
Total Service Delivery Operating Surplus/ (Deficit)	(90,254)	(158,397)	(31,984)	(126,413)
Service Delivery EMF Expenditure				
Grounds & Premises EMF Expenditure				
6471 SE EMF Heritage Centre	250	35,966	0	35,966
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
6593 SE EMF Cornish Cross (Maintenance)	0	5,217	0	5,217
6595 SE EMF Legal & Professional Fees (Grounds & Premises)	0	6,800	1,307	5,493
Total Grounds & Premises EMF Expenditure	4,469	161,010	1,346	159,664
Longstone EMF Expenditure				
7170 LO EMF Longstone Depot Capital Works	1,212	17,038	0	17,038
Total Longstone EMF Expenditure	1,212	17,038	0	17,038
Town & Waterside 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	118,902	109,850	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
Total Town & Waterside EMF Expenditure	91,061	313,882	110,578	203,304
Total Service Delivery EMF Expenditure	96,742	491,930	111,924	380,006
Total Service Delivery Expenditure (Operational & EMF)	211,783	673,780	163,244	510,536
Total Service Delivery Budget Surplus/ (Deficit)	(186,996)	(650,327)	(143,908)	(506,419)

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
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To/From Reserves & Budget Virements

- 1. Virement from General Reserves to 6471 SE EMF Heritage Centre - FTC 113/25/26 - £20,000
- 2. Virement from General Reserves to 6595 SE EMF Legal and Professional Fees (Grounds & Premises) - £5,000 - FTC 113/25/26
- 3. Virement from General Reserves to 6506 SE Grounds Maintenance & Watering for Albert Road yellow lines - £5,000 - FTC 337/22/23
- 4. Virement from 6506 SE Grounds Maintenance & Watering to 6515 SE Festive Lights Maintenance & Electricity - £3,000 - SE 40/25/26

Key

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

Services Committee - Isambard House (Station Building) Budget 2025-26
 Saltash Town Council
 For the 4 Months ended 31 July 2025

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
Isambard House Operating Income				
4301 SA Isambard House - Bookings	8,043	6,500	1,908	4,592
4302 SA Isambard - Refreshment Income	130	120	312	(192)
Total Isambard House Operating Income	8,173	6,620	2,220	4,400
Isambard House Operating Expenditure				
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	52	2,948
6803 SA Electricity - Isambard House	4,817	7,494	1,046	6,448
6804 SA Fire & Security Alarm - Isambard House	473	967	403	564
6808 SA Cleaning Materials & Equipment - Isambard House	1,026	1,350	673	677
6810 SA General Repairs & Maintenance - Isambard House	1,889	2,560	472	2,088
6813 SA Refreshments Costs - Isambard House	81	500	129	371
6814 SA Equipment - Isambard House	426	1,094	58	1,036
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
Total Operating Expenditure	15,676	26,454	5,096	21,358
Total Isambard House Operating Surplus/ (Deficit)	(7,503)	(19,834)	(2,877)	(16,957)
Isambard House EMF Expenditure				
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
Total Isambard House EMF Expenditure	31,857	62,752	0	62,752
Total Isambard House Expenditure (Operational & EMF)	47,533	89,206	5,096	84,110
Total Isambard House Budget Surplus/ (Deficit)	(39,360)	(82,586)	(2,877)	(79,709)

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

To receive a report from the Finance Officer

Report to: Policy and Finance

Date of Report: 29 August 2025

Officer Writing the Report: Finance Officer

Officers recommendation:

To note the report.

Report Summary:

1. External Audit - AGAR 2024/25

All AGAR documents and reports were submitted in June. The External Auditor is required to return the Report and Certificate (Section 3) to the council and ensure it is published by **30 September 2025**. The Town Clerk has contacted the External Auditor to request an update on the expected timeframe. A response was received this week confirming that the initial review has been completed and the file is now undergoing manager and final director review. Results of the review are to be received at a future Full Council meeting.

Further to this, Saltash Town Council has now received a clear audit – details of the concluded Annual Governance and Accountability Return for the year ended 31 March 2024 is to be received at a future Full Council meeting.

2. Precept Planning for 2026/27

The budget planning process for 2026/27 has started, beginning with a review by the Library Sub-Committee. The Finance Officer is currently meeting with each department manager to assess spending requirements.

Although the Bank of England has set a target inflation rate of 2%, draft budgets have been prepared using the actual July rate of 3.8% to ensure realistic forecasting.

The Autumn Budget announcement, expected between 28 October and 4 November 2025, may impact some of the draft figures already prepared, however, the Town Council has sufficient time within the budget setting timeline to review were impacts may have occurred due to the announcement of the Autumn Budget.

3. Debtors

Below is a list of the current outstanding invoices at 15 September 2025.

Cornwall Council have an outstanding invoice dated 30/06/2025 for a room booking. Finance have chased this and CC are investigating why there is a late payment. STC have an official purchase order.

Red Planet have an outstanding invoice dated 01/08/2025. The payment is delayed due to the return of the contract which are subject to amendments.

Contact	Invoice Date	Total	Less than 1 Month	1 Month	2 Months & Older	Notes
Cornwall Council	30/06/2025	£85.80	£0.00	£0.00	£85.80	Note overpayment of £114.20 to be matched against future invoice Room booking June 2025. Overdue invoice has been chased
Red Planet (Beyond 4) Ltd	01/08/2025	£1,632.00	£0.00	£1,632.00	£0.00	Filming compensation at Churchtown allotments
We Are With You	02/09/2025	£97.50	£97.50	£0.00	£0.00	Maurice Huggins room booking September 2025
TOTAL		£1,815.30	£97.50	£1,632.00	£85.80	

4. CIL (Community Infrastructure Levy) Neighbourhood Parish Payments

The table below summarises the CIL income received from Cornwall Council. The total amount received so far is £18,823.12.

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

To receive and note a partial refund for the hire of Isambard House.

Report to: Policy & Finance Committee

Date of Report: 18/08/25

Officer Writing the Report: Office Manager / Assistant to the Town Clerk

Officers Recommendations

To note that the Town Clerk approved a partial refund (commission charge) for the hire of Isambard House resulting in a loss of income of £144.85.

Report Summary

Regrettably, a recent room booking made through the Town Council was not fulfilled as expected of the hirer.

The booking was for a 7-day art exhibition, subject to the Town Council's standard fees and charges, which include a room hire fee and a 10% commission on sales.

- Room hire fee: £320 + VAT
- Total sales reported: £1,448.50
- Commission (10%): £144.85

Due to the Town Council not meeting the agreed expectations of the hirer, the Town Clerk exercised delegated authority under the Town Council's Hire of Town Council Premises and Events Policy:

Refunds and Cancellations

Room hire bookings are offered on a no-refund basis unless Saltash Town Council cancels the booking, in which case a full refund will be provided.

The Town Clerk has delegated authority to offer full or partial refunds in exceptional circumstances, with a report to the Policy and Finance Committee. The Town Clerk's decision is final.

As a goodwill gesture, and in line with this policy, the Town Clerk waived the 10% commission fee, resulting in a loss of income to the Council of £144.85.

End Of Report

Signature of Officer:

Office Manager / Assistant to the Town Clerk

To receive a report on photography costs for Mayoral events and consider any actions and associated expenditure

Report to: P&F

Date of Report: 9.09.25

Officer Writing the Report: Office Manager / Assistant to the Town Clerk

Officers Recommendations

1. Due to an administrative oversight, Members are asked to consider approving the following refunds in accordance with the guidance set out in the Town Council Civic Handbook:

April 2022 and March 2023 – Civic Service (Civic Award Presentations): subject to the former Mayor providing the receipts.

2. Due to an administrative oversight, Members are asked to consider requesting that the Mayor for 2024 and current Mayor reimburse the Town Council for the cost of Mayor Making photography, for the year 2024 £60 and 2025 £70 in accordance with the guidance set out in the Town Council Civic Handbook.
3. Members are asked to consider whether it is appropriate for the Town Council to cover the cost of a photographer for the Mayor Making Ceremony.

Please note: These photographs are used for official publicity purposes.

If Members approve these amendments, the Town Council Civic Handbook will be updated accordingly.

Report Summary

During the Civic year, Saltash Town Council appoints a photographer for key occasions, such as, the Mayor Making, Remembrance Sunday, and the Civic Service. The Civic Handbook currently outlines whether this cost is covered by the Mayor's allowance or by the Council. **See Appendix A** highlighted section for further information.

As the photographs are regularly used for Town Council publicity, including social media, official publications and historical records the Town Council may feel it is appropriate that the cost for the Mayor Making Ceremony should be met by the Town

Council, not the Mayor. However, the adopted Town Council Civic Handbook does not reflect this at present.

The cost for photography for this occasion is typically between £80 to £100 dependent on the time a photographer is required to attend.

The table below provides five years of photographer appointments and how payment has been made. There is a lack of consistency.

Date	Event	Who paid	Administrative oversight
May 2021	Civic Service	Photographer not appointed due to Covid	N/A
September 2021	Mayor Making	Mayor	N/A
November 2021	Remembrance	STC	N/A
April 2022	Civic Service	Mayor	Yes
May 2022	Mayor Making	Mayor	N/A
November 2022	Remembrance	STC	N/A
March 2023	Civic Service	Mayor	Yes
May 2023	Mayor Making	Mayor	N/A
November 2023	Remembrance	STC	N/A
April 2024	Civic Service	STC	N/A
May 2024	Mayor Making	STC	Yes
November 2024	Remembrance	STC	N/A
April 2025	Civic Service	STC	N/A
May 2025	Mayor Making	STC	Yes

Budgets

Budget Availability: £8,895

Budget Codes: 6202 Civic Occasions

Committed Spend: £1,000

Signature of Officer:

Office Manager / Assistant to the Town Clerk

APPENDIX A -

Budgets, Allowances and Hospitality

The Chairman of the Town Council is paid an allowance (taxable) during the term of office to reflect expenses incurred (LGA 1972, s15 (5) and 34 (5)). The objective of the allowance (which is separate from the Town Councillors Allowance) is to allow any Town Councillor to be able to be Mayor regardless of personal financial circumstances and to allow each Mayor to fulfil the duties of the role with dignity.

The Finance Officer will advise on the allocation of the Mayor's allowance.

Who pays for what?

The Chairman is given the allowance in the expectation that they will fund a number of things while other expenses are paid from the Civic Occasions budget. The LGA does not stipulate the type or category of expenditure. A breakdown is shown below and while not an exhaustive list, the examples should cover most expenditure items of the year. If you are in any doubt as to whether you are expected to pay for something, please ask.

Category	Paid from the Chairman of the Town Councils Allowance	Paid from the Civic Ceremonial Events Budget
Flowers	Personal bouquets; buttonholes; special arrangements	Remembrance Sunday costs including wreaths
Food/Drink	Private catering/working lunches including alcohol	Official lunch meetings Special meetings (e.g. the High Sherriff)
Photos	Photography for Mayoral Civic events such as Mayor Making; official photographs	Photography for Civic events such as Remembrance, Mayor's Civic Service if Civic Awards are presented during the service

Travel	Mileage to and from events	
Entry to events	Tickets for events	
Charity events	Raffle prizes/tickets; charitable fundraising	
Donations	Donations to charities	
Additional Mayor Making Expenditure	All additional expenses must be paid from the Mayor's Allowance e.g. Gifts to attendees that the Mayor may wish to thank	Pennies and Fruit for Mayor Making
Administration expenses	Telephone, stationery, printing and postage	

CC285 Oaklands Community Centre

Items of concern

- They have not listed that any committee members have received safeguarding training on the application, however they have confirmed that three volunteers have had training and they cascade it down to other volunteers.
- They have no accounting statement but have attached an audit of accounts statement from Cornwall Council which does show some concerns around the accounts
 - Receipts for some transactions are missing
 - There are no books kept with income and expenditure
- Public liability cover ends November 2025

Budget 6210 Community Chest

Budget availability £8,300

Saltash Town Council – Grant Application Form

APPLYING FOR:

(Tick one box)

Community Chest



Grant

Festival Fund Grant

☐

DATE APPLICATION SUBMITTED:

28th July 2025

Contact Name:		
Position:	Chair	
Organisation:	Oaklands Community Centre	
Contact Address:		
Telephone Number:		
E-mail:		
Status of Organisation:	Constituted non-profit organisation	
Charity/Company number (if applicable)	Charity No: Company No:	
What geographical area does your organisation cover?	Saltash, Cornwall	

How long has your organisation been in existence?	Since July 2023
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Please note that you may be asked to attend a meeting of the Policy and Finance Committee to answer questions on your application.

1. Organisation Background

	Date Applied	Project	Amount Applied for	Successful Y/N
Have you applied for a grant from Saltash Town Council within the last <u>5 Years</u>? (Please list – continue on a separate sheet if necessary)		N/A		
Please list the aims and objectives of your organisation	The aims of Oaklands Community Centre association are to provide facilities for the local community to hold meetings and social events to bring the local community together and promote positive relationships including raising funds to benefit all centre users.			

<p>What are the main activities of your organisation?</p>	<p>Current regular events where all are welcome, include:</p> <p>Monday Moments – our chat and project group</p> <p>Bingo – With Billy and cash prizes, eyes down by 1.30!</p> <p>Larder – previously a mobile from CEPL12 but now organised and run by ourselves, usually with a councillor present for face to face community engagement</p> <p>Open Café – drop in for a cuppa and a chat for anyone who visits</p> <p>Compassionate Café – a safe space for those bereaved or grieving</p> <p>We are the regular home for Saltash Craft Group, Al Anon, U3A Art, Oak Folks gardening group, Step into Wellness and due to our very reasonable hire costs we are welcoming more all the time.</p> <p>We hold seasonal events for families, craft days, tabletop sales and are working jointly with The Friends of Tincombe and local primary schools to bring children into nature in a safe, fun, hands on way.</p>
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	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

Project	Start Date	01 / 10 / 2025
	Finish Date	01 / 01 / 2026
	Total Cost	£1814.52
	Grant Applied For	£925.15

Project title:	Oaklands Improvements Stage 2
Description of project (please continue on a separate sheet if necessary):	<p>Our Oaklands improvement project is being undertaken in stages.</p> <p>Initial renovations at Stage 1, successfully enabled us to get the building open to the community, and general improvement works continue.</p> <p>This application is specifically for Stage 2 where we are working on our ability to increase our offer for the local community.</p> <p>To help with this a water heater, an oven, soup warmer and dishwasher are required for the kitchen to bring us up to standards. We also require a baby changer in the toilet. We have alternative sources for funding parts of this.</p> <p>In the short term this will mean we can provide a warm meal (e.g. jacket potato, pasty) from our kitchen at the café and for events.</p> <p>Stage 3. The Longer Term - In response to community suggestions we have plans to:</p> <p>Extend the larder to weekly (as a minimum).</p> <p>Introduce simple community cookery classes for family basics, using the produce from our larder and our own garden behind the building.</p> <p>Maximise hire of the Centre with the ability to include babies and children's groups and birthday parties. The hiring will help to cover the costs of running the Centre.</p>
Where will the project/activity take place?	This project and all our activities will take place at Oaklands Community Centre and Garden.

<p>Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)</p>	<p>The area is not in a wealthy demographic, so we are keen to ensure that our type of provision is free at point of contact, and we proactively aim our activities and events for the local community, mainly elderly residents and families; these are the main beneficiaries, but our events and activities are open to all.</p> <p>The regular activities are attended by around 120 people per month.</p> <p>The events usually see around 100 people each time.</p> <p>Our larder currently attracts around 60+ people over the month.</p> <p>The Hall is hired by community groups who benefit like U3A Art and Al Anon at very minimal rates, this is to ensure we are sharing the facility with the wider town. This Stage 2 of our project will enable us to extend hiring to groups with other needs, including activities for Mother and Toddler groups and birthday parties.</p> <p>Working with the Friends of Tintcombe we are already using our facilities to improve our mutual offers, we are keen to include all 10 Saltash schools – the first session was w/c 7 July - the school is keen to utilise the school visits, as an active addition to the curriculum. We welcome partnership working with relevant groups.</p>
<p>What evidence do you have that this project is required? (This might be survey work or statistical evidence)</p>	<p>There has been a steady growth in the number of people following our Oaklands Community Centre Facebook page, which now has over 220 followers due to the past success of our group and events.</p> <p>Already we hear anecdotally from our visitors about how much better individuals feel when they can get out and about and join activities in a safe and caring environment. We have made a survey and suggestions box available at the Centre to encourage our visitors to have a say in what we do.</p>
<p>What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation Consultation with Community)</p>	<p>Cornwall Councillors have supported us with funding and Cornwall Housing are supportive of the project, providing funding, maintenance and improvements for the actual building and with admin of accounts etc.</p> <p>We are working proactively to link up with other groups through the Social Prescriber for Step into Wellness, and with further events planned with her for volunteer groups such as Cornwall Community Foundation and CVSF and funding providers.</p>

<p>How will the project be managed and how will you measure its success?</p>	<p>We have a proactive committee at Oaklands who will manage this project alongside their usual roles at the Centre. Currently we have 15 regular volunteers and our goal is to have a minimum of 25.</p> <p>Success will be measured numerically as follows:</p> <ol style="list-style-type: none"> 1. Increased number and variety of groups and or individuals hiring the hall. Currently 5 individual hires per month. Our goal is 10 per month. 2. Increased footfall and participation from Saltash residents. Currently 100 per event. Our goal is 150 per event, over an afternoon. <p>Success will also be measured by the involvement and improved wellbeing of the participants in the Oaklands activities, with evidence gathered in the form of comments from those who attend with satisfaction / suggestion sheets available at each event.</p>
<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p>	<p>Stage 2:</p> <p>Start date = 01 October 2025</p> <p>Completion date = 01 January 2026</p> <p>This gives us time to order, buy, receive and install the various items planned.</p>
<p>What arrangements do you have in place to ensure safeguarding of children and /or young people and/or vulnerable people? (Mandatory if your project involves working with this client group.)</p>	<p>We have an existing safeguarding policy to ensure all our visitors are protected</p> <p>When we run events for families we do not envisage that any child or vulnerable person will be left alone at any time and have a designated 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 they can be easily identified.</p>

3. How you will pay for your project.

<p>What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)</p>	<p>The list shows the overall budget with the items we are asking for from Saltash Town Council highlighted in green:</p> <table border="1"> <tr> <td>Cookware</td> <td>£191.96</td> </tr> <tr> <td>Electric oven</td> <td>£389.10</td> </tr> <tr> <td>Dishwasher</td> <td>£269.10</td> </tr> <tr> <td>Soup Warmer</td> <td>£74.99</td> </tr> <tr> <td>Baby Changer</td> <td>£489.37 Exc. fitting</td> </tr> <tr> <td>Water Heater</td> <td>£400.00 Exc. fitting</td> </tr> <tr> <td colspan="2">Project cost TOTAL £1814.52</td> </tr> <tr> <td colspan="2">Application to STC TOTAL £925.15</td> </tr> </table>	Cookware	£191.96	Electric oven	£389.10	Dishwasher	£269.10	Soup Warmer	£74.99	Baby Changer	£489.37 Exc. fitting	Water Heater	£400.00 Exc. fitting	Project cost TOTAL £1814.52		Application to STC TOTAL £925.15	
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Project cost TOTAL £1814.52																	
Application to STC TOTAL £925.15																	
<p>How will you promote the contribution to your project from STC</p>	<p>Saltash Town Council will be promoted and thanked on social media, as well as in any editorial and in speeches from our events. We can display at the Centre a certificate from STC which says what was donated and shows our appreciation. We would invite all local dignitaries and supporters to an opening event for the newly renovated kitchen.</p>																

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

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

Supply and fitting of water heater from Cornwall Council via the MD Group	£400.00 for heater plus labour costs to install	✓	✓
Fitting from Cornwall Council for baby changer	Labour costs to install	✓	✓
Total	£400.00 plus labour costs	✓	✓

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

4. Further information enclosed Checklist.

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

Copies of any letters of support for your project.		✓
If your organisation has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Town Council.		
A copy of your organisations Safeguarding Policy (if relevant).		✓
Other (please list)		

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

5. Declaration by the applicant

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

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

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

I/we accept the following:

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

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

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

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

Signed:			
Print Name(s)			
Position(s):	Chair		
Date:	28 th July 2025		

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

COMPLETED FORMS SHOULD BE RETURNED TO:

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

OFFICE USE ONLY:	
Date received	
Received by:	
Application Reference:	
Date to P&F Chairman/Vice Chairman	
Approved to go to Committee	

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

Oaklands Community Centre is run by its Committee members and volunteers. It currently has no employees.

All Oaklands Community Centre Committee members and volunteers have a duty to safeguard vulnerable users of the Hall and its premises and those who may come into contact with vulnerable users.

They should respond to any concerns they may have regarding the physical, sexual, emotional or psychological safety of a vulnerable person or concerns relating to discriminatory or financial violation or exploitation of a vulnerable person.

This policy is in place to protect all vulnerable persons regardless of gender, ethnicity, disability, sexuality, religion or faith.

Vulnerable users could include:

children

young people

adults with learning difficulties or physical

disability frail, elderly people

Principles

The welfare of the child or vulnerable adult is paramount and is the responsibility of everyone. All children and vulnerable adults, without exception, have the right to protection from abuse, whether physical, verbal, sexual, bullying, exclusion or neglect. Bullying, shouting, physical violence, sexism and racism towards children or vulnerable adults will not be permitted or tolerated.

Policy Statement

1. No member of the committee, helpers or other volunteers will have unsupervised access to children or vulnerable adults unless they have been appropriately vetted and trained.
2. All suspicions or allegations of abuse against a child will be taken seriously and dealt with speedily and appropriately.

3. All committee members and volunteers will be made aware of this policy and child protection and vulnerable adult issues.
4. A committee member will be nominated to be responsible for vulnerable people matters to which any suspicions or concerns should be reported.
5. The committee members will endeavour to keep the premises safe for use by children and vulnerable adults. The Committee members recognise that a higher standard of safety is required where use is made by small children, those who cannot read safety notices and physically disabled children and adults.
6. Any organisations or individuals hiring the Hall or meeting room for the purposes of holding activities where Ofsted registration is required should show their registration and their own Child Protection Policy. Safe recruitment processes should be used to appoint staff who will be working with children or vulnerable adults in any kind of activity.
7. Committee members will ensure that hirers are made aware of their obligations under the Licensing Act 2003 to ensure that alcohol is not sold to those under the age of 18. The committee members will ensure that hirers are aware that no children may be admitted to films when they are below the age classification for the film or show.
8. These policies and procedures will be reviewed annually and updated as appropriate in the interim period.

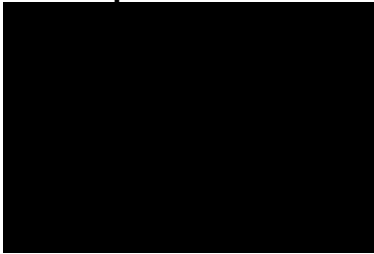
Procedures

1. All committee members and volunteers will be given information about child protection and will be encouraged to attend appropriate Child Protection and Protection of Vulnerable Adults training where possible.
2. An annual review will take place following the AGM to allow for any required up-date of policies and or procedures. New committee members and volunteers must be given an induction to this policy and understand their responsibilities.
3. A copy of the policy will be displayed for the attention of all in the Hall, on the Oaklands Community Centre's website and be made available on request to hirers.
4. All organisations hiring the Hall for activities for children will be asked to show their Child Protection Policy before the first booking commences. Individuals hiring the Hall for activities for children will be made aware of this policy. Organisations hiring the hall for activities specifically involving vulnerable adults will be asked to show their Vulnerable Adults Protection Policy before the first booking commences.
Other organisations or individuals hiring the Hall whose activities may involve vulnerable adults will be made aware of this policy.
5. Committee members will require hirers to report any damage, breakages or safety issues needing attention to the booking secretary, who will inform the appropriate people. These

will be dealt with as soon as practicable, in the light of the circumstances, with provision to prevent access by children and vulnerable adults pending repair where appropriate.

6. A hiring agreement which includes appropriate clauses will be entered into for all hiring's for licensable activities. The Committee members will ensure these provisions are observed when holding licensable activities themselves.
7. Contractors engaged to carry out work at the premises must not be allowed unsupervised access to children or vulnerable adults. Appropriate supervision will be arranged if necessary.
8. If the premises might be used by more than one hirer, the attention of hirers will be drawn to the need to ensure that children and vulnerable adults are supervised when using toilets.

Responsible Person:



oaklands@insaltash.co.uk

Constitution

1- Name

The association will be known as **Oaklands Community Centre**

2- Aims

The aims of the association will be to:

- a) Provide facilities for the local community to hold meetings and social events to bring the local community together and promote positive relationships including raising funds to benefit all centre users.
- b) The Association will apply an Equal Opportunities Policy whilst aiming to be as environmentally friendly as possible and operate in the interests of the health and wellbeing of the local community.
- c) Expressions of any prejudice will be challenged at any activities of the Association.

3- The committee & committee meetings and procedures

A committee will manage the association:

- a) The committee will be made up of a maximum of **12** members. The committee will be made up of a fair representation from the local community and contain at least **2** local residents within the agreed catchment area.
- b) The Committee will have a dedicated Chairperson, Vice-chair, Secretary and Treasurer.
- c) If decisions need to be made at committee meetings, the committee members will make them by voting. If the votes are equal, the chairperson of the meeting will have a second vote.
- d) The committee secretary will arrange for the whole committee to meet. A committee member can also ask for the whole committee to meet. At least 7 days' notice is required to call a meeting.
- e) The committee may hold meetings and carry out business even if

there are vacancies in the committee. If the number of committee members is less than **4** the committee can only call a meeting to fill the vacancies or call a general meeting.

f) The committee will take minutes of all business and decisions of meetings that the committee hold and recorded for accuracy at the next meeting. It will also record the names of people present at the meeting.

4- Annual General Meeting (AGM)

An Annual General Meeting will be held once a year where the committee officers must stand down from their positions and then the committee as a whole will nominate and vote on who will take on or continue in these positions. The meeting will also cover

- The annual report of the Committee
- The accounts of the Committee for the previous year
- Consider making any amendments to the Constitution
- consider any other business of which notice has been given

This meeting will be advertised with 21 days' notice, where others can attend.

5- Other meetings

At least 4 other General Meetings will be organised and minuted during the year.

5- Finances

All money raised for the association must be used to benefit of the association.

- a** The treasurer must keep proper accounts of the finances of the association which are to be kept in the bank account in the association's name.
- b** All transactions with a financial institution to withdraw funds must be signed by at least two committee members ('signatories').
- c** The committee will appoint three signatories at the first committee meeting following the annual general meeting. Two members of the same family or household cannot be signatories.

- d Members of the association may not receive any payment or benefit from the association (apart from out-of-pocket expenses).
- e The accounts must be audited or examined at least once a year by an accountant or Cornwall Housing's finance manager.

6- Powers

The association has the power 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.

7- Changes to the constitution

This constitution may be changed if at least two-thirds of the committee members vote for it to be changed. The committee must give at least 21 days' notice of the meeting and give the wording of the proposed change.

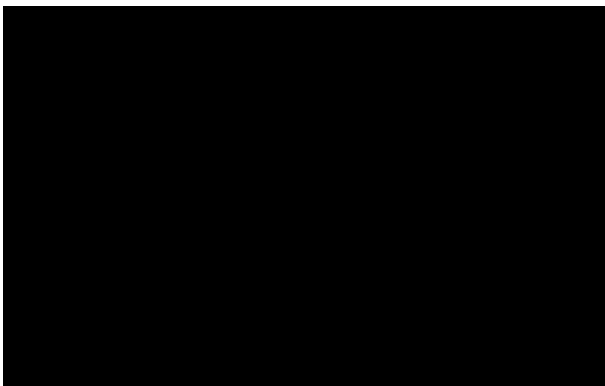
8- Dissolution of the Association

The Committee will call a Special General Meeting giving at least 21 days' notice in writing to all committee members with details of the proposal.

If such a decision is agreed at that meeting by a simple majority of those members present and voting, and after any debts or liabilities have been settled, 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 Oaklands Community Centre founding meeting / AGM on 27.1.23 [Date].

Signed



..... (Secretary)

..... (Treasurer)

..... (Chair)

Oaklands Community Centre

Oaklands Community Centre
Oaklands Green
Saltash
United Kingdom
PL12 4EZ

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

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

Date	Description	Type	In (£)	Out (£)	Balance (£)
21 Jul 25		DEB		10.41	4577.11
18 Jul 25		DEP	645.00		4587.52
17 Jul 25		DD		64.34	3942.52
14 Jul 25		DD		58.71	4006.86
01 Jul 25		DEB		67.21	4065.57
01 Jul 25		DEB		45.82	4132.78
27 Jun 25		FPI	495.00		4178.60
17 Jun 25		DEB		12.99	3683.60
17 Jun 25		PAY		6.99	3696.59
17 Jun 25		DD		64.34	3703.58
13 Jun 25		DD		56.89	3767.92
13 Jun 25		BGC	30.00		3824.81
12 Jun 25		7FPI	7.50		3794.81
10 Jun 25		DEB		105.00	3787.31
09 Jun 25		DEB		22.75	3892.31
09 Jun 25		FPO		62.98	3915.06
04 Jun 25		BGC	15.00		3978.04
29 May 25		DEP	225.00		3963.04
19 May 25		PAY		7.24	3738.04
19 May 25		DD		64.34	3745.28
19 May 25		DEB		408.95	3809.62
16 May 25		DEB		233.70	4218.57

Date	Description	Type	In (£)	Out (£)	Balance (£)
14 May 25		DD		61.09	4452.27
13 May 25		FPI	37.50		4513.36
12 May 25		FPI	1000.00		4475.86
01 May 25		BGC	15.00		3475.86
25 Apr 25		DEP	366.00		3460.86
22 Apr 25		PAY		5.12	3094.86
22 Apr 25		FPI	950.00		3099.98
17 Apr 25		DD		64.34	2149.98
15 Apr 25		BGC	15.00		2214.32
14 Apr 25		DD		85.57	2199.32
26 Mar 25		DEB		45.82	2284.89
21 Mar 25		FPO		74.16	2330.71
21 Mar 25		FPO		50.00	2404.87
21 Mar 25		DEP	399.90		2454.87
18 Mar 25		PAY		6.32	2054.97
17 Mar 25		DD		65.92	2061.29
17 Mar 25		DD		60.61	2127.21
04 Mar 25		FPI	20.00		2187.82
04 Mar 25		BGC	7.50		2167.82
21 Feb 25		DEP	116.00		2160.32
17 Feb 25		DD		60.61	2044.32
13 Feb 25		DD		87.35	2104.93
07 Feb 25		FPI	7.50		2192.28
27 Jan 25		FPI	20.00		2184.78
22 Jan 25		DEP	276.00		2164.78
17 Jan 25		DD		60.61	1888.78
13 Jan 25		DD		88.78	1949.39
17 Dec 24		FPO		47.41	2038.17

Lloyds Bank plc Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 2065. Telephone: 0207 626 1500.

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

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

OAKLANDS COMMUNITY CENTRE

FINAL AUDIT OF ACCOUNTS

2024/2025

The accounts relating to the above association have been reviewed for the period 31st May 2024 to 10th June 2025.

The books of accounts relating to petty cash were found to be in satisfactory order, but there were no accounts relating to the main bank account entries.

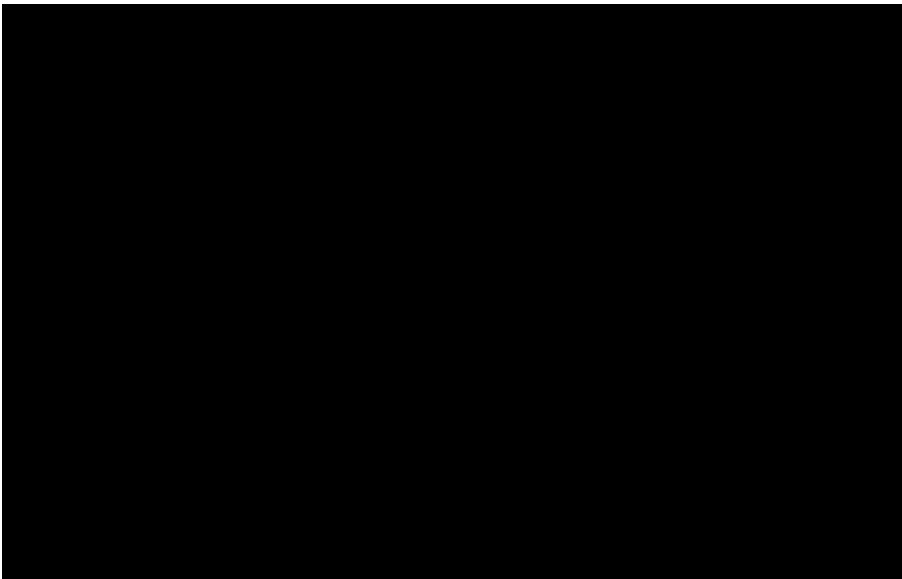
The income and expenditure appear to be reasonable in respect to the purpose of the Association.

Recommendations –

1. That a responsible officer signs a receipt to certify the amount and source of all income received.
2. That receipts are obtained for all expenditure wherever practically possible.
3. There were no books relating to the main bank account income and expenditure entries.
4. Additional training is carried out with the Treasurer to run through areas where the accounts can be improved to make reconciliation back to the bank statements and accounts easier to follow.

Notes in more detail –

1. Missing bank statement for the period May 2024 to June 2024.
2. No books relating to the main income and expenditure for the bank account entries for the financial year.
3. Missing receipts for the main bank account entries.
4. The closing balance as of 12th June 2025 for the petty cash tin was £306.32. Amount was verified by Julia Walsh at the time the books were picked up and signed for.
5. That the closing balance of Bank account, Lloyds Bank ([REDACTED]) was £3,787.31 as of 11th June 2025.



Hirers' Public Liability Summary of Cover

Subject to agreement by our policyholder, public liability insurance is available to charitable organisations, voluntary organisations, not-for-profit groups and individuals using our policyholder's premises when hired or loaned out to them.

Policyholder details

Name of policyholder: (being the person, company or organisation from whom the premises are hired)	Oaklands Community Centre
Policyholder's policy number:	

Hirers' details

Name of hirer:	
----------------	--

Instructions for:

1) ANSVAR POLICYHOLDER

- If you agree to provide a hirer of your premises cover under your policy for public liability (whether or not a charge has been included), then a copy of this summary and the Hirers' Public Liability Extension should be provided to the hirer.
- You should keep a record of each hire or loan of the premises.
- Any tenants or sub-tenants using your premises should arrange separate insurance cover in their own name as the Hirers' Public Liability Extension is not designed to provide the cover they would need.

2) HIRER OF THE POLICYHOLDER'S PREMISES

- This summary outlines the main features of cover and significant exclusions that applies to you.
- Do read the Hirers' Public Liability Extension (you should be given a copy of this document by the policyholder) that contains all the terms, conditions and exclusions that you need to comply with.
- Hirers' Public Liability Extension is provided in respect of the use of our policyholder's premises only and does not extend to your activities at any other location.
- It is your responsibility to check with the policyholder that their insurance policy has not been cancelled and that the period of insurance covers the date(s) when you use the premises.
- The Hirers' Public Liability Extension may not be sufficient to meet your insurance needs and you should consider obtaining advice from an insurance advisor about having your own insurance policy.
- At the request of the policyholder, we will defend claims and pay for damages to third parties if you are found to be legally liable.

Making a claim

- If a claim is made against the hirer, then the hirer must notify the policyholder as soon as is reasonably possible.
- The policyholder must not delay in advising us or their insurance advisor about a claim.
- Should the hirer notify us in the first instance, we will need to obtain a request to deal with the claim from our policyholder.
- The hirer and the policyholder must not make any promise to pay a claim.
- Any letter or document in respect of a claim must be sent immediately to us unanswered.

Our 24-hour claims number is 0345 606 0431.

Our address is Ansvr Insurance, Ansvr House, St Leonard's Road, Eastbourne. East Sussex, BN21 3UR.

Summary of Hirers' Public Liability cover

Cover

Hirers liability - legal liability for injury to the public or damage to their property by persons or organisations hiring the policyholder's premises under a contractual agreement during the period of insurance and occurring at the premises in the course of the hirers' activities

Significant exclusions and limits

£250 excess for third-party property damage
A minimum indemnity limit of £2,000,000 for any one claim including costs and expenses (a higher indemnity limit may apply depending on the type of policy or if selected by the policyholder)
Abuse (physical, sexual, medical or psychological) and insulting behaviour
Bodily injury to a hirer's employee or volunteer
Contractual liability
Commercial organisations for their business activities
Defamation, libel and slander
Fines or penalties
Firework displays or bonfire events
Goods sold or supplied other than food or drink at the premises
Professional advice, error or services
Property being worked upon
Specified excluded activities or activities involving the use of specified excluded items
Terrorism
Treatment other than first aid
Use of mechanically propelled vehicles
Use of the premises by political, lobbying or activist groups

Complaints procedure

If you have any reason to complain about the advice or services you have received, please contact us as soon as possible. Full details of our complaints procedure are contained within the Hirers' Public Liability Extension document.

Ansvar Insurance

Ansvar House, 31 St Leonards Road
Eastbourne, East Sussex, BN21 3UR

Phone: **0345 60 20 999** or **01323 737541**

Email: ansvar.insurance@ansvar.co.uk

www.ansvar.co.uk

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Ansvar is a trading name of Ecclesiastical Insurance Office who are authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Firm Reference Number 113848.

Phone: 0800 111 6768

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UW146.3(ACYHLS) 11/21

435 HIRERS' PUBLIC LIABILITY EXTENSION (£2M INDEMNITY LIMIT)

The extension of cover by this endorsement forms part of the insurance **we** provide to **our policyholder** under the terms, exceptions and conditions of their policy with **us** subject to the variations set out in this endorsement.

Definitions

Some words or phrases used in this endorsement are in **bold italics** and have the particular meanings that are stated below unless otherwise specified. If they are not in **bold italics** then their normal everyday meaning will apply. These definitions apply equally where used in the singular or plural unless otherwise stated. The definitions below apply solely in respect of the cover under this endorsement.

act of terrorism	an act including, but not limited to, the use of force or violence and/or the threat thereof of any person or group(s) of persons whether acting alone or on behalf of or in connection with any organisation(s) or government(s) committed for political, religious, ideological or similar purposes including the intention to influence any government and/or to put the public or any section of the public in fear
agreement	<p>the hire or loan contract between the policyholder and the hirer concerning the use of the premises</p> <p>The following is not included under an agreement:</p> <p>a) any form of tenancy agreement for the premises</p>
asbestos	asbestos, asbestos fibres or any derivatives of asbestos including any product containing any asbestos, asbestos fibres or any derivatives of asbestos
bodily injury	death, illness, injury or disease
claim	the policyholder's request to us for indemnity, reimbursement or benefit under the terms of this endorsement, provided that a claim includes a single loss or series of losses arising from one event consequent on or attributable to one source or original cause
costs and expenses	<ul style="list-style-type: none">• legal costs and expenses recoverable from the hirer by any claimant• defence costs and expenses of the hirer incurred with our written consent
damage / damaged	physical loss, destruction or damage
defamation	defamation, libel, slander and slander of title to goods
excess	the first amount of each and every agreed claim that the hirer will be asked to pay
hirer	the person or organisation hiring or loaning the premises under an agreement with the policyholder
hirer's employee	<p>any person:</p> <ul style="list-style-type: none">• under a contract of service or apprenticeship with the hirer• who is hired to, supplied to or borrowed by the hirer• engaged under a work experience or similar scheme• helping as a volunteer <p>while under the hirer's direct control and supervision and working for the hirer at the premises in connection with the agreement</p>
period of insurance	the period of hire under the agreement provided this period does not exceed the expiry or cancellation date of the policyholder's policy
policyholder	the person(s), company or organisation (including a body of trustees or board of directors) for whom we provide this insurance and from whom the hirer has hired the premises under the agreement
premises	the premises at the location insured by us under the policyholder's policy
we / us / our	Ansvar Insurance - a business division of Ecclesiastical Insurance Office plc

435 HIRERS' PUBLIC LIABILITY EXTENSION (£2M INDEMNITY LIMIT)

Continued...

The following extension is added to section 1 of the policy for **our policyholder**:

WHAT IS COVERED

At the **policyholder's** request **we** will indemnify the **hirer** for all sums which the **hirer** becomes legally liable to pay as damages and **costs and expenses** following a claim against them for accidental:

- **bodily injury** to any person
- **damage** to the **premises** or its contents belonging to the **policyholder** or for which the **policyholder** is responsible
- **damage** to other material property not belonging to nor in the custody or control of the **hirer**

occurring during the **period of insurance** in connection with the **hirers'** activities and happening at the **premises**, provided the **hirer** keeps to all the terms of this endorsement.

Within **costs and expenses**, **we** will also pay the cost of legal representation at any Coroner's Inquest, Fatal Accident Inquiry or Court of Summary Jurisdiction incurred with **our** written consent.

WHAT IS NOT COVERED

1. £250 **excess** for each **claim** for **damage** to material property or the **premises**.
2. Liability covered by any other policy or indemnity.
3. **Damage** to material property:
 - a) or any part on which the **hirer** or any **hirer's employee** is or has been working where the **damage** results from such work
 - b) belonging to or held in trust by the **hirer** or borrowed, rented, leased or hired for use by the **hirer** other than:
 - i. personal property (including vehicles and contents) of the **hirer's** visitors, partners, directors or **hirer's employees**
 - ii. the **premises** or its contents hired under the **agreement**.
4. Fines, penalties or punitive, exemplary, aggravated or multiplied damages.
5. Liquidated damages.
6. Any compensation awarded by a court of criminal jurisdiction.
7. Liability directly or indirectly caused by, resulting from or in connection with:
 - a) an **act of terrorism** regardless of any other contributory cause
 - b) any action taken in controlling, preventing, suppressing or in any way relating to an **act of terrorism**.If **we** allege that by reason of this exclusion any **claim** is not covered by this endorsement the burden of proving the contrary shall be upon the **hirer**.
8. Any liability directly or indirectly arising out of, or in any way connected with, any actual or alleged:
 - a) physical or psychological abuse, or
 - b) the intentional inappropriate administration or non-administration of any drug, medicine or substance, or
 - c) conduct of a sexual nature including sexual molestation, assault, gratification, coercion, harassment or pressure of any kind, or
 - d) repeated or continuing threatening abusive or insulting words or behaviour.
9. Liability arising from:
 - a) **bodily injury** to any **hirer's employee**
 - b) use of the **premises** by any lobbying, political or activist groups
 - c) any of the following activities:
abseiling, aerial activities of any kind, air rifle or clay pigeon shooting, archery, American football or Australian rules football, animal riding of any kind, assault courses, climbing (other than children's playground equipment), firewalking, firework displays or bonfire events, forest school activities, Gaelic football, go-karting, gymnastics, javelin throwing, martial arts or fighting sports of any kind, Olympic style weightlifting, paint-balling, parkour or freerunning, powerlifting, professional sport of any kind, racing or time trials (other than on foot), rugby, water activities of any kind (other than swimming) or zorbing
 - d) football where:
 - i. the **hirer's** football team(s) is (are) participating in a league system (including official training and practice sessions)
 - ii. the **hirer** manages, controls or organises a football league system
 - e) any activity that involves the use of:
airborne lanterns, bicycles (other than for normal road use), cables or wires, climbing walls, elastic ropes, fireworks or explosive items, land or kite or fly boards of any kind, land or sand or ice yachts of any kind, motorised fairground rides, water based play inflatables, roller blades, rope courses, sandboards, segway vehicles, skates, skateboards and hoverboards, skis, sleds, snowboards, snowtubes of any kind, toboggans, weaponry or zip wires
 - f) use of the **premises** by commercial organisations for business activities
 - g) error or omission in the provision of professional services
 - h) treatment of any kind (other than first aid)
 - i) counselling, advice, design, formula or specification whether given for a fee or not
 - j) **defamation**
 - k) or caused by goods (including their containers, packaging, labelling or instructions) sold, supplied, hired out, constructed, installed, erected, serviced, repaired, altered, processed, treated or otherwise worked upon by or on behalf of the **hirer** other than food or drink sold or supplied by the **hirer** for consumption on the **premises** in connection with the **hirer's** activities
 - l) ownership, possession or use by the **hirer**, or on the **hirer's** behalf, or any person entitled to cover under this extension, of any:
 - i. watercraft (other than hand or foot propelled) and craft designed to travel through air or space
 - ii. mechanically propelled vehicles (other than loading and unloading unless cover is provided by any other policy)
 - m) **damage** to, or the cost incurred by anyone in recalling, replacing, repairing or reinstating goods, or in making any refund on the price paid for any goods sold or supplied

Continued...

435 HIRERS' PUBLIC LIABILITY EXTENSION (£2M INDEMNITY LIMIT)

Continued...

- n) an agreement unless liability would have existed without the agreement
 - o) any offence under the Corporate Manslaughter and Corporate Homicide Act 2007 or any replacement or amending legislation committed or alleged to have been committed by the **hirer**.
10. **Damage**, consequential loss, liability, cost or expense directly or indirectly caused by, or contributed to by, or arising from:
- a) ionising radiation from, or contamination by radioactivity from any nuclear fuel or from any nuclear waste or from the combustion of nuclear fuel
 - b) the radioactive, toxic, explosive or other hazardous or contaminating properties of any nuclear installation reactor or other nuclear assembly or nuclear component thereof
 - c) any weapon or device employing atomic or nuclear fission and/or fusion, or other like reaction, or radioactive force or matter
 - d) the radioactive, toxic, explosive or other hazardous or contaminating properties of any radioactive matter
- Part d) does not extend to radioactive isotopes other than nuclear fuel or nuclear waste when such isotopes are on the property insured and are being prepared, stored or used in the normal course of operations by the **hirer** or **policyholder** for the commercial, agricultural, medical, scientific or other similar peaceful purposes for which they were intended
- e) any chemical, biological, bio-chemical or electromagnetic weapon.
- However, this exclusion does not apply to losses arising from naturally occurring radioactive gases released from the earth such as Radon.
11. **Damage**, consequential loss, liability, cost or expense directly or indirectly occasioned by happening through or in consequence of war, invasion, act of foreign enemy, hostilities (whether war be declared or not), civil war, rebellion, revolution, insurrection, or military or usurped power.
12. Any liability, cost or expense arising from pollution or contamination other than caused by a sudden, identifiable, unintended and unexpected incident which takes place in its entirety at a specific time and place during the **period of insurance**.
All pollution or contamination which arises out of one incident shall be deemed to have occurred at the time such incident takes place.
Pollution or contamination shall be deemed to mean:
- a) all pollution or contamination of buildings or other structures or water or land or the atmosphere; and
 - b) all **damage** or **bodily injury** directly or indirectly caused by such pollution or contamination.
13. Any liability arising from **damage** to information represented or stored electronically including but not limited to code or series of instructions, operating systems, software programs or firmware.
14. Any liability arising directly or indirectly from:
- a) any mining, processing, manufacturing, removing, handling, disposing of, treatment of, distributing or storing of **asbestos**
 - b) fears of the consequences of exposure to, or inhalation of **asbestos**.

Claims settlement for Hirers' Public Liability Extension

The most **we** will pay, including **costs and expenses**, for:

- all **claims** in total if more than one party is entitled to cover for the same occurrence
 - all **claims**, in any one **period of insurance**:
 - caused by food or drink sold or supplied
 - arising from pollution or contamination
 - any **claim** for liability other than relating to food or drink sold or supplied or pollution or contamination
- is £2,000,000.

This limit forms part of, and is not in addition to, the indemnity limit for the **policyholder's** Public and Products Liability cover.

435 HIRERS' PUBLIC LIABILITY EXTENSION (£2M INDEMNITY LIMIT)

Continued...

General Conditions for Hirers' Public Liability Extension

1. LANGUAGE AND LAW APPLICABLE

We will communicate with the **policyholder** and the **hirer** in English at all times.

Cover under this endorsement shall be governed by and construed in accordance with the law of England and Wales unless the **policyholder's** legally registered address is located in Scotland in which case the law of Scotland shall apply. If there is any dispute as to which law applies it shall be English law.

2. RIGHTS OF THIRD PARTIES

A person or company who is not party to this policy or endorsement has no right under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this policy or endorsement but this does not affect any right or remedy of a third party which exists or is available apart from that Act.

3. CANCELLATION

If the **policyholder's** policy is cancelled in accordance with its terms and conditions then the insurance by this endorsement is cancelled at the same time and cover for any hiring after the cancellation date of the policy will accordingly no longer be effective.

It is the **policyholder's** responsibility to advise the **hirer** of cancellation that affects any **agreement**.

4. FRAUD

If the **hirer** or anyone acting for the **hirer** or any other person claiming to obtain benefit under this endorsement:

- make(s) a false, fraudulent or exaggerated **claim**
- support(s) a **claim** by any false or fraudulent document, device or statement
- cause(s) an event by a wilful or wrongful act which results in a **claim**

then **we**:

- will not pay the **claim** and **we** have the right to recover from the **hirer** any part payments made prior to discovery of the fraudulent act
- have the right to:
 - a) refuse any **claim** arising after a fraudulent act
 - b) cancel the cover by this endorsement from the date of a fraudulent act even if this policy or endorsement expired before the discovery of the fraudulent act
(If **we** cancel this endorsement, **we** will notify the **policyholder** in writing by special delivery to the **policyholder's** last known address)
 - c) keep the premium.

We will still remain responsible for legitimate **claims** before the fraudulent act.

5. CLAIMS PROCEDURE (POLICYHOLDER AND HIRERS DUTIES)

It is a condition precedent to **our** liability under this extension that the **policyholder** and the **hirer** comply with the following (at their expense).

a) When the:

- **hirer** becomes aware of a possible **claim**, the **hirer** shall notify the **policyholder** as soon as is reasonably possible,
- **policyholder** becomes aware of a possible **claim**, the **policyholder** shall notify **us** as soon as is reasonably possible.

b) If the **claim** relates to, or includes, any allegations or proceedings made against the **hirer**, or any person who is entitled to indemnity under this extension, the **policyholder** and the **hirer** shall:

- not admit, deny, negotiate or agree a settlement without **our** written consent
- send to **us**, unanswered, every writ, summons or other communication immediately it is received without making any acknowledgement
- send to **us** written details of any related inquest, legal inquiry, prosecution or procedure immediately it is known to the **policyholder** or the **hirer**.

c) The **policyholder** and the **hirer** shall:

- give all assistance, information and documentation **we** may reasonably require within any reasonable timescales **we** may set
- not abandon any property to **us**.

d) If requested by **us** the **policyholder** or the **hirer** shall:

- complete **our** appropriate claim form
- provide a statutory declaration of the truth of the **claim**.

We will not deal with, continue to deal with or pay, any **claim** if the **policyholder** or the **hirer** fail to comply with any part of this condition where such failure adversely affected **our** liability for, or the amount of, any **claim**. Any payment on account of a **claim** already made by **us** shall be repaid to **us**.

6. CLAIMS PROCEDURE (OUR RIGHTS)

If the **policyholder** agrees that **we** may indemnify the **hirer** for a **claim** under this extension, **we** have the right to:

- settle any liability **claim** by payment of the indemnity limit (less any sum or sums already paid or incurred) or any less amount for which, at **our** discretion, the **claim** can be settled. **We** will then relinquish control of the **claim** and be under no further liability
- at any time, and at **our** expense, to:
 - i. start, take over, defend and conduct any legal action in the name of the **hirer**
 - ii. prosecute in the name of the **hirer** for **our** benefit any **claim** for indemnity or damages and **we** will have full discretion in the conduct and settlement of any such action.

Continued...

435 HIRERS' PUBLIC LIABILITY EXTENSION (£2M INDEMNITY LIMIT)

Continued...

General Conditions for Hirers' Public Liability Extension

7. OTHER INSURANCE

If at the time any **claim** arises under this extension the **policyholder** or the **hirer** is, or would be, but for the existence of this extension, entitled to cover under any other insurance, **we** will only pay for any additional amount beyond the amount which would have been payable under such other insurance had this extension not been effected.

8. ARBITRATION

Provided **we** have admitted liability for a **claim**, any unresolved dispute as to the amount to be paid shall be referred to arbitration in accordance with the statutory provisions in force at the time to:

- an agreed arbitrator, or if an arbitrator cannot be agreed
- an arbitrator appointed by the Chartered Institute of Arbitrators following a request from either party provided they have given seven days written notice to the other party.

The **policyholder** must not take legal action against **us** over the dispute before the arbitrator has reached a decision.

9. SANCTIONS

We shall not provide any cover under this policy or be liable to pay any **claim** or provide any benefit to the extent that the provision of such cover, payment of such **claim** or provision of such benefit would expose **us** to any sanction, prohibition or restriction under United Nations resolutions or the trade or economic sanctions, laws or regulations of the European Union, United Kingdom or United States of America.

If any such sanction, prohibition or restriction takes effect during the **period of insurance you** or **we** may cancel that part of this policy which is affected with immediate effect by giving such notice in writing.

In such circumstances, **we** shall return a proportionate premium for the unexpired period of cover provided no **claims** have been paid or are outstanding.

10. REASONABLE CARE (HIRERS' DUTIES)

At all times during the currency of this extension, the **hirer** must take reasonable steps to ensure:

- appropriate precautions are in place to prevent accidents, **damage** or **bodily injury**,
- any property on hire from the **policyholder** is protected
- appropriate care in the selection and supervision of the **hirer's employees**
- all statutory and other obligations and regulations imposed by any authority are complied with.

Complaints procedure

If you are unhappy with our products or service, please contact us as soon as possible.

You can complain in writing or by phone at any time as follows:

Ansvar Insurance

Ansvar House, 31 St Leonards Road, Eastbourne, East Sussex, BN21 3UR

Phone: **0345 60 20 999** or **01323 737541**

Email: ansvar.complaints@ansvar.co.uk

Our promise to you

We will aim to deal with your complaint within one business day.

To deal with your complaint we will:

- investigate your complaint thoroughly and impartially;
- keep you informed of the progress of the investigation; and
- respond in writing to your complaint as soon as possible.

For more complicated issues, we may need a little longer to investigate and we may ask you for more information to help us reach a decision.

If you are not satisfied with our response, or if we have not completed our investigation within eight weeks, we will tell you about your right to take the complaint to:

Financial Ombudsman Service

Exchange Tower, Harbour Exchange, London, E14 9SR

Phone: **0800 023 4567**

Email: complaint.info@financial-ombudsman.org.uk

Website: www.financial-ombudsman.org.uk

This complaints procedure does not affect your right to take legal action.

Ansvar Insurance

Ansvar House, 31 St Leonards Road

Eastbourne, East Sussex, BN21 3UR

Phone: 0345 60 20 999 or 01323 737541

Email: ansvar.insurance@ansvar.co.uk

www.ansvar.co.uk

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Phone: 0800 111 6768

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UW182.1(HL2M) 11/21

CONFIRMATION OF PUBLIC LIABILITY COVER

Policy number: ACY 2411386

Policyholder: Oaklands Community Centre

Period of insurance: 21st November 2024 to 20th November 2025

Public and Products £5,000,000
Liability indemnity limit

Important notes:

1. The above details are a brief synopsis of cover. Other exclusions, limitations and restrictions apply that will only be identified from a full reading of the policy, its schedule, any endorsements and certificates.
2. Cover is subject to the terms and conditions of the policy.



Oaklands Community Centre



Oaklands
Saltash, PL12 4EZ



oaklands@insaltash.co.uk

19th July 2025

I am writing in support of the funding application submitted by Oaklands Community Centre to Saltash Town Council for Stage 2 improvement works to the Centre.

Having been personally involved in the committee that helped establish Oaklands, I have seen first-hand the vision and sheer hard work of the volunteers who have transformed the Centre into a thriving community asset. I recently stepped down from the committee, but I remain full of admiration for the way the team continues to deliver with both dedication and good humour. The Centre is owned by Cornwall Housing and leased to the Oaklands Committee, with Cornwall Housing keeping a supportive oversight of the accounts and activities. At the recent AGM, Cornwall Housing gave its wholehearted support and congratulations to the Committee.

Oaklands Community Centre has become a vital hub for the local area, offering a wide range of regular activities and providing a welcoming and inclusive space for all. The Centre's monthly events not only bring people together but also generate enough income to cover running costs such as heating, lighting and WiFi. The Stage 2 project is a carefully considered step that will enable the Centre to expand its offer further.

The Oaklands committee has demonstrated its ability to deliver on projects and manage them responsibly, with active links to organisations such as the Friends of Tintombe, Cornwall Housing and local health and wellbeing groups. Importantly, the committee has kept its services free at point of access wherever possible, ensuring that residents from all backgrounds can take part. Their track record gives me full confidence that the Stage 2 improvements will be delivered effectively and will significantly benefit the wider Saltash community.

For all these reasons, I am pleased to give this project my wholehearted support.

Yours sincerely,
Dhywgh hwi yn hwir



Cllr. Hilary Frank
Cornwall Councillor representing Saltash Essa





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Representative example: Rate of interest 29.9%
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CC287 Pillmere Christmas light switch on

Areas of concern

- Their constitution states they will provide accounting statements and be examined by an independent person, they currently do not do either of these
- No one on the committee has undergone safeguarding training. They do not have a safeguarding policy or a safeguarding plan for this event
- They wish to purchase food items but the grants policy does state we do not fund hospitality

Budget 6210 Community Chest

Budget availability £8,300

Saltash Town Council – Grant Application Form

APPLYING FOR:
(Tick one box)

Community Chest Grant ☒

Festival Fund Grant ☐

DATE APPLICATION SUBMITTED:

5th September 2025

Contact Name:	[REDACTED]
Position:	Committee Member
Organisation:	Pillmere Community Association
Contact Address:	[REDACTED]
Telephone Number:	[REDACTED]
E-mail:	[REDACTED]
Status of Organisation:	Community Association
Charity/Company number (if applicable)	Charity No: Company No:
What geographical area does your organisation cover?	Pillmere
How long has your organisation been in existence?	Since 2003 in various forms

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

2. Your project

Project	Start Date	30/11/2025 /
	Finish Date	4/1/2026 /
	Total Cost	£ £380
	Grant Applied For	£ £380

Project title:	Pillmere Christmas Celebration
Description of project (please continue on a separate sheet if necessary):	Plymouth Garden Centre kindly donate a Christmas tree each year to the residents of Pillmere. PCA members erect the tree and have a community light switch on event which is proposed for xxxxx. The event is a social occasion with selection packs for the children and mince pies/sausage rolls. We run a competition through December for the children to decorate the tree with home made decoration. PCA judge the decorations and winners get an Amazon vouchers and a selection box for every child who entered. These are delivered just before Christmas Day.

Where will the project/activity take place?	On the Green at the top of Pillmere
Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)	There are 558 -properties in Pillmere, so well over 1,000 residents could participate
What evidence do you have that this project is required? (This might be survey work or statistical evidence)	Feedback from previous events has been very positive and is seen to bring the community together
What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation Consultation with Community)	Committment from Crownhill Garden Centre to provide the Christmas tree
How will the project be managed and how will you measure its success?	PCA manage the project within the committee, and daily monitor the condition of the tree (in the event of extreme weather or other damage) and repair as necessary. We will measure success by taking feedback on the day, and subsequently via social media

Please give the timescale and key milestones for your project, including a start date and finish date.	The tree is erected late November/Early December and the light switch on event will be then. The tree decoration competition will be run through December with prizes given just before Christmas
What arrangements do you have in place to ensure safeguarding of children and /or young people and/or vulnerable people (applicable only if your project involves working with this client group)	N/A

3. How you will pay for your project.

What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)	Amazon Vouchers x 2 - £40 Tree Lights x 2 - £80 Batteries - £15 Mince Pies 120 - £30 Selection Boxes 100 - £150 Sausage Rolls - £15
How will you promote the contribution to your project from STC?	Leaflet Printing - £50 £380 in total We will promote STC's contribution via our Facebook page, leaflets dropped through doors and our notice board

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

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

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

4. Further information enclosed Checklist.

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

Copies of any letters of support for your project		N/A
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.		The meadow project is not yet complete
Other (please list)		

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

<p>We do not hold public liability insurance, and do not produce accounts</p>

5. Declaration by the applicant

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

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

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

I/we accept the following:

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

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

Signed:			
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Print Name(s):		
Position(s):	MEMBER	
Date:	3/9/2025	

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

COMPLETED FORMS SHOULD BE RETURNED TO:
The Town Clerk, Saltash Town Council, The Guildhall, 12 Lower Fore Street,
Saltash PL12 6JX Email: enquiries@saltash.gov.uk

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

Pillmere Community Association

Constitution.

1. Name

The name of the organisation is **Pillmere Community Association**

2. Administration

Subject to the matters set out below the Organisation shall be administered and managed in accordance with this constitution by members of the Management Committee, constituted by clause 7. of this constitution ('the Management Committee').

3. Objects

The objects of the Organisation ('the objects') are:

- a. To promote the interests of the community of **Pillmere** and it's environs.
- b. To help to provide social activities and facilities for the community and to raise funds for these purposes.
- c. To represent the views and interests of the community to elected councils and other bodies.
- d. To liase with the **Pillmere** Parish Council as appropriate.
- e. To ensure the environment of **Pillmere** is clean and safe and a pleasurable area for the community of **Pillmere** to live within and enjoy.
- f. To assist in the improvement of communication in the widest sense within the parish.

4. Powers

In furtherance of the objects the Management Committee may exercise the following powers:

- a. power to raise funds and to invite and receive contributions;
- b. power to buy or lease and to maintain equipment or materials necessary for the achievement of the objects;
- c. power to buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use;
- d. power to sell, lease or dispose of all or any part of the property of the Organisation;
- e. power to borrow money and to charge all or any part of the property of the Organisation with repayment of the money borrowed;
- f. power to employ such paid workers (who shall not be members of the Management Committee) as are necessary for the proper pursuit of the objects and to make all

- reasonable and necessary provision for the payment of pensions and superannuation for paid workers and their dependants;
- g. power to publish books, periodicals, pamphlets and other material in printed, recorded or electronic format, and to hold intellectual property rights in any such material;
 - h. power to organise conferences, debates, seminars, and other such special events as the Management Committee may determine;
 - i. power to co-operate with other organisations in furtherance of any of the objects or of similar purposes;
 - j. power to provide indemnity insurance cover for members of the Management Committee (or any of them) out of the funds of the Organisation: Provided that any such insurance shall not extend to any claim arising from any act or omission which the members of the Management Committee (or any of them) knew to be a breach of duty or breach of trust or not.
 - k. power to do all such other lawful things as are necessary for the achievement of the objects.

5. Membership

(Who your members are, it is good to be able to co-opt other people in to the group or on to the committee who live locally or can offer specialist skills. This is also important when trying to attract funding as it shows you are being inclusive , in other words open to the wider community.)

- a. Membership shall be open to all residents of Pillmere.
- b. All households shall have an equal vote.
- c. All members should actively seek to represent the various needs of the area, and must not discriminate on the grounds of ethnicity, political opinion, race, religious opinion, sex, sexuality or disability.
- d. Members shall at all times conduct themselves in a reasonable manner when attending meetings or any function in connection with the Association.
- e. Local people who share the aims of the Association can become co-opted members but they will not have a vote.

6. Honorary Officers

At the Annual General Meeting the members shall elect from among themselves the following Honorary Officers, who shall hold office from the conclusion of that meeting:

The Chair
The Secretary
The Treasurer

7. Management Committee

The Management Committee shall consist of:

- a. The Honorary Officers specified in the preceding clause, plus
- b. Not less than 2 and not more than 15 Ordinary Members, and representatives of Group Members, elected at the Annual General Meeting, who shall hold office from the conclusion of that meeting and
- c. Not more than 6 persons whom the Management Committee may co-opt.

All members of the Management Committee shall retire from office together at the end of the annual general meeting next after the date on which they came into office but they may be re-elected or re-appointed.

A member of the Management Committee shall cease to hold office if s/he:

- a. has been convicted of any offence involving dishonesty or deception;
- b. has been adjudged bankrupt or sequestration of her/his estate has been awarded and s/he has not been discharged;
- c. has made a composition or arrangement with, or granted a trust deed for, her/his creditors and has not been discharged;
- d. has been removed by the Charity Commissioners or by any court or under the Company Directors Disqualification Act 1986 or the Insolvency Act 1986 from being concerned with the management or control of any body;
- e. has become incapable by reason of mental disorder, illness or injury of managing his or her own affairs;
- f. is absent without the permission of the Management Committee from all its meetings held within a period of six months and the Management Committee resolves that s/he shall cease to hold office; or
- g. notifies the Management Committee of her/his resignation: Provided that at least four members of the Management Committee will remain in office when the notice of resignation is to take effect.

8. Meetings and proceedings of Management Committee

- 8.1 The Management Committee shall hold at least 6 ordinary meetings each year. A special meeting may be called by the chair or by any two members of the Management Committee upon not less than 3 days' notice being given to the members of the Management Committee of the matters to be discussed.
- 8.2 There shall be a quorum when 4 persons are present at the meeting.
- 8.3 When a vote is taken the matter shall be decided by a majority of those present and voting. In the case of equality of votes the chair shall have a second or casting vote.
- 8.4 The Secretary shall keep minutes of the proceedings of the Management Committee.
- 8.5 In the absence of the Chair or Secretary the first business of the meeting shall be to ensure that a substitute is appointed for the duration of the meeting.

9. Sub-committees

The Management Committee may appoint such sub-committees as it thinks fit for supervising or performing any activity or service, defining the terms of reference and determining each sub-committee's composition and the duration of its activities. All acts and proceedings of each sub-committee shall be reported as soon as possible to the Management Committee.

10. Receipts and expenditure

The funds of the Organisation including all subscriptions, donations, contributions and bequests, and receipts of any other nature shall be paid into an account operated by the Management Committee in the name of the Organisation at such bank or other financial institution as the Management Committee shall from time to time decide. Funds belonging to the Organisation shall be applied only in furthering the objects.

11. Accounts

11.1 The Treasurer shall present to each ordinary meeting of the Management Committee an up-to-date statement of the accounts.

11.2 The Treasurer shall prepare annual statements of accounts to 31st December, which, after examination by an independent person appointed by the Management Committee, shall be presented to the Annual General Meeting.

12. Indemnity

No member of the Management Committee shall be liable:

- a. for any loss to the property of the Organisation by reason of any improper investment made in good faith (so long as s/he shall have sought professional advice before making such investment); or
- b. for the negligence or fraud of any agent employed by her/him or by any other member of the Management Committee in good faith (provided reasonable supervision shall have been exercised);

and no member of the Management Committee shall be liable by reason of any mistake or omission made in good faith by any member of the Management Committee other than wilful and individual fraud, wrongdoing or wrongful omission on the part of the member whom it is sought to make liable.

13. General meetings

13.1 There shall be an Annual General Meeting of the Organisation which shall be held in the month of May of each year or as soon as is practicable thereafter. Every Annual General Meeting shall be called by the Management Committee. The secretary shall give at least 21 day's notice of the Annual General Meeting to all members of the Organisation, who shall be entitled to attend and vote at the meeting.

13.2 The business of each Annual General Meeting shall be:

- a. to receive any apologies;
- b. to approve the minutes of the previous Annual General Meeting;
- c. to receive the Annual Report of the Management Committee;
- d. to receive the accounts of the Organisation for the preceding financial year;
- e. to elect the Honorary Officers specified in clause 6 of this constitution;
- f. to elect the members of the Management Committee specified in sub-clause 7(b);
- g. to appoint one or more qualified auditors or independent examiners for the coming year to audit or examine the accounts of the Organisation;

- h. to consider and vote on any proposals to alter this constitution in accordance with clause 14 of this constitution;
- i. to consider any other business of which due notice has been given.

13.3 The Management Committee may call an Extraordinary General Meeting at any time. If at least ten members of the Organisation request such a meeting in writing stating the business to be considered, the secretary shall call such a meeting without delay. At least 21 days' notice must be given and the notice must state the business to be discussed.

13.4 Notice for the General Meetings shall consist of ensuring that a Notice of the Meeting is publicised in the usual places within the Parish e.g. notice boards and the Post Office. In addition there should also be an insertion in the appropriate local newspapers.

14. Procedure at general meetings

All general meetings shall be chaired by the Chair appointed at the preceding Annual General Meeting or, in his/her absence, by a person appointed at the beginning of the meeting. The Secretary or some other person specially appointed by the meeting shall keep a full record of proceedings at every general meeting. There shall be a quorum when at least 5 persons are present.

All resolutions at General Meetings other than those relating to matters referred to under clauses 14 & 15 shall be decided by a majority of those present and voting. In the case of equality of votes the Chair shall have a second or casting vote.

15. Alterations to the Constitution

This Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a general meeting.

16. Dissolution

If the Management Committee decides that it is necessary or advisable to dissolve the Organisation it shall call a General Meeting of all members of the Organisation, of which not less than 21 days' notice shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting the Management Committee shall have the power to realise any assets held by or on behalf of the Organisation. Any assets remaining after the satisfaction of any proper debts and liabilities shall be transferred to such other Charitable organisation or organisations (having objects similar to the Organisation) as the General Meeting or the Management Committee (in absence of direction from the General Meeting) may determine.

This constitution was adopted at the Annual General Meeting of the organization held on 19th February 2003 and the Chairman, Secretary and Treasurer were authorized to sign the document on behalf of the members of the organization. The constitution has been subsequently amended at an Extraordinary General Meeting held on 6th August 2003, and the Chairman, Secretary and Treasurer were authorized at that meeting to sign the amended document on behalf of the members of the organization.

Signed:



----- **Chairperson**

----- **Secretary:**

----- **Treasurer:**

Dated: 04/06/08 -

Policy Schedule

This schedule tells you what is insured with us. It should be read carefully with your policy wording(s) and statement of fact.

Schedule effective date: 12/09/2025

Insurance details

Policy number: [REDACTED]

Period of insurance: From 12/09/2025 to 11/09/2026 both days inclusive.
This policy is a continuing cover policy.

Anniversary date: 12 September

Insured: Pillmere Community Association

Address: [REDACTED]

Additional insureds: None

Business: Charity/not-for-profit organisation - Community / Residents Association

Premium details

Annual premium:	£80.00
Insurance Premium Tax (IPT):	£9.60
Annual total:	£89.60



MG 024189 F1VI029A 709F304EG00118 39300 C 36974

Issued on 07 July 2025

PILLMERE COMMUNITY ASSOCIATION

Your Community Account

At a glance

Date	Description	Money out £	Money in £	Balance £
7 Jun	Start Balance			1,146.23
12 Jun	 Direct Credit From Saltash RC CH Ref: Rotary Saltash		75.00	1,221.23
25 Jun	 Cheque Issued Ref: 100045	104.11		1,117.12
4 Jul	Balance carried forward			1,117.12
Total Payments/Receipts		104.11	75.00	

07 Jun - 04 Jul 2025

Start balance	£1,146.23
Money out	£104.11
► Commission charges	£0.00
Money in	£75.00
► Gross interest earned	£0.00
End balance	£1,117.12

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

MG 023960 F1V1631A 709F304GF00114 39300 C 02133

PILLMERE COMMUNITY ASSOCIATION

Your Community Account

At a glance

07 Feb - 06 Jun 2025

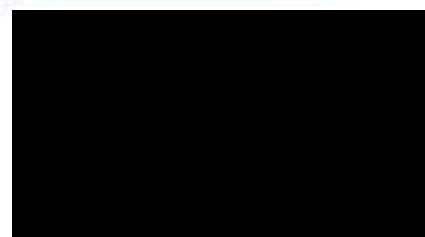
Date	Description	Money out £	Money in £	Balance £
7 Feb	Start Balance			1,198.23
23 May	Cheque Issued Ref: 100041	52.00		1,146.23
6 Jun	Balance carried forward			1,146.23
Total Payments/Receipts		52.00	0.00	

Start balance	£1,198.23
Money out	£52.00
Commission charges	£0.00
Money in	£0.00
Gross interest earned	£0.00
End balance	£1,146.23

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

21379 00001 F1V1631A 1 of 3





Tesco Mince Pies 6 Pack

£1.50

£0.25 each



1



1 in basket



Save to list



About this product

6 Shortcrust pastry cases with a mincemeat filling



Home



Favourites



Search



Clubcard



£1.50

Search Groceries...

Q

3 for £5.00 Mix & Match



Iceland 40 (approx.) Mini Party Sausage Rolls 720g



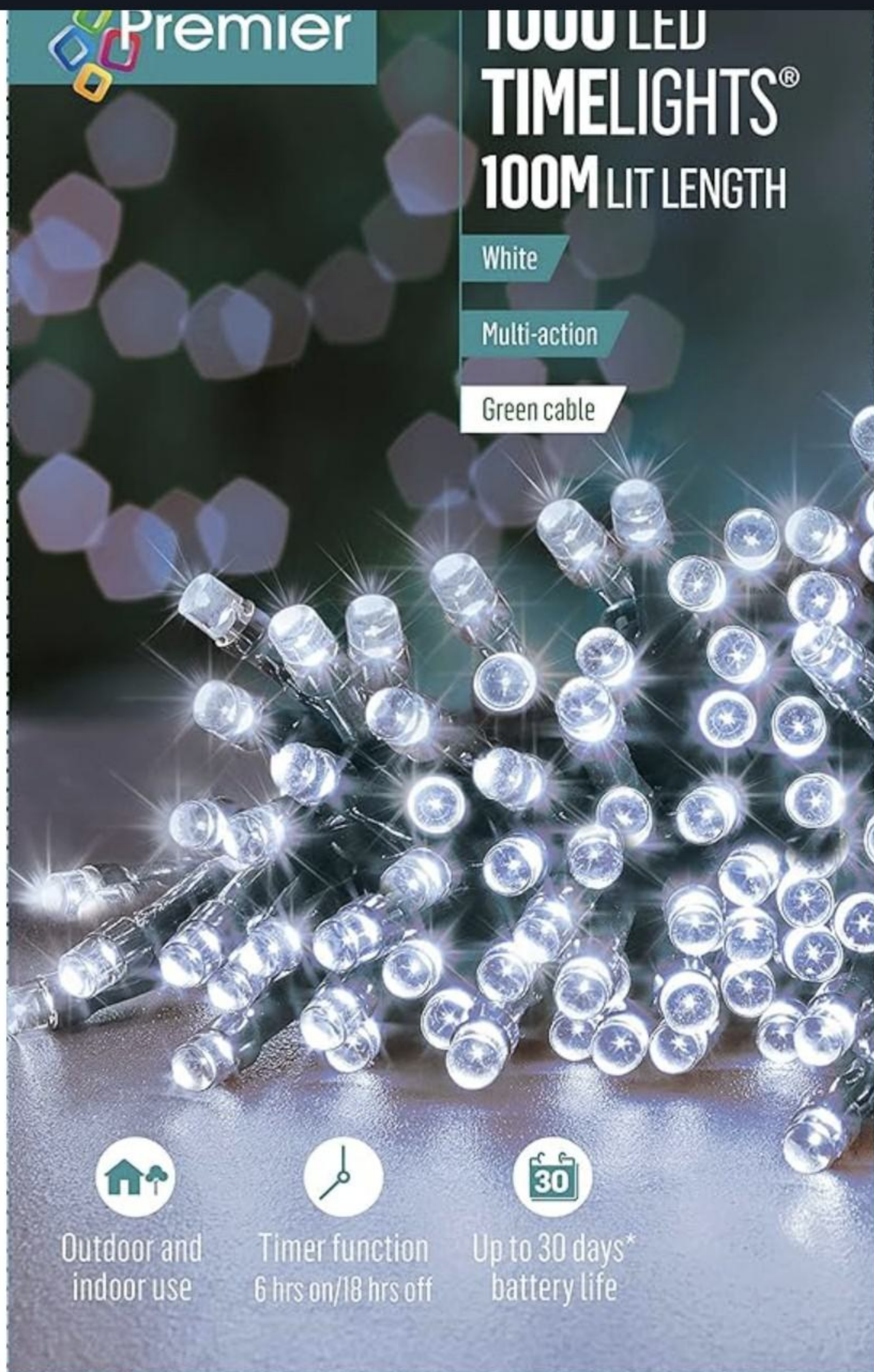
£2.50

35p per 100 gram

or

MULTIBUY PRICE from **£1.67** each

Add



-6% £43⁴⁹



amazon.co.uk



Menu



Stores

Manager's Special

Occasions & Seasonal

Offers

Search Big Brands, Big Savings...



WAS £1.75

Save 46p (26% OFF)

NOW £1.29



bmstores.co.uk



FF130 Saltash MSD Festival

Items to note

- Their insurance expires in December 2025, their event is January 2026
- I have queried their safeguarding policy which was last updated/adopted in 2016. Their response is below

It should be noted that our Safeguarding Policy is one that is recommended & governed by The British & International Federation of Festivals (BIFF) guidelines for all member Festivals. The Federation review this policy each year in November in line with safe Network Guidance or sooner in light of any changes in legislation or guidance. All changes are communicated to member Festivals in time for the start of the new Festival year.

Our 2026 syllabus and programme will be amended to show that BIFF updated their recommendations to member Festivals on 12 February 2022.

The Saltash Festival Designated Safeguarding lead is Carolyn Statton and we have two approved Cornwall Council chaperones with new certificates for the next three years and I can confirm that at least one of them will be in attendance for the duration of the Festival. Additionally we hold a meeting with Saltash Wesley Methodist Church prior to the Festival to discuss with their safeguarding designated officer any common subjects.

Our next Committee meeting is scheduled for 23 September 2025 where the subject of safeguarding will be discussed fully.

Budget 6220 Festival Fund

Budget Availability £4,875

Saltash Town Council – Grant Application Form

APPLYING FOR:

(Tick one box)

Community Chest Grant

☐

Festival Fund Grant

☒

DATE APPLICATION SUBMITTED:

Contact Name:	[REDACTED]
Position:	CHAIRMAN
Organisation:	SALTASH MUSIC, SPEECH & DRAMA FESTIVAL
Contact Address:	[REDACTED]
Telephone Number:	[REDACTED]
E-mail:	[REDACTED]
Status of Organisation:	CHARITABLE STATUS & A MEMBER OF THE BRITISH & INTERNATIONAL FEDERATION OF FESTIVALS
Charity/Company number (if applicable)	<p>Charity No: 1046226</p> <p>Company No: /</p>
What geographical area does your organisation cover?	CORNWALL & DEVON PLUS OTHER COUNTIES IF NECESSARY

How long has your organisation been in existence?	SINCE 1990 i.e. 35 YEARS
---------------------------------------------------	--------------------------

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

1. Organisation Background

	Date Applied	Project	Amount Applied for	Successful Y/N
Have you applied for a grant from Saltash Town Council within the last <u>5 Years</u> ? (Please list – continue on a separate sheet if necessary)	OCT. 2024	SALTASH MUSIC SPEECH & DRAMA FESTIVAL	£1000	YES
Please list the aims and objectives of your organisation	OBJECT OF ORGANISATION TO ADVANCE THE EDUCATION OF THE PUBLIC IN THE ARTS & IN PARTICULAR THE ARTS OF MUSIC, SPEECH & DRAMA BY :- a) HOLDING ANNUAL COMPETITIVE FESTIVALS, b) TO PRESENT & PROMOTE PUBLIC PERFORMANCES & CONCERTS, and c) TO AFFILIATE TO THE BRITISH & INTERNATIONAL FEDERATION OF FESTIVALS.			

What are the main activities of your organisation?	TO HOLD AND PROMOTE AN ANNUAL COMPETITIVE FESTIVAL ENGAGING PROFESSIONAL ADJUDICATORS FOR EACH SPECIALISATION RECOMMENDED BY THE FEDERATION OF THE BRITISH & INTERNATIONAL FESTIVALS.
----------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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

2. Your project

Project	Start Date	26 / 01 / 2026
	Finish Date	07 / 02 / 2026
	Total Cost	£ 5,500 to 10,000
	Grant Applied For	£ 1,000

Project title:	SALTASH MUSIC, SPEECH & DRAMA FESTIVAL
----------------	----------------------------------------

Description of project (please continue on a separate sheet if necessary):	TO PROVIDE A COMPETITIVE FESTIVAL WITH UP TO 3 DAYS OF SPEECH & DRAMA, 3 DAYS OF VOCAL SINGING, UP TO 5 DAYS OF INSTRUMENTALS, CULMINATING WITH A GALA CONCERT ON THE FINAL DAY. ALL SECTIONS TO BE ADJUDICATED BY PROFESSIONAL ADJUDICATORS.
Where will the project/activity take place?	GALTASH WESLEY METHODIST CHURCH WITH OVER 1500 PEOPLE VISITING THE FESTIVAL, MANY PLACES IN THE TOWN BENEFITTED THROUGH VISITS, PURCHASING & EATING FOOD AND DRINK, ETC.

Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)	ALL SPEECH & DRAMA ORGANISATIONS, CHOIRS, SOLOISTS, BANDS, SCHOOLS & COLLEGES. LAST YEAR WE HAD NEARLY 500 ENTRIES COMPRISING OVER 1000 PARTICIPANTS TO THE BENEFIT OF AUDIENCES AND TO THE TOWN.
What evidence do you have that this project is required? (This might be survey work or statistical evidence)	MANY EMAILS THANKING THE COMMITTEE FOR STAGING FESTIVAL. ALL WHO ENTERED THOROUGHLY HAD AN ENJOYABLE EXPERIENCE LEARNING FROM OTHERS TAKING PART.

<p>What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation Consultation with Community)</p>	<p>2026 WILL BE THE 34th ANNUAL FESTIVAL AND SINCE COVID IN 2020 WE HAVE BEEN FORTUNATE TO SEE AN INCREASE IN ENTRY NUMBERS EACH & EVERY YEAR, INCLUDING INCREASES IN AUDIENCES FROM THE GENERAL PUBLIC, PARENTS & TEACHERS.</p>
<p>How will the project be managed and how will you measure its success?</p>	<p>THE PROJECT WILL BE MANAGED BY OUR COMMITTEE OF TEN VOLUNTEERS TOGETHER WITH OTHER VOLUNTEER HELPERS ASSISTING AT THE FRONT OF HOUSE AND DOOR STEWARDS & TROPHY SECRETARIES.</p>
<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p>	<p>THE PROPOSED START DATES FOR EACH SECTION IS AS FOLLOWS:- MONDAY 26 JANUARY 2026 - SPEECH & DRAMA UNTIL WED. 28 JANUARY THURSDAY 29 JANUARY - VOCAL SINGING UNTIL SAT. 31 JANUARY MONDAY 2 FEBRUARY - INSTRUMENTAL UNTIL FRIDAY 6 FEBRUARY SAT. 7 FEBRUARY - GALA CONCERT (ALL SESSIONS COULD BE 3 HOURS)</p>
<p>What arrangements do you have in place to ensure safeguarding of children and/or young people and/or vulnerable people? (Mandatory if your project involves working with this client group.)</p>	<p>THE FESTIVAL USES THE POLICIES LAID OUT IN THE SYLLABUS AND PROGRAMME SAFEGUARDING & CHILD PROTECTION SECTION ATTACHED. (ATTACHMENT 'H') WE HAVE 3 DESIGNATED CHAPERONES APPROVED BY CORNWALL COUNCIL FOR THE NEXT 3 YEARS. WE ALSO WILL MEET WITH THE SAFEGUARDING TEAM FROM WESLEY CHURCH PRIOR TO THE FESTIVAL.</p>

3. How you will pay for your project.

What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)	ADJUDICATOR FEES & ACCOMMODATION, HIRING OF WESLEY CHURCH, PRINTING OF SYLLABUS & PROGRAMME
How will you promote the contribution to your project from STC?	ON THE SYLLABUS & PROGRAMME STATES SUPPORTED BY STC. FOR DURATION OF FESTIVAL SCREENS INSIDE CHURCH ADVERTISE STC & ATEALA CONCERT.

Saltash Town Council considers Match Funding is extremely important.

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

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
NONE			

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

4. Further information enclosed Checklist.

	Enclosed (please tick)
A copy of your organisation's most recent bank statements (mandatory).	✓ (A)
Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory).	✓ (B)
A letter head showing the organisation's address and contact details.	CORRESPONDENCE DONE BY EMAILS. (C)
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organisation's status).	✓ (D)
A copy of your organisation's latest set of accounting statements (if any exist).	✓ (E)
Copies of any letters of support for your project.	✓ (F)
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.	✓ (G)
A copy of your organisations Safeguarding Policy (if relevant).	✓ (H)
Other (please list)	

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

N/A

5. Declaration by the applicant

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

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

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

I/we accept the following:

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

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

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

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

Signed:			
Print Name(s):			
Position(s):	CHAIRMAN		
Date:	30 JUNE 2025		

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

COMPLETED FORMS SHOULD BE RETURNED TO:

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

OFFICE USE ONLY:	
Date received	
Received by:	
Application Reference:	
Date to P&F Chairman/Vice Chairman	
Approved to go to Committee	
Committee Date	
Decision/Minute number	

Amount awarded	
Application refused by P&F Chairman or refused by Committee	
Appeal notice issued	
Appeal received	
Approved for Committee	
Decision/Minute number	



MODEL CONSTITUTION FOR THE USE OF AFFILIATED FESTIVALS ONLY

Note: This document had been drawn up in consultation with the Charity Commission in the light of circumstances at competitive festivals and should not be used as a guide for other organisations.

CONSTITUTION OF *(insert full title of festival)*

1. The name of the festival shall be the ~~SALTASH MUSIC, SPEECH & DRAMA FESTIVAL~~ Festival Association (hereinafter referred to as 'the Association').
2. The object of the Association shall be to advance the education of the public in the Arts, and in particular the Arts of Music, Speech and Drama, and Dance, in all their branches.

In furtherance of the object of the Association but not further or otherwise the Association shall have the following powers:

- (1) To hold or promote annual competitive festivals.
 - (2) To present and promote public performances, concerts and recitals.
 - (3) To affiliate to The British & International Federation of Festivals and to further the charitable objects of the said Federation.
 - (4) To do all such other things as are necessary to the attainment of the object of the Association.
3. The income and property of the Association shall be applied solely towards the promotion of its objects as set forth in the constitution and no portion thereof shall be paid or transferred, directly or indirectly to the members of the Association. Provided nothing herein shall prevent the payment in good faith by the Association to any member of the Committee, member, officer or servant of the Association
 - (a) of reasonable and proper remuneration for services actually rendered including reasonable and proper fees and usual charges for any professional services;
 - (b) of reasonable interest on money lent to the Association;
 - (c) of reasonable and proper rent for premises demised or let to the Association;
 - (d) of expenses properly incurred on behalf of the Association, on condition that
 - (i) No person shall be entitled to vote on a resolution nor attend any meeting concerning his own appointment to his paid office of the Association or any payment made or to be made to him by the Association;

- (ii) notwithstanding anything contained in the constitution of the Association no resolution relating to the payment to any member of the Committee shall be effective unless it is passed at a committee meeting at which there is present a quorum which comprises not less than one third of the multiple of three next above the total of those entitled to attend the meeting, and a majority of persons who are not remunerated for services being rendered to the Association.
4. Membership of the Association shall be open to any person who is interested in the object of the Association.
5. The Officials of the Association shall be:
- (1) A Chairman
 - (2) A Vice-Chairman
 - (3) An Honorary Secretary or Secretary
 - (4) An Honorary Treasurer
6. The Officials of the Association shall be elected annually at the Annual General Meeting of the Association from the Members of the Association.
7. The Management of the Association shall be vested in the Committee.
8. The Committee shall consist of the Officials of the Association and 6 Members of the Association to be elected annually at the Annual General Meeting of the Association.
9. All the powers of the Association shall be vested in the Committee save in so far as the same are hereby expressly required to be exercised by the Association in General Meeting and save that the Committee shall not be empowered to wind up the Association but such winding up can be decided upon only by a General Meeting of the Association.
10. (1) All moneys belonging to the Association shall be paid into such Bank as may be specified by the Committee to the account of the Association.
- (2) All cheques drawn on the account of the Association shall be signed by two Officials of the Association.
11. The property and investments of the Association (other than money at the Bank) shall be held in the name of the Association by the Chairman, Secretary, or Honorary Treasurer for the time being.
12. (1) The Annual General Meeting of the Association shall be held in the month of OCTOBER in every year and at such meeting the Officials of the association and the Committee shall retire but shall be eligible for re-election.
- (2) The Annual General Meeting shall be convened by the Secretary by not less than 21 days' notice in writing given to the Members of the Association.

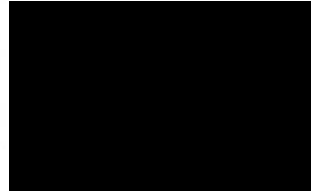
- (3) At the Annual General Meeting a full Account duly audited of all receipts, expenditure and property of the Association together with a Balance Sheet for the year ended~~July 2025~~..... previous to the meeting shall be presented by the Committee. At such meeting the Auditors for the ensuing year shall be appointed and the Officials and Committee shall be elected.
- (4) An Extraordinary General Meeting shall be convened by the Secretary upon a request by the Committee or by any six Members upon not less than fourteen days notice of such meeting being given to every Member which shall state the business to be conducted at the meeting.
- (5) Any 5 Members of the Association personally present shall be a quorum at any General Meeting.
- (6) At every General Meeting the chair shall be taken by the Chairman of the Association or in his absence by the Vice-Chairman. In the absence of the Chairman and the Vice-Chairman, a Chairman shall be elected by the Members present.
- (7) The voting at a General Meeting shall be by show of hands but the Chairman or any three Members may demand a poll which shall be immediately taken and the result thereof declared by the Chairman. In the case of equality of votes the Chairman of the Meeting shall have a second or casting vote.
13. At any General Meeting every Member of the Association shall subject as hereinafter provided have one vote provided that no person other than a Member duly registered on the Register of Members and who shall have paid every subscription and other sum (if any) which shall be due and payable to the Association in respect of his membership shall be entitled to vote.
14. (1) The Committee shall meet at least 5 times in every year.
- (2) Meetings of the Committee shall be convened by the Secretary of the Association by giving at least seven days' notice to each Member or such shorter notice as the Chairman of the Association may decide.
- (3) Any 5 Members of the Committee personally present shall form a quorum.
- (4) The provisions herein before set out in relation to voting and the taking of the chair at General Meetings shall apply to meetings of the Committee.
- (5) The Committee shall have power to fill casual vacancies on the Committee from the Members of the Association and to co-opt not more than 2 persons as Members of the Committee and such persons need not be Members of the Association.

15. A Resolution to wind up the affairs of the Association may only be moved at a General Meeting convened for the purpose. Such Resolution will become effective only if 75% (or other substantial percentage) of Members only attending the meeting vote in favour. If upon the winding up or dissolution of the Association there remains after the satisfaction of all its debts and liabilities any property whatsoever, same shall not be paid to or distributed among the Members of the Association but shall be given or transferred to The British & International Federation of Festivals for its general charitable purposes, or some other Institution or Institutions, having objects similar to the object of the Association and which shall prohibit the distribution of its or their income and property amongst its or their Members.
16. Subject as hereinafter provided the Constitution of the Association as set out in this Schedule may be added to repealed or amended by resolution at any General Meeting provided that no such Resolution shall be deemed to have been passed unless it be passed by a majority of at least two thirds of the Members present at the meeting and entitled to vote. Provided no amendment shall be made to the Object Clause 2, the Dissolution Clause 15, and this clause and provided also that no amendment shall be made which would cause the Association to cease to be a charity in law.

*Note: The official adoption of the Constitution must be carried out at a Special General Meeting of Members after which the document becomes operative. Copies of the Constitution should be made available for Members, and will also be required by the Charity Commission if the Festival is applying for Registration as a Charity. When registering as a charity it is important to change this document **as little as possible** (you can set up several different management structures within the framework of this constitution - it is intended to be open-ended and allow growth and change). You should also make clear that you have followed this model when sending your forms into the Charity Commission and should contact the Federation if you get any queries from the Charity Commission.*

MG 028699 F1VI767A 709F301RF00133 39300 B 15146

THE OFFICIALS
SALTASH MUSIC SPEECH & DRAMA FES



Your Business accounts – at a glance

Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345.

Your balances on 17 June 2025

Business Current Accounts

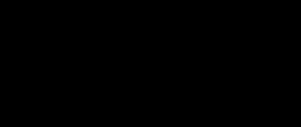
Community Account Statement	£4,505.03
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Business Savings Accounts

Business Premium Account	£0.00
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This is the end of your account summary

Issued on 18 June 2025

THE OFFICIALS
SALTASH MUSIC SPEECH & DRAMA FESTI

No transactions within the period			
17 Jun	Start Balance		4,505.03
17 Jun	Balance carried forward		4,505.03
Total Payments/Receipts		0.00	0.00

If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Start balance	£4,505.03
Money out	£0.00
Commission charges	£0.00
Money in	£0.00
Gross interest earned	£0.00
End balance	£4,505.03

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Saltash Music Speech & Drama Festival*Breakdown of accounts - Year End, 30th June 2025***Income**

Speech Entries	£1,336.50
Instrumental Entries	£431.50
Vocal Entries	£394.00
Speech Door	£365.00
Vocal Door	£102.50
Instrumental Door	£191.00
Advertising	£240.00
Friends	£670.00
Programme Sales	£228.00
Float	£150.00
Raffle	£113.00
Sum Up Payments	£411.61
Gala Concert	£160.00
Town Council	£1,000.00
TOTAL	£5,793.11

Expenditure

Printing	£488.00
BIFF Insurance	£245.00
Cash Float	£150.00
Accommodation	£240.00
Speech Adjudicator	£941.99
Vocal Adjudicator	£366.10
Instrumental Adjudicator	£519.80
Expenses	£144.35
Wesley Church	£1,480.00
New Banner	£120.00
Accompanist	£120.00
BIFF membership	£248.00

TOTAL	£5,063.24
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Balance C/F	£3,775.16
Income	£5,793.11
TOTAL	£9,568.27
Expenditure	£5,063.24

<u>TOTAL BALANCE</u>	£4,505.03
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Hon.Treasurer

Date

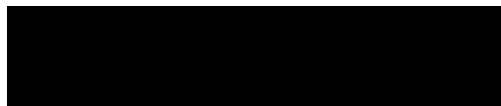
Independent Examiner

(H)

**CHILD PROTECTION POLICY (implemented from December 2005)
(updated June 2012 & 2016)**

**SALTASH MUSIC, SPEECH AND DRAMA FESTIVAL
Registered Charity No.1046226**

**CHAIRMAN
SECRETARY
TREASURER**



VENUE 2025 SALTASH WESLEY METHODIST CHURCH

The British & International Federation of Festivals for Music, Dance & Speech
work with Festivals everywhere to help create thousands of educational
performance opportunities for children and young people each year.

The Federation and our member Festivals are committed to ensuring safe
environments for children and young people and believe that it is always
unacceptable for a child or young person to experience abuse of any kind.
We recognise our responsibility to safeguard the welfare of all children and young
people, by a commitment to recommend best practice which protects them.

This policy applies to our Board of Trustees, paid staff, Adjudicator members,
volunteers, students or anyone working on behalf of the Federation and our member
Festivals.

We recognise that :

- a) the welfare of the child / young person is paramount
- b) all children, regardless of age, disability, gender, racial heritage, religious
belief, sexual orientation or identity, have the right to equal protection from
all types of abuse.
- c) working in partnership with children, young people, their parents, carers and
other agencies is essential in promoting young people's welfare

The Purpose of the Policy :

- To provide protection for the children & young people who participate in our
Festivals, including the children of Festival members
- and to provide staff and volunteers with guidance on procedures they should
adopt in the event that they suspect a child or young person may be
experiencing, or be at risk of, harm

We will seek to safeguard children and young people by :

- A) valuing them, listening to and respecting them
- B) adopting child protection guidelines through procedures and safe working practice from staff and volunteers
- C) recruiting staff and volunteers safely, ensuring all necessary checks are made
- D) sharing information about child protection and safe working practice with children, parents, staff and volunteers
- E) sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- F) providing effective management for staff and volunteers through supervision, support and training

The Federation will review this policy each year in November in line with Safe Network Guidance or sooner in light of any changes in legislation or guidance. All changes will be communicated to our member Festivals in time for the start of the new Festival year.

SAFER FESTIVALS STATEMENT

The Federation and its member Festivals use the following policies and procedures to provide **Safer Festivals** for children & young people.

- 1) A single, definitive Child Protection Policy adopted by all Federation Festivals.
- 2) Best practice advice in the form of **Safe Working Practice** and **Child Protection leaflets**, support and training for all Federation Festival staff and volunteers reporting procedures for anyone with a concern about a child.
- 3) Appropriate recruitment and induction procedures followed for all new staff and volunteers responsible for providing safe environments for the children / young people attending / performing at our Festivals.

- 4) One or more designated Festival Safeguarding Officers (FSO) appointed for each Federation Festival.
- 5) All Festival staff and volunteers wear a badge to identify their roles and all teachers/parents/guardians are asked to report all incidents of any nature to any person wearing a Festival badge. All reported incidents will be handled in accordance with the **Safe Working Practice** and **Child Protection** best practice advice. In addition each Festival will ensure the availability of a quiet area/room where concerns can be expressed in private.
- 6) For the duration of a Festival all teachers/parents/guardians/carers are responsible for the continuous care and supervision of their own children/pupils. If they are unable to attend personally, they must delegate their responsibilities to an identified adult and ensure that their children/pupils are aware of the identity and name of the person responsible for their care. This includes supervision throughout all Festival venues, performance, practice and changing areas that may be provided.
- 7) No unauthorised photography or video recording of children and young people is allowed at our Festivals. Where parents/guardians/carers do not wish photos to be taken at all, then the responsible adult attending should ensure that their child is not included in official photos.
- 8) The Festival's Child Protection Policy and Safer Festivals Statement will be published explicitly in the Syllabus, Programme and on the Festival website, if one exists. Each teacher/parent/guardian/carer must read, understand and accept this information in order to give consent for their children/pupils to enter the Festival by box ticking/signing the appropriate section of the physical Festival Entry Form or Online Entry Procedure.

Without consent the entry to the Festival cannot be accepted.

If anyone requires an individual copy of this Festival's Child Protection Policy, please contact the Festival Chairman or General Secretary who will provide one immediately.

GENERAL DATA PROTECTION REGULATIONS (GDPR)

From 25 May 2018 new regulations came into force which gives individuals greater control over the collection and use of their personal data.

One of the key principles of the legislation is that data must be processed fairly and that consent must be given unconditionally, with the choice to opt-out if so wished.

Under this new regulation the Saltash Music, Speech & Drama Festival is the data controller & can be contacted by ringing or emailing the General Secretary or the Chairman. In order to run the organisation, we hold names, addresses, email contact details & telephone numbers. This information is held securely on the personal computers of the relevant secretaries and is password protected.

The records we have are used only for the general administration of the Festival and no third party will be given access to any information we hold without prior consent.

Below is a copy of the Festival's Privacy Policy.

The Saltash Music, Speech & Drama Festival is a performing arts organisation run entirely by volunteers and registered with the charity commission (No. 1046226). It is a member of the British & International Federation of Festivals.

What information do we collect about you?

We collect information about you when you, or the person responsible for you, or your teacher makes a request for you to take part in the Festival. We will only ask for the information that we need to make that entry.

How will we use the information about you?

We collect information about you in order to sort out your entry into classes in the Festival and for some other administrative functions.

Access to your data and correction.

You can ask for a copy of the information that we hold about you. You can get this free by writing to the General Secretary (email: [REDACTED]) We want to make sure that your personal information is correct and up to date. You may ask us to correct or remove information you think is not right.

Do we share this information with anyone else?

We will not tell anyone outside the Festival about the information that we collect about you unless we have to do so by law, but names (only) of people taking part in the Festival will appear in the festival programme.

Transfer of Data

The Festival will always ensure that your personal information is looked after properly.

If you wish a copy of our Privacy Policy please contact the General Secretary.



Irwell

INSURANCE COMPANY LIMITED

Certificate of Employers' Liability Insurance^(a)

(The requirements for the display of the certificate will be satisfied if the certificate is made available in electronic form and each relevant employee to whom it relates has reasonable access to it in that form)

Policy No: [REDACTED]

1. Name of policy holder: Saltash Music Speech & Drama Festival
2. Date of commencement of insurance policy: 00.00hrs on: 01/01/2025
3. Date of expiry of insurance policy: 23.59hrs on: 31/12/2025

We hereby certify that subject to paragraph 2:-

1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney, or to offshore installations in any waters outside the United Kingdom to which the Employers' Liability (Compulsory Insurance) Act 1969 or any amending primary legislation applies^(b); and

2. (a) the minimum amount of cover provided by this policy is no less than GBP 5,000,000 ^(c); or

~~(b) the cover provided under this policy relates to claims in excess of GBP~~

~~but not exceeding GBP~~

Signed on behalf of Irwell Insurance Company Limited (Authorised Insurer)

[REDACTED SIGNATURE]

Signature

- (a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b) Specify applicable law as provided for in regulation 4(6) of the Regulations.
- (c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

Note: The information below this line does not form part of the statutory certificate. The Insurer on whose behalf this certificate is issued require the following information to be entered by the issuing intermediary:

Name and address of issuing intermediary: Bennett Gould & Partners Limited, 1137 Beaufort House, 15 St Botolph Steet, Aldgate, London EC3A 7BB
UMR: BENNETTGOULD_IRWELL-Y2024

Authorised Insurer: Irwell Insurance Company Limited
Issuing intermediary's reference:
(if different from the Policy Number stated above)



Irwell
INSURANCE COMPANY LIMITED

PUBLIC & PRODUCTS LIABILITY CERTIFICATE SCHEDULE

INSURER	Irwell Insurance Company Limited
POLICY NUMBER	IRW0131
PERIOD OF INSURANCE	From 1st January 2025 To 31st December 2025 Both dates inclusive
INSURED	Saltash Music Speech & Drama Festival
PUBLIC LIABILITY	£5,000,000 In respect of any one occurrence or series of occurrences arising out of one originating cause
PRODUCTS LIABILITY	£5,000,000 In respect of all occurrences arising during any one period of insurance

Signed on behalf on the Insurers:

Bennett Gould Underwriting

A trading style of Bennett Gould & Partners Ltd
Acting on behalf of Irwell Insurance Company Limited under Binding Authority Agreement number BENNETTGOULD_IRWELL-Y2024

CG

**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 hostellers. We had nearly 500 entries spanning 6 days which was an increase in numbers from 2024. The Festival was in three sections i.e. 7 x 3 hour sessions of Speech, 3 x 3 hour sessions of Vocal & 5 x 3 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.


Chairman – Saltash Music, Speech & Drama Festival

FF131 Saltash Christmas Festival

Items to follow

- Bank statements/accounting statements
- Insurance certificate

Budget 6220 Festival Fund

Budget Availability £4,875



Saltash Town Council



Grant Application Form

APPLYING FOR:

(Tick one box)

Community Chest Grant

☐

Festival Fund Grant

☒

DATE APPLICATION SUBMITTED:

Contact Name:	<div style="background-color: black; width: 150px; height: 20px;"></div>	
Position:	Chair of Christmas Festival Organising Committee, Saltash Chamber of Commerce	
Organisation:	Saltash Chamber of Commerce	
Contact Address:	<div style="background-color: black; width: 300px; height: 100px;"></div>	
Telephone Number:		
E-mail:		
Status of Organisation:	Chamber of Commerce	
Charity/Company number (if applicable)	N/A	
What geographical area does your organisation cover?	Saltash	
How long has your organisation been in existence?	Since 1950	

1. Organisation Background

	Date Applied	Project	Amount Applied for	Successful Y/N
Have you applied for a grant from Saltash Town Council within the last 5 Years? (Please list – continue on a separate sheet if necessary)	2024	Saltash Christmas Festival	£2,500	Yes £2,500
		In 2024, the STC grant was designed to cover the firework display, road closures and insurance. Sadly, the Christmas Festival had to be cancelled due to Storm Darragh. We went ahead with certain elements, including the firework display, but with no income from stalls or raffle we used the STC grant on the firework display, event management and medical cover.		
	2023	Saltash Christmas Festival	£1,500	Yes £1,500
	2022	Saltash Christmas Festival	£1,500	Yes £1,500
	2021	No application made to Town Council		
	2020	No application made to Town Council		
	2019	Saltash Christmas Festival	£1,500	No £0
Please list the aims and objectives of your organization	Aims of the Chamber: <ul style="list-style-type: none"> to further and protect the interests of traders/professionals within Saltash and District, and of Chamber members in particular to discuss any matter affecting the interests of members to take actions to support and promote the welfare of the general body of traders and professions to promote measures for the economic advancement of the town of Saltash and District. to be proactive with other organisations within Saltash and District to enable the promotion/enhancement of members' interests. to keep members up to date on matters that could potentially have an impact on their trade or business. Aims of the Christmas Festival: To deliver a Christmas event in the town centre that is free admission, and involves a range of local traders, charities, community groups and schools, boosting footfall, promoting the retail heart of the town, providing opportunities for creative art in schools and promoting community cohesion and pride.			

What are the main activities of your organisation?	The Chamber's Christmas Festival Committee has responsibility for organising and delivering the town's annual Christmas Festival and Lantern Parade.	
		Yes / No or N/A
	Are you part of a religious group?	No
	If application is for a Church – is it for anything other than a parish clock, Community Hall (used by all within the community) or environmental purposes?	N/A
	If application is for a School – Is, it for anything other than environmental purposes or a project that does not benefit the wider community and is not in addition to statutory services?	N/A
	If application is from an education, health or social service establishment – do you work in partnership with other groups?	N/A
	If application is from an education, health or social service establishment – is project in addition to statutory services?	N/A

2. Your project

Project	Start Date	Saturday 6 th Dec 2025
	Finish Date	Saturday 6 th Dec 2025
	Total Cost	£ 9091
	Grant Applied For	£ 2500

Project title:	Saltash Christmas Festival and Lantern Parade Saturday 6 th December 2025
Description of project	<p>The Chamber took on organising the Christmas Festival and Lantern Parade in 2017, and has continued to grow the event ever since.</p> <p>Planned Features of 2025 Festival:</p> <ul style="list-style-type: none"> • Street Market on Fore Street • Rides, inflatables and carousel on Fore Street • Santas on Bikes on Fore Street • Santa Fun Run across the Tamar Bridge and back (thanks to collaboration with the Tamar Trotters) • Treasure Hunt (thanks to collaboration with Redeemer Church and town centre retailers) • Lantern Parade (thanks to funding from Saltash Scrapstore, with lantern workshops held in all four Saltash-based primary schools.)

Where will it take place?	Fore Street, Saltash
Who will benefit from the project? (What groups will benefit and approx. how many people will benefit in total)	<p>The Festival has a positive impact on local businesses, promotes our town to a wider audience, and boosts community cohesion.</p> <p>Visitors: approx. 5,000 Local charities with a stall: approx. 30 Local business taking a stall: approx. 40</p> <p>Specific groups that will benefit:</p> <ul style="list-style-type: none"> • Town centre retailers, through the boost in footfall • Local charities and organisations, through opportunities to raise funds and awareness • Primary schools, through the creativity, sense of fun and pride of place delivered by the lantern workshops and Lantern Parade
What evidence do you have that this project is required?	<p>Saltash Christmas Festival has been staged in its current format for over 10 years, and is always well attended. It has consistently attracted positive feedback from local shops, businesses, the community and visitors.</p> <p>Specific evidence:</p> <ul style="list-style-type: none"> • Thousands of people who attend each year • Surveys from previous Christmas festivals • High numbers of bookings from stall holders
What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation)	<p>The Christmas Festival enjoys the support of local businesses, charities, community groups, volunteers and schools.</p> <p>Specific support for this year's event includes:</p> <ul style="list-style-type: none"> • Offers of sponsorship from local businesses • High number of stall bookings • Commitment from primary schools to take part in the lantern workshops • Commitment from local youth groups to volunteer at the event • Commitment from Tamar Trotters to deliver the Santa Fun Run
How will the project be managed and how will you measure its success?	<p>The event is managed by a volunteer committee within the Saltash Chamber of Commerce, with logistical support provided by Diverse Events (a local not-for-profit Community Interest Company) to ensure the event runs safely and meets HSE regulations. The volunteers and the CIC have a wealth of experience in delivering events and festivals in Saltash.</p> <p>We will use visitor numbers as one measure to judge the success of the event.</p>
Please give the timescale and key milestones for your project,	<p>The Saltash Christmas Festival is always held on the first Saturday of December, which this year falls on 6th December.</p> <p>Paperwork for road closures will be submitted in September, along with risk assessments.</p>

including a start and finish date.	Raffle tickets will go on sale in November.
What arrangements do you have in place to ensure safeguarding of children and /or young people and/or vulnerable people?	<p>A full event management plan and risk assessments are produced to ensure the event is safe for all, including children, young people and vulnerable people.</p> <p>This plan is circulated to the police, fire and ambulance services, as well as to Cornwall Council's Licensing, Streetworks and Events Departments. If the Events Department deems it necessary, the event plan is also sent to the Local Event Safety Advisory Group.</p>

3. How you will pay for your project.

What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)	<table> <tr><td>Licenses and Insurance</td><td>£750</td></tr> <tr><td>Security</td><td>£240</td></tr> <tr><td>Entertainment (e.g. stiltwalker)</td><td>£350</td></tr> <tr><td>Printing (raffle, posters, leaflet)</td><td>£90</td></tr> <tr><td>Medical</td><td>£461</td></tr> <tr><td>Traffic Management</td><td>£1,500</td></tr> <tr><td>Event Management</td><td>£2,250</td></tr> <tr><td>Marketing & Publicity</td><td>£400</td></tr> <tr><td>Barriers & fire trolley</td><td>£150</td></tr> <tr><td>Fireworks</td><td>£900</td></tr> <tr><td>Lantern Parade</td><td>£2000</td></tr> <tr><td>Treasure Hunt</td><td>£0</td></tr> <tr><td colspan="2"><i>(carried over from 2024)</i></td></tr> <tr><td colspan="2">Total costs: £9091</td></tr> <tr><td colspan="2">STC grant will be used to help cover items such as:</td></tr> <tr><td>• Medical</td><td>£460.97</td></tr> <tr><td>• Fireworks</td><td>£900</td></tr> <tr><td>• Insurance</td><td>£609.70</td></tr> <tr><td>• Barrier hire</td><td>£88.80</td></tr> </table>	Licenses and Insurance	£750	Security	£240	Entertainment (e.g. stiltwalker)	£350	Printing (raffle, posters, leaflet)	£90	Medical	£461	Traffic Management	£1,500	Event Management	£2,250	Marketing & Publicity	£400	Barriers & fire trolley	£150	Fireworks	£900	Lantern Parade	£2000	Treasure Hunt	£0	<i>(carried over from 2024)</i>		Total costs: £9091		STC grant will be used to help cover items such as:		• Medical	£460.97	• Fireworks	£900	• Insurance	£609.70	• Barrier hire	£88.80
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How will you promote STC once application and project are complete?	Saltash Town Council will be promoted in editorial pieces and flyers as well as through social media, including our FB page, which has over 2,000 followers.																																						

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

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
Business Sponsorship	£500		Too early for confirmation
Stall Bookings	£2000	£2064 as of 3 rd Sept.	Assumption based on previous years
Fundraising	£1000 (Raffle, events etc.)		Raffle tickets will go on sale in Nov.
Scrapstore (for Lantern Parade)	£2000	✓	
Donation from the proceeds of the Santa Fun Run	Approx. £500		Assumption based on previous years

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

4. Further information enclosed Checklist.

	Enclosed (please tick)
A copy of your organization's most recent bank statements (mandatory)	To follow
Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	To follow
A letter head showing the organization's address and contact details	✓
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organization's status)	✓
A copy of your organization's latest set of accounting statements (if any exist)	
Copies of any letters of support for your project	
If your organisation has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Council	✓
Other (please list)	<p>Please find attached quotes for:</p> <ul style="list-style-type: none"> • Medical £460.97 • Fireworks £900 • Insurance £609.70 • Barrier hire £88.80 <p>TOTAL REQUESTED : £2500</p>

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

Declaration by the applicant

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

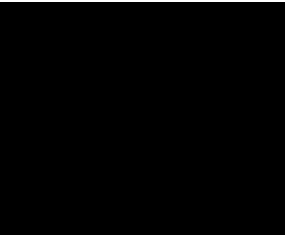
I/we declare that, I/we have read the Town Council's Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

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

I/we accept the following:

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

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

Signed:				
Print Name(s):				
Position(s):	Chamber Member, Chair, Chamber of Commerce Christmas Festival Committee			
Date:	16 th September 2025			

CONSTITUTION

SALTASH AND DISTRICT CHAMBER OF COMMERCE

As approved at the Annual General
Meeting dated 1st October 2012

Hon. Secretary

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

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

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

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

be exempt from the Membership subscriptions.

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

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

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

for re-election

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

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

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

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

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

2. The aim of the Association shall be:-

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

3. MEMBERSHIP

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

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

be eligible to be a member of the Committee

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

The Committee may reject any application without explanation.

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

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

to consider such, subject as follows:-

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

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

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

Members

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

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

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

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

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

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

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



Your Quotation

Here is your quotation. If you wish to accept the quotation, confirm you have read our Terms and Conditions and Policy Details below and then press the **Continue button**.

To edit your information please press the [back](#) button, change your details and re-submit.

[< Go Back](#)

Total Payable (Single Period Policy)
£609.70

Insurance Provider
Covéa Insurance

The premiums shown are based on current rates and are valid for this quote only.

Turnover
Max. £30,000

Number of Visitors
5000

Public Liability (compulsory)
£5,000,000

Employers Liability (optional)
£10,000,000

Number of Employees
10

Property Cover (optional)
£10,000

Single Article Limit
£4,000

Marquee - Property Damage (optional)
Not Required

Public Liability Excess
£250.00
This excess is not applicable to the Public Liability personal injury section.

Employers Liability Excess
N/A
This excess is not applicable to the Employees Liability section.

Property Excess
£250.00

Money Excess

Stock Excess

Gap - Excess

£500.00
This excess is not applicable to the Public Liability personal injury section.

Period of Insurance
Period of Insurance stated in the Schedule and any subsequent period for which We have accepted a renewal premium.

Gazebo Requirements
In respect of Section 1: Public Liability

If You use a Gazebo during Your Event this item must not be left erected overnight and at all other times it must have secure straps fitted over each corner and securely pegged to the ground in addition to their normal fixings.

The Policy Excess is increased to £500 in respect of damage caused by a Gazebo

The above amount includes:

Insurance Premium Tax (IPT)
£64.25

Policy Fee
£10.00

Start Date of Event: 06/12/2025

End Date of Event: 06/12/2025

 Please confirm you have read the following documents:

 Not Confirmed

Terms and Conditions

 Not Confirmed

Policy Documentation

 Not Confirmed

Policy Summary

 Not Confirmed

Insurance Act

 Not Confirmed

Notice to Policyholder

Continue >



Diverse Events 2025 season

Event Medical Service Tender proposal

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REDACTED	4
REDACTED	4
REDACTED	4
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Confidential. Only to be shared with Organisers of the events listed within this document.

About Peninsula Medics Ltd

REDACTED

Quality Statement

REDACTED

Tender Response

REDACTED

Operational Calculations

REDACTED

Presentation rate

REDACTED

Reasonably Foreseeable Presentations

REDACTED

Infrastructure and Equipment

REDACTED

Terms and Conditions

REDACTED

Payment Terms

Peninsula Medics Ltd standard payment terms are for payment at least 24 hours prior to the event. This can be negotiated as required for each overall client.

Pricing and Recommendations

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

REDACTED

Saltash Christmas Festival

Tier 3 Event

Recommended Input:

3 Event Medical Responders

Rationale:

While this event is likely to see a very low Presentation Rate and Reasonably Foreseeable Presentations of minor slips, trips and falls, the layout of the event makes it difficult to access the site quickly, meaning the responding team will be away from the first aid post for longer periods. A third Responder allows the first aid post to remained staffed at all times.

Total Price:

£460.97

REDACTED

REDACTED

Confirmation

All prices quoted above are subject to final verification and confirmation on booking.



Brandon Hire Station

The UK's Tool and Equipment Hire Specialist

Brandon Hire Station Plympton
Lister Close
Plympton
Plymouth
Devon
PL7 4BA
Tel: 01752 330320

Head Office: Brandon Hire Station, 72-75 Feeder Road, St. Phillips, Bristol, BS2 0TQ.
T: 01179 719 119

Hire Order

Order
No



Date : 07/01/2025

Your Ref : SALTASH CHRISTMAS FESTIV
AL

Our Ref : adcros

Page : 1 of 1

DIVERSE EVENTS CIC



Account: A1105213

Item	Description	Quantity	Unit	Price	Period	Total	VAT
Order 82011305/1 Start of hire Friday 05/12/25 to Monday 08/12/25							
Deliver To: Diverse Events CIC							
Saltash Christmas Festival							
Fore Street							
Saltash							
PL12 (economics.fatherly.note)							
Despatch From: 82 Brandon Hire Station Plympton Date 05/12/2025							
RSG01	Crowd Control Barrier	20	Each	2.20	Job	44.00	S
368009							
DELIV	Delivery Charge	1	Each	15.00	Each	15.00	S
COLLECT	Collection Charge	1	Each	15.00	Each	15.00	S
TSD	Transport Supplement Delivery	1	Each				
Goods:				74.00			
VAT:				14.80			
Total:				88.80			

CELEBRATION PYROTECHNICS

where timing & choreography
make the difference

Celebration Pyrotechnics

www.celebrationpyro.com

Confirmation of Booking

Date: 6th December 2025 (Saturday)

Time: 6:15pm provisional

Venue: Saltash Town Centre

Client: Saltash Chamber of Commerce c/o [REDACTED]

Special Requests: _____

Please arrange for stewards to formally close the green at 5pm and clear the adjacent footpaths 10 minutes prior to firing so that we can start promptly.

Action to be undertaken by client: *Please confirm the display budget and any special requests at your earliest convenience*

Payments via cheque or bank transfer please to [REDACTED]

Display Value: £750.00 +VAT

Deposit Due: £150.00

By: 23-01-26

Balance Due: £900.00

By: 23-11-26

*Terms: All monies paid will be refunded, less deposit, if notice of cancellation is given more than 14 days before event. Should display be cancelled within 14 days of event, a 25% charge will apply. If cancelled on day of event, a 50% charge will apply. Should the display be postponed, a charge will be made to cover any direct costs Celebration Pyrotechnics Ltd. incur, as appropriate. Cash paid in to our account will incur a 2.5% surcharge. The event organiser is responsible for enforcing exclusion zones by the provision of stewards and public safety barriers as required by Celebration Pyrotechnics Ltd. **Please ensure you inform your venue of these booking details.***

Thank you for your booking, we look forward to providing your display.

**FOLLOW-UP REPORT
TO SALTASH TOWN COUNCIL
ON THE FINANCES OF THE
CHRISTMAS FESTIVAL 2024.**



As previously reported to the Policy and Finance Committee, the amber weather warning associated with Storm Darragh left the Chamber of Commerce with no choice but to 'deorganise and reorganise' the Christmas Festival, cancelling some elements in their entirety, and rearranging others:

Christmas Market CANCELLED
Santas on Bikes CANCELLED
Santa Fun Run RESCHEDULED to 14th DECEMBER
Fireworks RESCHEDULED to THE WATERSIDE on 14th DECEMBER
Lantern Parade RESCHEDULED TO THE WATERSIDE on 14th DECEMBER

Families who had made a lantern in school workshops were invited to a 'Lantern Walk' from Jubilee Green round to Waterside to watch the rescheduled firework display



Window Dressing Competition

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

Finance

In July 2024, when we submitted the funding bid to Saltash Town Council, we estimated that the Festival would cost £9340 to deliver. As planning progressed, we saved money in some areas, but costs increased in others, with the result that in the days before the event, our total expenditure was forecast to be £9384.75.

With the cancellation of the event, we did not need to take out insurance or pay for security. Moving the Santa Fun Run and Firework Display to the following Saturday meant we incurred some costs for road closures and medical, but these were not as great as they would have been for a day's closure of Fore Street. So our actual expenditure in the end was £6006.81, as shown in the following table.

		Estimate	Actual
Insurances etc. Total Estimate: 777.23 Total Actual: 81	TEN - 4E67ZC44-101007386585	£21.00	21
	PPL/PRS Music Licence	£240.73	0
	Insurance	£455.50	0
	Road Closure Licence	£60.00	60
Printing Total Estimate: 103.53 Total Actual: 103.53	Leaflets - 100 x A5	£17.99	17.99
	Posters - 50 x A4	£9.95	9.95
	Raffle tickets	£42.60	42.6
	Leaflets - 250 x double sided A5	£32.99	32.99
Entertainment Total Estimate: 1,575 Total Actual: 1,500	Fireworks	£900.00	900
	Stiltwalker	£350.00	350
	Horn Speakers	£75.00	0
	Prizes for Treasure Hunt	£250.00	250
Marketing & Publicity Total Estimate: 546.39 Total Actual : 471.39	Sponsorship booklets	£71.54	71.54
	Photography	£75.00	0
	Promotion in Observer	£324.85	324.85
	Artwork Design	£75.00	75
Lantern Parade Total Estimate: 2,075 Total Actual: 1,771.74	Lantern workshops	£2,000.00	1721.74
	Venue Hire	£75.00	50
Event management Total Estimate: 4,307.6 Total Actual: 2,079.15	Fire trolley and barriers	£125.00	0
	Medical	£295.00	250
	Security	£237.60	0
	Traffic Management	£1,400.00	180
	Event Management	£2,250.00	1529.15
		£9,384.75	£6006.81

When we applied to Saltash Town Council's Festivals Fund last year, it was our intention to use the £2500 of grant funding to cover the costs of the fireworks, traffic management and insurance, which would have been £2755.50. These three elements instead amounted to £1080.

However, cancellation of the street market and raffle led to a reduction of £3000 in our budgeted income. We therefore spent the Town Council grant on the following three items (invoices attached):

Firework Display	£900
Event Management	£1539.15
Medical Cover	£250
TOTAL	£2689.15

Grant Report CC276 Girlguiding Saltash District

Our kitchen is very nearly finished now and we are planning an official opening on Saturday 18th October 2025, an official invitation will be emailed.

The grant from Saltash Town Council was used in part payment of our dishwasher, a copy of the invoice is attached.

We are very grateful to Saltash Town Council for this grant which has helped us to equip our new kitchen.

Kind Regards

Hon Treasurer, Saltash Guide Headquarters

CC281 Saltash Floral Art Club

I can report that we used the grant money to purchase a gazebo for the flower club. thank you.

We used it at the May Fair where we displayed a notice telling the general public that Saltash Council had provide the funds for purchase.

We also use it on Tuesday when the club hosted a garden party at my house.

The area flower clubs all contribute to a magazine and there is a report in the summer publication about Saltash Floral art activities and mention has been made there regarding the purchase of the gazebo through Saltash Council

Our treasurer will be providing you with a copy of the receipt.

Thank you for agreeing to providing the club with the grant, it has assisted in our ability to engage with the community.

Kind regards

Chairman Saltash Floral Art



CC284 Tamar Trotters

Many thanks to the Saltash Town Council for the recent grant for the Saltash Half Marathon and 5K+ and Fun Run. Your support really helps the event and ensures that we can cover the costs and make donations to the various local groups that help us on the day. It is very much appreciated.

The event was a great success with over 400 runners taking part across the three separate races. There were 177 runners in the Fun Run, 101 finishers in the 5K+ and 125 finishers in the Half Marathon.

We had support from the Saltash Air Cadets, 2nd Saltash Tamar Troop Scout Group, 2nd Rangers Guide Group and the Saltash Tamar Lions Club. We have been able to make donations to all of these groups in return for their help. We also made a donation of £130 to Simon Wengrad's "50 marathons in 50 days" challenge as he is attempting to raise £5000 for Saltash Youth Network and we are pleased to be able to contribute to that.

I have attached some initial photographs of the event. There will be hundreds more photographs posted on the Tamar Trotters Facebook page as soon as they are available.

It was a good day for the town community

Thank you your support



SALTASH MAY FAIR 2025

A REPORT FOR SALTASH TOWN COUNCIL

Saltash May Fair	Start Date of Event	3 rd May 2025
	Finish Date of Event	4 th May 2025
	Total Estimated Cost	£ 15,405
	Total Actual Cost	£16,307.16
	Grant Awarded from STC	£ 5,000

Please list the aims and objectives of your organisation	<ul style="list-style-type: none"> * To boost community cohesion through a weekend event across Fore Street, Victoria Gardens and Longstone Park that is free admission * To boost footfall in to the retail centre of the town * To offer traders the opportunity to sell products * To offer charities and community groups the platform to promote their activities and raise funds * To offer opportunities to boost health and wellbeing, including running races and outdoor fitness sessions * To offer local musicians the opportunity to showcase their talent on a large stage * To collaborate with Saltash Youth Network to provide a Youth Village in Victoria Gardens * To promote awareness of environmental issues <p>All these aims were met through Saltash May Fair 2025.</p>
-----------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<p>Highlights on Saturday 3rd included:</p> <ul style="list-style-type: none"> • Market the length of Fore Street • Parade of Youth • Youth Village in Victoria Gardens • Free, live music in Longstone Park until 9:30 pm, with an Oasis tribute band as the headline act <p>Highlights on Sunday 4th included:</p> <ul style="list-style-type: none"> • Half Marathon, 5K and Fun Run, with over 400 runners • Maypole dancing with Geraldine Lamb School of Dance • Dog Show, hosted by Gables (earning over £1000 for the charity)
--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Who benefitted from the project?	<p>The event attracted an estimated 7,000 visitors from Saltash and surrounding areas over the two days.</p> <p>It delivered a positive impact for local businesses, bringing visitors to Saltash and promoting our town to a wider audience.</p> <p>It offered free entertainment, helping families who may be struggling in the current cost of living crisis and boosting community cohesion.</p> <p>Local charities and community groups (Approx. 50) Local business taking a stall (Approx. 50) Youth groups (Approx.12)</p>
-----------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

What sponsorship did you receive for this project?	<p>Sponsorship from Vulcanising SW of £250.</p> <p>We were granted £1099.20 from Howton Solar Farm.</p> <p>Cornwall Councillors granted £679.</p> <p>Sale of tickets in the May Fair cash raffle generated £700.</p>
-----------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Estimated expenditure at time of bid to STC:		Actual expenditure	
Staging and Sound	2,160	Staging and Sound	2,200
Entertainment	1,900	Entertainment	2,090
Traffic Management	1,500	Traffic Management	1,900
Licenses and Insurance	1,100	Licenses and Insurance	740.59
Raffle printing	55	Raffle printing	85.80
Medical	1,275	Medical	1,275
Security	1,125	Security	1,152.62
Waste Management	380	Waste Management	354
Event Management	3,000	Event Management	2,957
Volunteer expenses	300	Volunteer expenses	310
Ground mats	450	Ground mats	450
Marketing & Publicity	500	Marketing & Publicity	482.95
Toilets, barriers	1,100	Toilets, barriers	1032.80
Photography	120	Photography	120
Red Bus	140	Red Bus	226.40
Total estimated costs : £15,405		Generator	450
		Raffle Prizes (cash raffle)	300
		Sunday PA	90
		Trailer stage	50
		Trophies	40
		Total costs	£16,307.16
		Invoices for the following have been attached:	
		• Medical Services	£ 1275
		• Stage & Sound, Longstone	£ 2200
		• Waste Management	£ 354
		• Security	£ 1152.62
		• Livewire	£200

COMMENTS ON BUDGET

Overall, our expenditure exceeded our income by approximately £1,611. While we were able to cover this shortfall from existing reserves, those reserves have now been exhausted. Despite our best efforts, it is becoming increasingly hard to get sponsorship. Recognising this, we are planning a series of fundraising events throughout the year to give us a financial cushion for May Fair 2026.

VOLUNTEER COMMITTEE, 2025:

Melissa Caldwell

Thomas Caldwell

Hilary Frank

Adam Webb

Josie Webb

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GENERAL COMMENTS

We extend our sincere thanks to the many organisations who contributed to the event's success, with particular appreciation to Tamar Trotters, who once again excelled in delivering the running races. The organising committee would especially like to express its gratitude to Saltash Town Council for its generous financial support, without which the event could not have been delivered. We'd also like to thank the outgoing Mayor, Councillor Julia Peggs, for presenting awards, delivering speeches and being such a warm and supportive presence throughout the weekend.

The committee of volunteers works hard to deliver the May Fair, but there is no way it could be achieved without our event partner, Diverse Events CIC. It is their professional expertise and dedicated commitment that mean we are able to ensure the event is delivered both safely and successfully.



We'd also like to thank the volunteers from Saltash Community School, who were a credit to their school in the enthusiastic way they supported the May Fair.

PARADE OF YOUTH AND AWARDS

Thanks to Saltash Guides and Rangers for engaging so enthusiastically with the samba workshop and leading the Parade of Youth.



Their samba rhythms brought energy and fun to the Parade.



Awards given at the Parade of Youth:

- **Prizes** to the Saltash Community School students for designing the medals in the 5K and Fun Run races (Lexie Ness and Lacey Jones).
- **The Pip Miller Award for Sporting Achievement**
To Holly Pryn, who played for Saltash United 'Tigers' boys football team in the Cornwall Junior League for three seasons, and is currently playing for Plympton Ladies football club in the Division 1 South League.
- **Unsung Hero Award**
To Simon Eglinton, who joined South West Ambulance Service as a volunteer Community First Responder in 2007, and supports the St John Ambulance cadets.
- **Best Dressed Youth Group**
Rainbows.

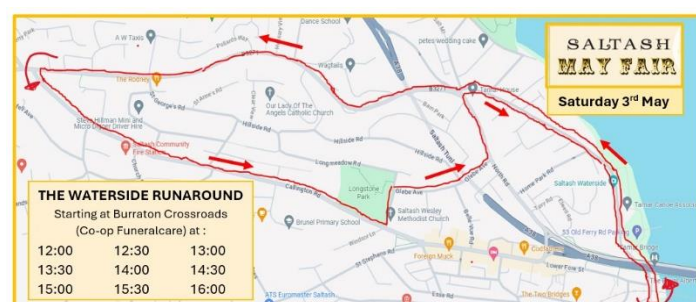
Marathon Man

To celebrate his 50th birthday, Simon Wengrad was running 50 marathons in 50 days, with funds raised being donated to Saltash youth groups. He set off on his first marathon from the stage at May Fair, cheered on by members of the youth groups as he ran up Fore Street. His marathon on the second day was two laps of the May Fair Half Marathon.



Saltash Red Bus

For the second year, we engaged the Saltash Red Bus to run two loops (one starting at Pillmere and the other taking in the Waterside) to ensure residents were able to come along to May Fair without having to drive.



THE FULL PROGRAMME

Saturday 3rd May 10.00 – 21.00
FORE STREET | LONGSTONE PARK | VICTORIA GARDENS

Parade of Youth	10.00
Market on Fore Street	10.00 – 16.00
Youth Village in Victoria Gardens	10.00 – 16.00
Stalls and inflatables in Longstone Park	10.00 – 21.00
Rubik's Cube Competition, Fore Street Stage	14.00 – 15.45
Rubik's Cube Final, Fore Street Stage	15.45

LONGSTONE PARK – MUSIC

Livewire	11.00	Memory Box Singers	14.15	Tom Hannigan	16.30
St Stephens School	13.15	Roxie Grew	14.45	Deuces Wild UK	17.45
GraceNotes Acapella	13.45	Simon & John	15.30	Kernoasis	19.30

Sunday 4th of May 10.00 – 15.00
LONGSTONE PARK

Saltash Half Marathon, 5km and Fun Run, plus Food Stalls and Inflatables

May Pole dancing – Geraldine Lamb School of Dance	13.00
Dog Show – Gables Cats & Dogs Home	14.00
Harding's Hike – Meet at Cecil Arms for a 2-hour guided walk	14.30

FREE Hail and Ride shuttle buses on Saturday 3rd May

Route 1 – THE MAY FAIR LOOP
LEAVING PILLMERE AT: 10.00, 10.45, 11.30, 12.15, 13.00, 13.45, 14.30, 15.15, 16.00.
 Going along Yellowtor Road, Oaklands Drive and St Stephens Road to the top of Fore Street, then back to Pillmere via Callington Road.

DETAILS

Route 2 – THE WATERSIDE RUNAROUND
LEAVING BURRATON CROSSROADS (CO-OP FUNERALCARE) AT:
 12.00, 12.30, 13.00, 13.30, 14.00, 14.30, 15.00, 15.30, 16.00
 Going down Callington Road, Glebe Avenue and Old Ferry Road to the Union, then back to the Burraton Crossroads via North Road.

The May Fair is organised by volunteers and comes with a price tag of £15,000. Saltash Town Council and sponsors help our fundraising efforts, but we also need your support! Please buy a raffle ticket or two from the information stall on Longstone Park. Cash prizes of £150, £100 and £50.



We were pleased to offer a mixture of music on the Longstone Park stage, from home grown talent to crowd-pleasers Kernoasis.



PROMOTION OF STC

Posters and leaflets featured the STC logo.



Facebook posts like this one thanked Saltash Town Council for their financial support.

As well as promoting the Town Council on Facebook, we also thanked them for their financial support in articles in the Saltash and District Observer and by displaying the STC banner on the trailer stage:

Market stalls, maypole dancing and May Fair magic are all on the way as Saltash prepares for a weekend packed with community spirit.

On Saturday 3rd May, Fore Street will be lined with a vibrant street market from 10am to 4pm, offering a wide array of stalls, food and local crafts to browse and enjoy. At the bottom of Fore Street, the trailer stage will host a fast-paced Rubik's Cube competition from 2pm. Meanwhile, Victoria Gardens will be home to the Youth Village, where local youth groups will be showcasing their projects and activities in a welcoming community space.

Just a short stroll away in Longstone Park, the festival stage will welcome performers from 11am, offering live music throughout the day until gone 9pm. The line-up celebrates home-grown talent, from the young performers of St Stephens Primary School to the high energy of Livewire and the soulful sound of Tom Hannigan. The music will

build to a show-stopping headline performance from Kernoasis, Cornwall's very own Oasis tribute band.

Sunday 4th May brings a change of pace, with traditional maypole dancing, inflatables and running races offering family fun in Longstone Park.

Behind the scenes, it takes over £16,000 to bring the May Fair to life. The event simply wouldn't be possible without the £5,000 grant from Saltash Town Council and the generous support of local sponsors. Bandits, Nicky's Glowbeads and Boutique, and the Cockleshell Micropub have each sponsored the cash raffle, with prizes of £150, £100 and £50. Organisers are urging everyone who enjoys the May Fair to buy a ticket. Not only could you win some money, but it is also a great way to show your support and help keep the May Fair magic alive.



Saltash United Juniors Football Club

Community Chest Grant Report

Project: New Removable Goals for Lower Warfelton Pitch

Grant Awarded: £1,000 (Minute 159/24/25)

Project Dates: 1 April – 30 June 2025

Summary of Project

With the generous support of Saltash Town Council's Community Chest, Saltash United Juniors Football Club has been able to purchase and install new removable goal posts at the lower Warfelton pitch. The fittings were installed in August, and the goals are now ready to be used for the start of the new season.

Impact on the Community

The club has over 300 boys and girls, aged 5 to 18, who regularly train and play football in Saltash. The new removable goals will:

- Protect the grass surface in goalmouth areas, improving playing conditions.
- Provide a safer environment for players, particularly goalkeepers.
- Allow the pitch to remain in better condition for all community users of Warfelton.
- Reduce the risk of damage to the goals when not in use.

These improvements will benefit every child in the club as well as the wider community who use the field. The first competitive match using the new goals is scheduled for 6th September 2025.

Acknowledgement

Saltash United Juniors would like to thank Saltash Town Council for its continued support. The grant has directly improved facilities for local children and helped us to maintain safe, high-quality community sports provision.

Photos



Policy Group: General

Grants Policy

RESPONSIBLE COMMITTEE: P&F

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

Current Document Status			
Version	V1	Approved by	P&F
Date		Responsible Officer	LM
Minute no.		Next review date	Annual or as required

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
01/2019	1	AJT	FTC 07.02.2019	497/18/19d(i)	New policy – review one year.
04/2021	1	AJT	ATM 20.05.2021	46/21/22c(vi)	Review for reapproval – new Town Council.
05/2022	1/2022	AJT	ATM 05.05.2021	54/22/23b(ix)	Reapproved.
08/2022	2/2022	AJT	FTC 06.10.2022	217/22/23c	Updated following review (P&F 09/2022).
05/2023	2023	AJT	ATM 04.05.2023	65/23/24c(viii)	Readopted.
02/2024	2024	AJT	FTC 01.02.2024	339/23/24	Uplift to FF funding limit.
02/2024	2/2024 DRAFT	AJT	P&F 27.02.2024	156/23/24c(10)	Reference to support for external grant applications. Recommendation to FTC 03.2024

03.2024	2024	AJT	FTC 07.03.2024	367/23/24c	Recommendation from P&F. Approved
05.2024	2024	AJT	ATM 02.05.2024	64/24/25c(7)	Readopted
06.2024	2024.1 DRAFT	AJT	P&F 09.07.2024	47/24/25e	Minor text amendments pages 8, 27 Recommendation to FTC.
07.2024	2024.1	AJT	FTC 01.08.2024	143/24/25a	Rec from P&F. Approved.
01.2025	2025 DRAFT	AJT	P&F 14.01.2025	134/24/25	Amendments section 8 and application form; Safeguarding policy requirement
02.2025	2025	AJT	FTC 06.02.2025	335/24/25	Recommendation from P&F. Approved
03.2025	2025	AJT	P&F 11.03.2025	164/24/25c(9)	Reviewed
23.09.20- 25	V1	LM	P&F		

Document Retention Period

Until superseded

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Grants Policy

1. Policy/Procedure Background

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

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

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

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

2. Policy Statement

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

Commented [LM1]: Included for the benefit of the town's environment to encompass such projects

3. Application principles

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

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

3.3. If an application is:

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

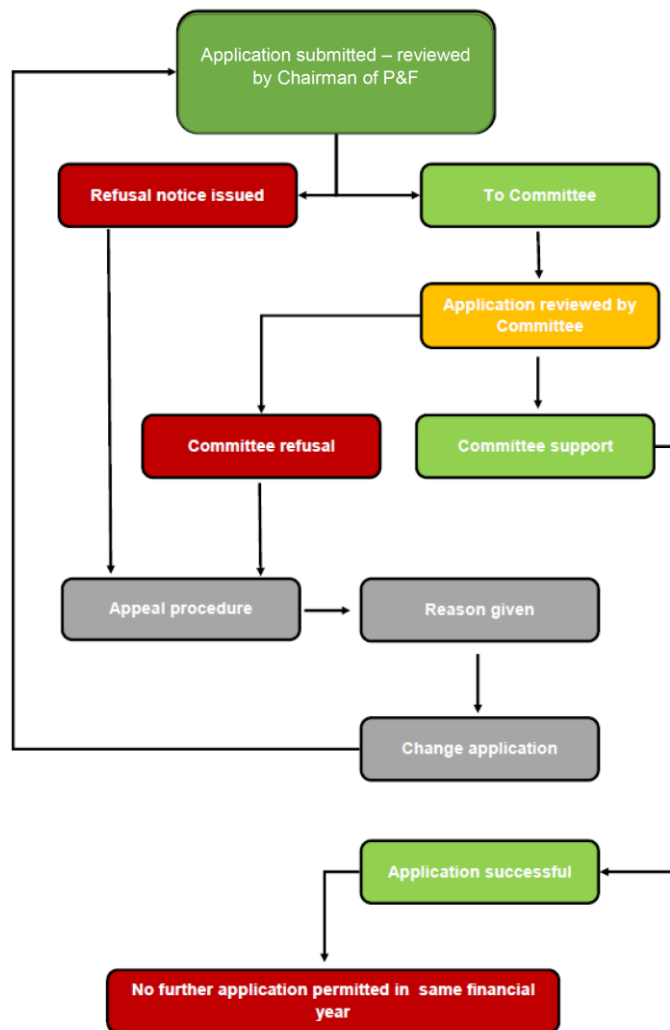
3.3.2. is refused on appeal;

3.3.3. is not appealed within the deadline set or

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

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

4. Application process



Application Submitted

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

Acknowledgement of the Grant

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

'Funded by Saltash Town Council's Festival Fund'

Or

'Funded by Saltash Town Council's Community Chest'

as appropriate.

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

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

Application reviewed by Chairman of Policy and Finance Committee¹

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

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

Chairman of Policy and Finance Committee Refusal

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

Appeal procedure

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

No appeal or appeal refused

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

Successful appeal or call in

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

Restrictions on re-applications

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

Chairman of the Policy and Finance Committee Support

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

Application submitted to committee

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

Application successful

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

Application refused

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

5. Types of grant and funding limits

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

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

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

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

The Community Chest grant will not exceed £1000.

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

6. Normal Eligibility Criteria

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

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

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

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

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

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

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

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

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

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

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

6.2. Key Priority Areas

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

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

6.4. Supporting local safety campaigns.

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

7. Applications that will not be eligible

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

- 7.1. Statutory services.
- 7.2. Expeditions or trips.
- 7.3. Replacement for statutory funding.
- 7.4. Bursaries or scholarships.
- 7.5. Projects outside of Saltash.
- 7.6. Individuals.
- 7.7. Hospitality.
- 7.8. National Charities.
- 7.9. Salaries or routine administration costs.
- 7.10. "Upward funders"- local groups who send fundraising to central headquarters for redistribution.
- 7.11. Private organisations operating as a business to generate a profit or surplus.
- 7.12. Projects with party political links.
- 7.13. Organisations intending to support or oppose any particular political party or to discriminate on any grounds.
- 7.14. Projects which discriminate on any grounds.
- 7.15. Projects which do not benefit the Saltash community at large.
- 7.16. "Branches" that could be funded by the main organisation.
- 7.17. Buildings that are uninsured.

- 7.18. A project that competes or conflicts with any service, project or event being supported, organised or funded by the Town Council.
- 7.19. Applications from organisations with substantial and allocated resources will not be considered a priority for funding and will usually be unsuccessful.
- 7.20. Applications will not normally be considered from national organisations or local groups with access to funds from national “umbrella” or “parent” organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.

8. Guidelines for Grant Applications and Further Information

- 8.1. If an organisation (or a subgroup of the same organisation) is successful in obtaining a grant in one financial year, it is unlikely it will receive another grant in the same financial year.
- 8.2. It is a condition of any grant application that the group or project must bring direct benefit to the residents of Saltash. All applications must clearly demonstrate how this will be achieved.
- 8.3. Local suppliers should be used where possible.
- 8.4. Application forms are available from the Guildhall or from the Town Council website. Application forms must be submitted along with the latest set of the group's accounts. It is important that all questions on the application form are fully answered and that any appropriate additional information, which supports an application, is provided at the time of submission.
- 8.5. Applications cannot be made retrospectively. Please allow three months before funds are required.
- 8.6. The scheme provides start-up funding for new community groups as well as grants for existing organisations. Applications will not be considered for day-to-day running expenses.
- 8.7. Schools will only be grant aided for environmental purposes or if, in the opinion of Saltash Town Council, their application is for the benefit of the wider community. The project must also be in addition to statutory services.
- 8.8. Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider

community within the parish. The project must also be in addition to statutory services.

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

reasons for the delay and a request to extend the period of the grant.

Requests will be considered by the Policy and Finance Committee following a review by the Chairman.

- 8.19. Organisations seeking funds for buildings must demonstrate a reasonable security of tenure in the relevant property.
- 8.20. The amount of any grant awarded is at the discretion of the Policy and Finance Committee.
- 8.21. All awards are made subject to any additional conditions and requirements as deemed appropriate by the Policy and Finance Committee.
- 8.22. The Town Council reserves the right to refuse any application considered inappropriate or not meeting the objectives of the Town Council.
- 8.23. ~~The organisation awarded a grant must publicise the support of the Town Council.~~ All marketing, publicity or promotional material must clearly display the Town Council's modern logo and name, along with appropriate recognition of the grant awarded. The modern logo is available upon request from enquiries@saltash.gov.uk. In addition, Town Council banners acknowledging the grant must be displayed wherever appropriate. These banners are available for collection from the Guildhall.
- 8.24. All successful projects will be used as evidence by the Town Council when promoting the Community Chest and Festival Fund award schemes.

Commented [LM2]: Expanded for clarification.

9. Banking Arrangements

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

10. Chairman Refusal

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

- 10.1. Application does not meet the eligibility criteria.
- 10.2. Application is not complete.

- 10.3. Further information requested on an application has not been received in good time and no-communication has been achieved with the applicant.
- 10.4. Standard mandatory requirements are not in place/being met.
- 10.5. Does not fit in with the Key Priorities of the Town Council.
- 10.6. Similar applications have been rejected.
- 10.7. Following an established precedent.
- 10.8. Such an application would set an unfair or unsustainable precedent for future applications of a similar nature.
- 10.9. The project is considered too high risk for public funds to be contributed to it.
- 10.10. The business case is considered flawed or unsustainable (if appropriate).
- 10.11. The Town Council does not hold any more funding for grants and there are no suitable reserves that could be utilised.
- 10.12. Any other relevant reason(s) which are considered important enough to warrant refusal to safeguard the Town Council and the local public funds.
- 10.13. If an application has been submitted in the last 12 months it will be refused.

11. Automatic Refusal

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

12. Appeals Procedure

- 12.1. The Appeals Procedure is only available to applicants at the initial stages of the process whereby an Officer has issued an "Chairman Refusal Notice".
The applicant has 30 days from the date of the "Chairman Refusal Notice" to apply for an appeal to the decision, irrespective of when the applicant receives the Notice (which may be via email or in the post).
- 12.2. To appeal, the applicant needs to do any of the following:
- 12.3. answer and justify any observations made to the satisfaction of the Chairman;
- 12.4. provide information which is required by the Chairman ;

- 12.5. put forward a strong case for an Chairman to re-view the decision taken;
- 12.6. give further clarification on how the application meets the normal qualifying criteria.
- 12.7. An Officer will take any appeal requests deemed valid to the Committee Chairman/Vice Chairman to obtain approval to progress the application to committee or to refuse the appeal.
- 12.8. Applicants, who are appealing **under 12b**, must make sure they correctly justify why their project does meet the normal criteria and does not conflict with any of the Town Council's strategies.

Commented [LM3]: Removed as no longer have a 12b

13. Requests for References to support external grant applications

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

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

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

Appendix 2: Definition of a Voluntary Community Organisation

Appendix 3: Application scoring matrix

Appendix 4: Grant Reporting Form

Commented [LM4]: Appendix 4 added to include reporting form

Appendix 1

Saltash Town Council – Grant Application Form (sample)

APPLYING FOR: Community Chest Grant ☐

(Tick one box)

Festival Fund Grant ☐

DATE APPLICATION SUBMITTED:

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

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

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

1. Organisation Background

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

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

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

2. Your project

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

Project title:	
-----------------------	--

Description of project (please continue on a separate sheet if necessary):	
Where will the project/activity take place?	

Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)	
What evidence do you have that this project is required? (This might be survey work or statistical evidence)	

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

How will your project minimise its impact to the environment and how will this be monitored?	

Commented [LM5]: Included to encourage applicants to consider their impact

	Yes / No or N/A
Where possible, will you use local suppliers and purchase items that can be reused year after year? For example, purchasing material table cloths instead of single use ones	
Will you ask suppliers about their environmental policies? For example, ensuring caterers consider where their ingredients are purchased from and how they will recycle their packaging	
Can you pledge to not use single use plastic at your event, including suppliers used?	
Will waste be kept to a minimum and recycling bins be provided?	
Where paperwork is issued for your event, such as tickets or orders of service, will you encourage attendees to not print these but display them on their devices?	

Commented [LM6]: All questions included to encourage applicants to consider their impact and make environmentally positive choices

3. How you will pay for your project.

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

How will you promote the contribution to your project from STC?	
-----------------------------------------------------------------	--

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

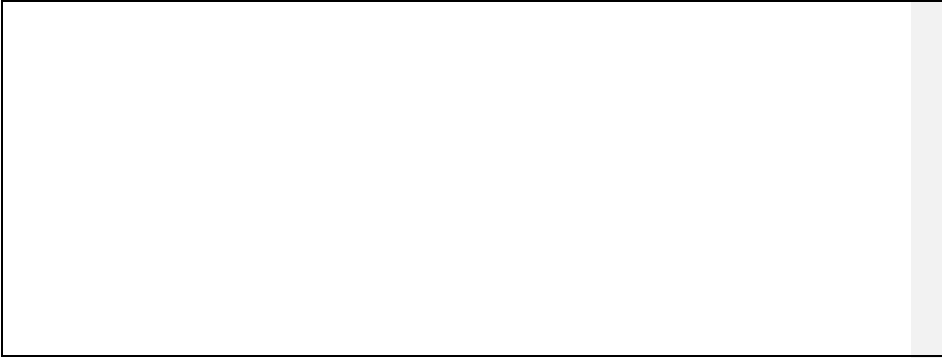
Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)

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

4. Further information enclosed Checklist.

		Enclosed (please tick)
A copy of your organisation's most recent bank statements (mandatory).		
Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory).		
A letter head showing the organisation's address and contact details.		
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organisation's status).		
A copy of your organisation's latest set of accounting statements (if any exist).		
Copies of any letters of support for your project.		
If your organisation has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Town Council.		
A copy of your organisations Safeguarding Policy (if relevant).		
Other (please list)		

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



5. Declaration by the applicant

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

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

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

I/we accept the following:

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

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

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

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

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

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

COMPLETED FORMS SHOULD BE RETURNED TO:

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

OFFICE USE ONLY:	
Date received	
Received by:	
Application Reference:	
Date to P&F Chairman/Vice Chairman	
Approved to go to Committee	
Committee Date	
Decision/Minute number	

Amount awarded	
Application refused by P&F Chairman or refused by Committee	
Appeal notice issued	
Appeal received	
Approved for Committee	
Decision/Minute number	

Appendix 2

Definition of Voluntary / Community Organisation

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

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

While this definition applies to formal organisations (those with constitutions or rules and which probably are registered with the Charity Commission, local authority or

intermediary bodies, etc.), less-formal groups based in neighbourhoods or local communities are not necessarily excluded.

Appendix 3 Application scoring matrix

Key Priority Areas

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

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

Scoring:

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

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

APPENDIX 4

Saltash Town Council Grant Reporting Form

Name of Organisation	
Amount Award	Community Chest / Festival Fund (Delete as appropriate)
How has the award contributed to the success of your project/club/organisation? Please include photographs where possible.	

Commented [LM7]: Template form to be used when recipients report on their grant and provide examples of promotion of STC's grant. This will standardise the report received at Committee and provide a guide for recipients.

How has the grant from Saltash Town Council been promoted?
Please provide examples where possible such as screenshots of social media posts or banners.

Signed

Dated

To receive amendments to the Code of Conduct and consider any actions.

Report to: P&F

Date of Report: 9.09.25

Officer Writing the Report: Mayor's Secretary / Receptionist

Officers Recommendations

1. To approve the addition of **Appendix A - Registering Gifts and Hospitality** to the Town Council's Code of Conduct policy, providing clear guidance on what constitutes a gift or hospitality, when it should be declared, and the process for doing so.
2. To reflect the new guidelines and procedure in the Code of Conduct and Civic Handbook in accordance with the request.

Report Summary

Following recent Code of Conduct training, it was identified that the Town Council did not have a formal process in place for members to register gifts or hospitality.

In the code of conduct Part 2 General Obligations section 2.6 it states:

You must not accept any gifts or hospitality that could be seen by the public as likely to influence your judgement and you are responsible for declaring all gifts and hospitality received over the value of £50 from a single source in one year, either in the form of a single gift or as a cumulative total. You also must register any gifts or gifts or hospitality over £50 within 28 days of receiving either the gift or hospitality.

To provide clarity and ensure transparency, **Appendix A** has been drafted to outline the definition and Town Council procedures for declaring gifts and hospitality.

If approved, it will be referenced and form part of the Code of Conduct and will apply to all Councillors, including specific provisions for the Mayor and Deputy Mayor.

Signature of Officer:

Mayor's Secretary / Receptionist

APPENDIX A

Registering Gifts and Hospitality

If a member has any doubt over whether or not to accept a gift or hospitality they should err on the side of caution and politely but firmly decline the offer if an immediate response is needed, or alternatively seek the advice of the Town Clerk.

Appropriate Gifts and Hospitality Guidance

There are circumstances during the normal course as a councillor where gifts and hospitality may be accepted:

- Civic hospitality provided by another public authority.
- Normal and modest refreshment in connection with any meeting in the course of your work as a councillor (e.g. tea, coffee, biscuits etc).
- Modest meals provided as a matter of courtesy in the office or meeting place of a person.
- Invitations to local community clubs or groups hospitality events.

Principles for Accepting Gifts and Hospitality

In deciding whether it is appropriate to accept any gift or hospitality, the councillor must consider the following:

- Do not accept a gift or hospitality as an inducement or reward for anything you do as a Councillor. If you have any suspicion that the motive behind the gift or hospitality is an inducement or reward you must decline it.
- Avoid accepting any gift or hospitality that is of high monetary value or could reasonably be considered excessive given the context.
- Do not accept a gift or hospitality if acceptance might be open to misinterpretation. Such circumstances will include gifts and hospitality:
 - From parties involved with in a competitive tendering or other procurement process.
 - From applicants for planning permission and other applications for licences, consents and approvals.
- From applications for grants, including voluntary bodies and other organisations applying for public funding from the Town Council or other public bodies.
- From parties in legal proceedings with the Town Council.
- Do not accept a gift or hospitality if you believe it will put you under any obligation to the provider as a consequence.
- Do not solicit any gift or hospitality and avoid giving any perception of doing so.

All such refusals should be notified in writing as soon as is reasonably possible to the Assistant to the Town Clerk/ Office Manager.

Registration of Gifts and Hospitality

Councillors offered a gift or hospitality over the value of £50 which falls outside of the appropriate gifts and hospitality guidance, must declare it by providing the full details in writing to the Assistant to the Town Clerk/ Office Manager, who will enter it on to the Town Council's Register of Gifts and Hospitality.

The Mayor and Deputy Mayor must register all gifts regardless of value that fall outside of the appropriate gifts and hospitality guidance by providing the full details in writing to the Assistant to the Town Clerk/ Office Manager, who will enter it on to the Town Council's Register of Gifts and Hospitality.

The register for the Mayor and Deputy Mayor will be published on the Mayoral page on the Town Council website at the end of each Mayoral year.

This notification should include:

- A full description of the gift and/or hospitality offered;
- The best estimate of its market value or cost;
- Who provided it;
- Where and when it was received;
- Whether it was accepted or declined;

The register will be kept in line with the Town Council's retention policy.

It is important for Councillors to exercise care when receiving gifts or hospitality to uphold public trust, avoid conflicts of interest, and ensure full compliance with the Code of Conduct.

Policy Group: Health &
Safety

Health & Safety

RESPONSIBLE COMMITTEE: P&F/FTC

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

Current Document Status			
Version	2025	Approved by	P&F
Date	11.03.2025	Responsible Officer	SDM
Minute no.	164/24/25d(1)	Next review date	Annual or as required

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
03.2020	1	Moorepay	FTC 06.08.2020	94/20/21	New
05.2021	1/2021	AJT	ATM 20.05.2021	46/21/22d(i)	For reapproval – new council. No changes – current document.
05.2022	1/2022	AJT	ATM 05.05.2022	54/22/23b(x)	Readopted
05.2023	2023	AJT	ATM 04.05.2023	65/23/24d(i)	Readopted
02.2024	2024 DRAFT	AJT	P&F 27.02.2024	156/23/24d(1)	Reviewed for rec. to FTC 03.2024
03.2024	2024	AJT	FTC 07.03.2024	367/23/24c	Recommendation from P&F. Approved
05.2024	2024	AJT	ATM 02.05.2024	64/24/25d(1)	Readopted
03.2025	2025	AJT	P&F 11.03.2025	164/24/25d(1)	Reviewed.

Document Retention Period

Until superseded

HEALTH AND SAFETY GENERAL POLICY OFFICE AND OTHER LOW RISK AREAS

OVERVIEW

Our health and safety general policy provides us with the means to manage health and safety in an efficient and effective way and includes:

General Policy and Implementation of Policy

In this section we state our objectives for, and commitment to, managing health, safety and welfare. We also describe how the policy will be implemented.

Organisation and Responsibilities

To ensure that we are all aware all our responsibilities this section outlines our organisational structure for managing health and safety. Responsibilities are assigned to all levels of management and the individual responsibilities of all employees are described therein.

Procedures

In this section we outline the procedures that we will use to implement statutory requirements and to achieve the objectives of our policies.

Monitoring, Checking and Recording

Checklists for monitoring and carrying out workplace inspections are located in Section E of our policy.

Other records and forms are located in Sections G and H. These forms once completed are our proof that we have been diligent in carrying out our policy and procedures further ensuring compliance with current health and safety legislation good practice.

Document Control

The issue status of pages in our documents is identified in the bottom left hand corner of each page. When updates or changes are required, only the pages requiring amendment will be changed. Each change is recorded in the Amendment Record found at the front of our Health and Safety General Policy.

The date on the Policy Statement reflects the date the policy was last reviewed.

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HS/01/20

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AMENDMENT RECORD

Amendment Reference	Section	Page No	Amendment Details	Amendment Date	Requested By
HS/0/____					

AMENDMENT RECORD

Amendment Reference	Section	Page No	Amendment Details	Amendment Date	Requested By

SECTION A:

GENERAL POLICY AND IMPLEMENTATION

GENERAL POLICY STATEMENT

At Saltash Town Council our policy is to ensure, so far as is reasonably practicable, the health and safety of our employees and anyone else who may be affected by our work activities. The minimum standard we will adopt will be compliance with legal requirements and appropriate codes of practice. However, our aim will be to fulfil the spirit of the law and not just comply with technical requirements. We will assess the risks from our work activities and will operate according to the procedures that best promote health and safety at work.

We accept our responsibilities for health and safety and are committed to giving health and safety equal importance with other business matters. We will ensure that the resources necessary to achieve the objectives of this policy are made available. Our employee's cooperation is critical to enable us to fulfil our statutory duties and the objectives of this policy. To promote co-operation, procedures for consulting with employees on matters of health, safety and welfare are part of the general policy of the company.

Work equipment will be provided and maintained to ensure its safe operation. If employees are required to operate any work equipment they will be provided with appropriate training. Where exposure to hazards cannot be prevented by any other means, appropriate personal protective equipment (PPE) will be provided as a last resort and instruction in its use and maintenance given.

All materials and work equipment will be stored in a safe manner. Safe access to and egress from our premises will be maintained, in order to protect employees and others.

Suitable facilities for welfare at work will be provided and maintained, as will arrangements to enable employees and others affected by our undertaking to obtain first aid.

The signatory below has ultimate responsibility for health and safety within Saltash Town Council and will nominate a competent person for health and safety. Other responsibilities for health and safety matters have been assigned as appropriate and are described in the relevant organisation and procedures sections of the policy.

The Policy Holder will oversee an annual review of this policy and associated procedures to ensure their continued effectiveness. Where necessary to ensure legal compliance and promote continuous improvement, the policy and procedures will be amended. Any amendments will be brought to the attention of all employees and other interested parties.

Policy Holder:

Signed Name:

Signed Title:

Date:

Review Date

ENVIRONMENTAL POLICY STATEMENT

We believe that we are responsible for achieving good environmental practice and operating in a sustainable manner.

We are therefore committed to reducing our environmental impact and continually improving our environmental performance as an integral and fundamental part of our business strategy and operating methods.

It is our priority to encourage our customers, suppliers and all business associates to do the same. Not only is this sound commercial sense for all; it is also a matter of delivering on our duty of care towards future generations.

Our policy is to: -

- wholly support and comply with the requirements of current environmental legislation;
- minimise our waste and then reuse or recycle as much of it as possible;
- minimise energy and water usage in our premises, vehicles and processes in order to conserve supplies, and minimise our consumption of natural resources, especially where they are non-renewable;
- operate and maintain company vehicles with due regard to environmental issues as far as reasonably practical and encourage the use of alternative means of transport and car sharing as appropriate;
- apply the principles of continuous improvement in respect of air, water, noise and light pollution from our premises and reduce any impacts from our operations on the environment and local community;
- as far as possible purchase products and services that do the least damage to the environment and encourage others to do the same;
- assess the environmental impact of any new processes or products we intend to introduce in advance;
- ensure that employees understand our environmental policy and conform to the standards it requires;
- address complaints about any breach of our Environmental Policy promptly and to the satisfaction of all concerned;
- update our Environmental Policy annually in consultation with employees and other interested parties affected by our undertaking.

IMPLEMENTATION OF POLICY

Our policies will be implemented by:

- taking health and safety into account when planning all our business activities;
- providing and maintaining work equipment and systems of work that are carefully designed and monitored;
- ensuring that health and safety standards are complied with when using, handling, storing and transporting articles and/or substances;
- ensuring that employees are provided with adequate and sufficient information, instruction, training and, where necessary, supervision to enable them to work safely;
- ensuring that high standards of housekeeping are maintained within the workplace and in other premises or sites where we are working and that a safe means of access and egress are maintained at all times;
- ensuring that, where its use is identified as a last resort by risk assessment, personal protective equipment (PPE) is provided and used;
- ensuring that specific arrangements are entered into when engaging contractors so that our policies and procedures can be adhered to by them;
- ensuring that adequate arrangements and facilities for welfare and first aid are provided;
- ensuring that employees and our contractors comply with relevant legislation and co-operate with those responsible for enforcing it;
- maintaining a system for the recording and investigation of all accidents/incidents;
- ensuring that the responsibilities of employees and contractors with regard to health and safety are specified clearly and documented.

Saltash Town Council adopted the principles of the 'Deming four-step management PDCA method' used throughout business for the control and continuous improvement of all our processes and services.

We ensure that every improvement within Saltash Town Council's own internal management system(s) follow the internationally agreed steps of the cycle, namely:

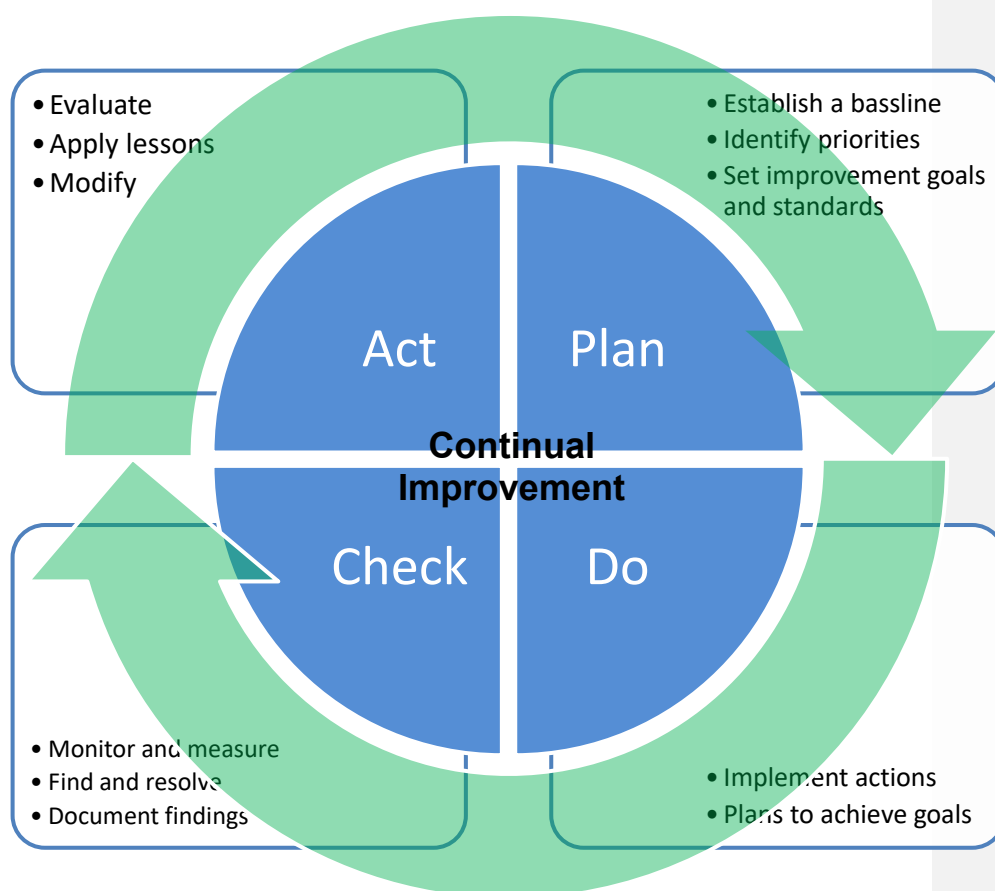
PLAN – We establish the objectives and processes necessary to deliver results in accordance with the expected output – be that a deliverable, target or goal.

DO – Having planned our objectives, we then implement them and follow the agreed processes and procedures in order to produce a quality product.

CHECK – Throughout the planning and finalisation of the product, we carefully analyse the ongoing results (measured and collected in 'DO' above) and compare these against the expected results (targets or goals from the 'PLAN') to see if there are any differences. We look for any deviations and improvements that might have been made during the implementation of the 'PLAN'.

ACT – The results of the 'CHECK' stage are then carefully analysed to see if any further steps can be taken to refine and improve the 'PLAN'.

We also use the results of this PDCA cycle to further improve future products, processes and deliverables.
 Demonstration of the continued success of our Health and Safety Management System is then achieved via regular audits and reviews.



The system adopted by Saltash Town Council to achieve quality in performance with accountability is based on the following four main items or activities:

1. **Health and Safety Policy** – the Policy (as the primary control document) which defines the policy, processes, responsibilities, procedures etc. that are to be used;
2. **Appointed Person** – the appointment of an Individual within a defined organisational structure, who is responsible for operating the system and ensuring that the Health and Safety and its associated documentation is fully and effectively implemented;

3. **Documented Processes and Procedures** – the use of documented processes and procedures to define all activities which could lead to variability of execution with consequent loss of performance or safety if not rigorously controlled;
4. **Management System reviews** – regular reviews of the Health and Safety Policy (and its supporting documentation) together with auditing its effective implementation to ensure that the most suitable and effective methods and procedures are still prescribed and used.

SECTION B:

ORGANISATION AND RESPONSIBILITIES

HEALTH AND SAFETY MANAGEMENT STRUCTURE



INDIVIDUAL RESPONSIBILITIES

GENERAL RESPONSIBILITIES OF ALL EMPLOYEES

At Saltash Town Council we take seriously your health, safety and welfare and that of any others affected by our undertaking. We have set high standards which are described in our policies, procedures and safe systems of work. We will strive to achieve the standards set by providing the resources necessary to do so. Achieving our safety culture also requires the co-operation of all of our employees.

The Line Manager who authorises work to be carried out will ensure that those that will be carrying out the work are adequately trained, instructed and informed to enable them to do so safely and to avoid risks to their health. Where necessary, we will provide supervision, particularly in the case of young persons and inexperienced employees. Monitoring responsibilities are described in Section E. In addition to any specific responsibilities we will also carry out safety inspections of the working environment under our control in order to maintain our standards.

All employees must follow the arrangements described in our policies, procedures and safe systems of work. You should only operate work equipment that you are trained and authorised to use, ensuring that all guards and safety devices are in place and use any personal protective equipment (PPE) issued to you as a control measure. If you have any concerns about health and safety matters, you should tell us immediately or follow the consultation procedure described in Section C.

We may want you to be involved in our risk assessment process. If so, we would ask you to co-operate with those leading the process.

We would remind you that all employees have duties under Sections 7 and 8 of the Health and Safety at Work Act to: -

- take reasonable care of their own health and safety and that of anyone affected by what they do;
- co-operate with their employer to enable them to comply with their statutory duties;
- refrain from intentionally or recklessly interfering with or misusing anything provided in the interests of health, safety and welfare.

Failure to comply with your legal duties may result in the enforcing authority taking action against you.

SPECIFIC RESPONSIBILITIES

TOWN CLERK

Responsibilities include:

- administering the Safety Policy, or appointing a senior member of staff to do so;
- carrying out an annual review of the Policy;
- ensuring that any inspection, testing and certification is carried out to comply with relevant Regulations applicable to our operation;
- carry out risk assessments in areas of specific responsibility;
- bringing to the attention in writing of those concerned, the significant risks identified as a result of any such assessments;
- ensure Line Managers carry out risk assessments within areas of specific responsibility;
- ensuring that risk assessments are reviewed regularly;
- ensuring that risk assessments are undertaken on any new or proposed activities or processes;
- ensuring that employees are adequately trained in proper and safe working methods and are aware of any hazards;
- reprimanding any member of staff failing to discharge satisfactorily, the responsibilities allocated to them;
- instituting appropriate reporting, investigation and costing of injury, damage and loss; promoting action to preclude recurrence and initiate analysis to discover accident trends;
- ensuring that all employees are aware of the fire procedures and first aid facilities;
- setting a personal example.

SPECIFIC RESPONSIBILITIES

LINE MANAGERS

Responsibilities include:

- carry out risk assessments in areas of specific responsibility;
- bringing to the attention in writing of those concerned, the significant risks identified as a result of any such assessments;
- ensuring that risk assessments are reviewed regularly;
- ensuring that risk assessments are undertaken on any new or proposed activities or processes;
- identifying training requirements of individuals;
- ensuring that employees are adequately trained in proper and safe working methods and are aware of any hazards;
- reprimanding any member of staff failing to discharge satisfactorily, the responsibilities allocated to them;
- carrying out safety inspections in those areas under their control;
- ensuring that suitable written records are kept and maintained of such inspections;
- completing accident reports for all accidents involving injury, damage or lost time. Reports to be completed as soon as possible after the incident;
- ensuring that all employees are aware of the fire procedures and first aid facilities;
- setting a personal example.

SPECIFIC RESPONSIBILITIES

EMPLOYEES

Responsibilities include:

- being familiar with the Safety Policy and implementing it at all times;
- complying with any risk assessments which have been undertaken;
- operating only items and equipment for which you have been trained, deemed competent and authorised to use;
- reporting any industrial injury, industrial disease, or any incidents which could result in personal injury or property damage, to the Line Manager;
- using the correct tools and equipment for the job. Using the safety equipment and protective clothing (P.P.E.) which is made available and issued when required;
- developing a concern for safety personally and for others, particularly new employees;
- avoiding improvisation;
- suggesting ways of eliminating hazards;
- co-operating with us in maintaining a safe working environment and making your contribution to reducing accidents;
- taking care of property entrusted to you, refraining from horseplay, the abuse of welfare facilities and the misuse of equipment;
- keeping tools and equipment in good condition;
- reporting to your line manager any defects in equipment. Ensuring that equipment is in a safe and secure state when unattended;
- obeying our safety rules;
- setting a personal example.

SUMMARY OF RESPONSIBILITIES

OVERALL RESPONSIBILITY

The Policy Holder has overall and final responsibility for health and safety within our operations and will ensure we have effective policies for health and safety and will delegate specific responsibilities to ensure that all requirements of current legislation are satisfied.

SPECIFIC RESPONSIBILITIES

Responsibility	Name
<u>Policy Implementation</u>	
Review:	
Health and Safety Budget/Funding:	Town Clerk
Insurance Provision:	Town Clerk
Instruction in Safe Working Practices:	Town Clerk
Training:	LINE MANAGER
Office Safety Inspections:	LINE MANAGER
Person responsible for Disciplinary Procedures:	LINE MANAGER
Person responsible for issue of PPE:	SERVICE DELIVERY MANAGER
<u>Equipment Maintenance and Inspection</u>	
Contractors and other Services:	
Lifting Equipment:	SERVICE DELIVERY MANAGER
First Aid Provision:	LINE MANAGERS
<u>Fire</u>	
Equipment:	SERVICE DELIVERY MANAGER
Evacuations:	
Computer Equipment:	
Housekeeping:	SERVICE DELIVERY MANAGER
Accident Recording:	ALL EMPLOYEES
Accident Investigation and Reporting:	SERVICE DELIVERY MANAGER
Visitors (Inc. Contractors):	SERVICE DELIVERY MANAGER
<u>Risk Assessments</u>	
General:	SERVICE DELIVERY MANAGER
Fire:	
Hazardous Substances (COSHH):	SERVICE DELIVERY MANAGER
Manual Handling:	SERVICE DELIVERY MANAGER
PPE:	SERVICE DELIVERY MANAGER
DSE:	SERVICE DELIVERY MANAGER
Working at Heights:	SERVICE DELIVERY MANAGER
Lone Working:	SERVICE DELIVERY MANAGER
Pregnant Employees:	SERVICE DELIVERY MANAGER
Young Persons:	SERVICE DELIVERY MANAGER

Responsibility	Name
<u>Services</u>	
Gas and Gas Appliances:	SERVICE DELIVERY MANAGER
Electricity and Electrical Equipment:	SERVICE DELIVERY MANAGER
Water Supply (Legionellosis):	SERVICE DELIVERY MANAGER
Waste:	SERVICE DELIVERY MANAGER

RESPONSIBILITIES OF CONTRACTORS

We are responsible to engage competent contractors, manage and control them whilst they are on our premises. The responsibilities described below apply to all contractors engaged to work on our premises.

Contractors are responsible for ensuring that all persons under their control are aware of the following: -

- fire procedures;
- first aid arrangements;
- welfare arrangements;
- the requirements of any risk assessments and method statements they are required to comply with;
- areas where personal protective equipment (PPE) must be used;
- any permit to work systems.

It is our responsibility to inform contractors of any known hazards to which persons under their control may be exposed while working on our premises. The Line Manager engaging contractors is responsible for providing this information.

It is the responsibility of a contractor to provide us with risk assessments and method statements, which should describe how the work will be carried out without exposing any person to risks to their health or safety. The requirements of these documents must be adhered to.

We reserve the right to submit contractors' risk assessments and method statements to external health and safety consultants for evaluation.

A contractor must ensure that any equipment brought on to our premises is fit for the purpose and in a good state of repair.

All portable electrical appliances used by contractors on our premises must be battery operated or operate at 110 volts supplied through a centre-tapped transformer. Where appliances are not available in battery or 110 volts versions the use of 240 volts equipment will be permitted, so long as such equipment is used with a residual current device operating at 30 mA/30ms.

Contractors will be required to provide evidence that any portable electrical appliances will be inspected and tested at a frequency (decided by risk assessment principles) and as stipulated by current HSE guidelines.

We reserve the right to order off our premises any contractor not complying with our Health and Safety General Policy or procedures.

RULES FOR VISITORS

INTRODUCTION

The following rules are designed to control all visitors to our premises, including contractors engaged to work on the premises. For health, safety and security reasons it is important that visitors should not be permitted to wander freely around the premises. In the event of a fire it is imperative that we know who is in the building at the time and that all persons can be accounted for. We will do this by maintaining a record of the name, time of arrival and departure and whereabouts of all visitors. Our procedures for the control of visitors are outlined below.

Any employee receiving a visitor should ensure that: -

- the visitor enters their details in the 'Visitors' Record Book' on arrival and signs out on departure;
- the visitor remains in the reception area until they are collected by their host;
- any incident involving a visitor must be reported without delay. Injuries should be recorded in the Accident Book;
- the visitor reads and complies with the Fire Procedures.

VISITOR RULES

PARKING

You must ensure that your vehicle is left in an approved parking area. Vehicles must not obstruct fire escape routes, private or public access and other vehicles.

RECEPTION AREA

Please remain in the reception area until you are collected by your host.

You will be accompanied while you are on the premises, unless we authorise you to enter the premises unaccompanied.

SECURITY

You must not remove anything from the premises without permission.

HEALTH AND SAFETY

Do not enter any area of the premises until you have received the permission from your host.

You must report any accident, injury or dangerous occurrence to your host immediately. You will be required to enter the details of any injury in our Accident Book

FIRE

Please follow the Fire Procedure and Instructions.

If you are working unaccompanied, please familiarise yourself with the locations of the fire exits and manual call points.

SMOKING

To comply with current legislation and company policy, you are not allowed to smoke inside any of our premises.

SECTION C:

PROCEDURES

ACCIDENT/INCIDENT REPORTING PROCEDURE

We accept our duty under the current edition of the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)** to report certain injuries and incidents to the enforcing authority. The purpose of this procedure is to ensure that this duty is fulfilled and that all accidents are investigated.

ACCIDENT/INCIDENT RECORDING

Any employee injured during the course of their work or any other person affected by our undertaking must report it and it will be recorded into our Accident Book, which is kept in the reception area. The completed page of the book will then be removed and given to the Line Manager who is responsible for ensuring that completed reports are kept secure. We will also record any accidents where an employee has been incapacitated for more than three consecutive days. 'Near Miss's' incidents will also be recorded, and we will use the information to assist us in risk and safety management. The injured employee or person can request a copy of the page from the Accident Book for their records.

ACCIDENT INVESTIGATION

The Line Manager will investigate accidents/incidents and if appropriate complete a copy of our Accident/Incident Report Form. If deemed appropriate control measures necessary to prevent recurrence will be identified and actioned.

REPORTING UNDER RIDDOR

The Line Manager is responsible for reporting to the Incident Contact Centre (ICC) any injury, disease or dangerous occurrence covered by RIDDOR.

INCIDENT CONTACT CENTRE (ICC)

All accidents/incidents will be reported online using one of seven reporting forms provided or the ICC telephone service which is available for reporting **fatalities and specified injuries only**.

Online reporting accessed via:
www.hse.gov.uk/riddor/report.htm

Telephone: **0345 300 9923**

Please note the telephone service is available Monday to Friday, 08:30 am to 17:30 pm. For out of hours reporting information visit the above web address.

It is our policy that verbal or other communication regarding accidents/incidents to any third party will be at the discretion of the Town Clerk. Any request for information by pertinent and relevant parties must be addressed to him in writing and he will make our official response. This statement relates to both reportable and non-reportable accidents/incidents.

ASBESTOS MANAGEMENT

For our properties constructed prior to 2000, we will ensure a risk assessment of the possible existence of asbestos containing materials is undertaken by a competent person and in accordance with the current version of the Control of Asbestos Regulations. We will ensure that the findings of such risk assessments are acted upon as necessary

A survey of our premises has been carried out. Please refer to the asbestos survey or other relevant information for advice on areas that contain Asbestos Containing Materials (ACM).

There are no health risks to employees, contractors and/or others working in or visiting our premises, so long as these presumed ACM remain in good condition and are not disturbed. However, if the ACM are abraded, drilled or worked on with power tools the dust generated may contain asbestos fibres and then there will be risks to employees or any others exposed. To ensure that risks from work on presumed ACM are reduced to the lowest reasonably practicable level we will adopt the following procedures:-

- Where Asbestos Containing Materials are known to be present we will ensure a suitable Asbestos Management Plan is prepared- including condition monitoring at periods not exceeding 6 months.
- an Asbestos Register listing the locations and conditions of all known and presumed ACMs will be maintained;
- the Asbestos Register will be brought to the attention of any employee, contractor or others who need to disturb, work on or near to a known or presumed ACM;
- Where there is a need to repair / remove any Asbestos Containing Material we will take advice and where necessary employ the services of a HSE Licenced Asbestos Contractor.
- before any work on or near to a known or presumed ACM can commence a risk assessment will be carried out and a method statement written. The risk assessment and method statement will identify how the work will be carried out without exposing any person to risks from asbestos fibres. Where necessary, arrangements will be made for a sample of the ACM to be taken and analysed;
- we will not allow work on an ACM to start until the controls described in the risk assessment and method statement have been implemented;
- the employee or contractor who will be carrying out the work MUST receive suitable training. They will be informed about the hazards and the precautions they need to take to ensure their health and safety;

Any employee observing damage to any ACMs should report this to the Line Manager immediately.

COMMUNICATING HEALTH AND SAFETY TO NON-ENGLISH-SPEAKING EMPLOYEES

We recognise that there may be occasions when we employ employees who do not have English as their first language and that this may adversely affect the Health, Safety and Welfare of the employee, contractor and or others affected by their actions.

Where we employ a non-English speaking employee an assessment will be completed to determine their level of understanding of the English language and their ability to follow written and/or verbal instructions.

In many cases the level of understanding will be no different from other employees and no further action will be required.

In cases where there is a limited level of understanding of the English language, we will ensure that suitable additional controls are in place to ensure that the employee can undertake their duties without exposing themselves and/or others to undue risk.

CONSULTATION WITH EMPLOYEES

We accept our duty under the current edition of the Health and Safety (Consultation with Employees) Regulations to consult employees on health and safety matters, particularly with regard to:

- any measures that may substantially affect employee's health and safety;
- our arrangements for obtaining the assistance of a competent person to assist us manage health and safety effectively;
- information about risks to your health and safety and any preventative measures in place;
- the planning and organisation of any health and safety training that you will need to ensure you work safely;
- any health and safety consequences of the introduction of new technologies into the workplace.

We have elected to consult with employees directly.

You will be provided with such information to enable you to participate fully and effectively in the consultation process. Such information will be provided by the means most appropriate to the matters and circumstances concerned. These may include, but will not be limited to, the following: -

- conversations with individuals;
- staff meetings/team meetings;
- information displayed on notice boards;
- letters attached to payslips, e-mails, memos etc.

We will be consulting you through Representatives of Employee Safety (RES). The names of your RES can be found on the following page and will be displayed on the notice board.

The RES will be provided with: -

- any training they need in order to understand and fulfil their duties as described in the regulations;
- time off, with pay, to fulfil their duties as described in the regulations;
- any information they need in order to fulfil their duties under the regulations;
- copies of correspondence from enforcing authorities and copies of any records that we are required to keep by the current edition of Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

We encourage all employees to take an active interest in health and safety matters and welcome positive suggestions for improvement. If you would like to raise a matter for discussion you should bring this to the attention of the Line Manager/ Supervisor or RES.

DISPLAY SCREEN EQUIPMENT (DSE)

The term 'display screen equipment' (DSE) is used to describe not only the visual display unit (VDU) of a computer but also the other computer equipment and the workstation where it is used i.e. the desk, work surface, chair, input devices, software, printer and document holder. This also includes laptops, tablets and smart phones.

We accept our duty under the current edition of Display Screen Equipment Regulations, as amended, to assess the risks to the health and safety of our employees from the use of DSE. We have chosen to fulfil this duty by requiring all persons who use DSE, for however short a period, to complete a DSE Self-Assessment Questionnaire. The Manager will evaluate the DSE Self-Assessment Questionnaires and if appropriate remedial action will be taken.

We will provide without charge a DSE eyesight test when requested by an employee deemed a DSE User and/or a full eyesight test if deemed necessary by a competent health professional.

Where an eyesight test identifies that a "DSE User" requires special corrective appliances to work with DSE, we will meet the costs associated with providing a basic frame and the prescribed lenses or contribute to the cost of providing the DSE User with their own preferred special corrective appliances. If this applies to you, you should advise the person responsible for DSE of your requirements.

We recommend that if you use DSE for long periods, you break up the time spent working with DSE by working away from the screen for 10 minutes after 60 minutes of continuous use.

If you experience visual difficulties, headaches or pains in the upper limbs or shoulders when working with DSE you should bring this to the attention of the Manager immediately.

DRIVING COMPANY VEHICLES

To ensure the safety of the driver of our company vehicles and any other person/s that could be affected by the use of the vehicle we will operate the following procedures:

- we will ensure that all company vehicles will be suitable for their intended purpose;
- all company vehicles will be serviced according to manufacturers' recommendations and service log books will be maintained. where required, vehicles will hold a current MOT test certificate and will be presented for testing as legally required;
- the driver of the company vehicle is responsible for the completion of a Weekly Vehicle Check sheet for that vehicle;
- we will ensure that our company vehicles are driven by employees holding a current, full licence for the type of vehicle that they are authorised to use;
- before being allowed to drive a company vehicle. Driving licences will be Checked, via the DVLA web site. Ongoing checks will be carried out as required.
- we do not expect employees to take risks whilst driving. Journeys should be planned in advance, allowing sufficient time to drive within speed limits and according to traffic and weather conditions;
- some prescription drugs and medicines may carry a warning that they should not be taken when driving vehicles. Any driver prescribed such medication must inform the Line Manager immediately and must not drive until they have stopped taking the medication;
- drivers are instructed to obey the Highway Code at all times;
- drivers must comply with any controls in appropriate risk assessment/s or safe working systems and are instructed specifically that they must "not" use a mobile phone whilst driving, unless it is a hands-free device;
- drivers are responsible for paying any fines for driving or parking offences committed while they are in charge of a company vehicle;
- the driver of a company vehicle must inform the Line Manager about any prosecution for any driving offence;
- drivers are advised and reminded that drinking alcohol during the working week may take blood alcohol levels above the legal limit. If this is the case drivers must not drive the vehicle until they consider that their blood alcohol level is within the legal limit.

Use of Electric Vehicles (EVs)

Staff operating electric vehicles must follow all manufacturer guidelines and workplace safety procedures. Charging should only be carried out using approved equipment and at designated charging points, ensuring cables are placed to avoid trip hazards.

Before driving, employees must conduct a pre-use check, including battery charge level, tyre condition, and any dashboard alerts. In the event of an accident or breakdown, staff must follow emergency procedures and avoid attempting any high-voltage repairs themselves. Only trained and authorised personnel may perform maintenance on EV components.

In the event of a vehicle fire move away a safe distance from the vehicle, do not attempt to extinguish the fire and call 999

Driving a company vehicle without authorisation or whilst under the influence of alcohol or illegal drugs are serious breaches of our health and safety rules. They will be considered as gross misconduct, which could lead to summary dismissal.

Commented [DJ1]: Additional section required to cover the use of EV Vehicles

ELECTRICAL SAFETY

Electricity has the potential to kill. The danger is increased because you cannot see or smell it. Electrocution can also cause burns and the shorting of conductors which can cause fire and/or explosion.

We acknowledge our duties under the current edition of the Electricity at Work Regulations to take precautions against the risk of death or personal injury from electricity in our work activities. Our objectives are to eliminate the risk or reduce it to an acceptable level by adopting the following:

Fixed (Permanent Installation)

Any modifications or extensions to the fixed electrical installations within our premises will be designed by a professionally qualified competent person/s. All designs will comply with the current edition of the Institution of Engineering and Technology Regulations for Electrical Installation (IET Regulations). We will ensure that we obtain from the manufacturer or supplier details of power requirements and bring this to the attention of employees and any other interested party.

Any maintenance work will be carried out by a competent person/s to the standard recommended by the current edition of the IET Regulations.

LIVE WORK, EXCEPT WHERE IT IS UNAVOIDABLE FOR THE PURPOSES OF TESTING AND CERTIFICATION, IS PROHIBITED.

Any competent person/s that carries out electrical maintenance work will be required to provide a risk assessment/s and method statement for the work involved.

Electrical switchgear and control equipment will be kept clean and free from obstruction at all times.

The fixed electrical installation will be periodically inspected and tested at least every five years by a contractor approved by the National Inspection Council for Electrical Installation Contracting (NICEIC) or the Electrical Contractors Association (ECA).

Portable Electrical Appliances

For the purpose of this procedure a portable electrical appliance is defined as any item powered electrically and supplied via an electrical lead and plug.

Employees who use electrical portable appliances are responsible for visually inspecting the work equipment, plugs and lead prior and during use.

Any employee finding any damage to the portable electrical appliance must bring this to the attention of the Line Manager.

Our portable electrical appliances will be inspected and tested at a frequency (decided by risk assessment principles) and as stipulated by current HSE guidelines.

FIRE SAFETY

We recognise that a fire in our premises is a significant risk to the health and safety of anyone using the premises and to fire fighters, our neighbours and others outside. We are committed to doing all that is deemed reasonably practicable to prevent fire within our undertaking. Suitable fire precautions will be adopted, and employees will be instructed in fire prevention and the safe evacuation of the premises.

We will: -

- assess the risks from fire at our premises and implement appropriate control measures;
- ensure that where we have a visitor's book, all visitors sign the book on arrival, and again on departure;
- ensure good housekeeping to minimise the risk of fire;
- provide a means of detection and giving warning in case of fire;
- inspect and/or test fire safety equipment at appropriate intervals;
- provide and maintain safe means of escape in the event of a fire;
- maintain all fire detection, firefighting equipment and installations;
- implement a procedure for the action to be taken in the event of a fire;
- train employees in fire safety, including the carrying out of practice fire evacuation;
- keep records of all fire safety matters;
- ensure that all visitors are made aware of the fire precautions and emergency arrangements;
- comply with the requirements of The Regulatory Reform (Fire Safety) Order 2005;
- identify people with any disability or impairment who may require assistance in the event of a fire;
- where applicable, consult with other occupiers of the premises on fire safety matters;
- identify and control high fire risk activities;
- appoint and train fire marshals;
- train employees in assisting clients/visitors/customers to a safe place during emergency evacuation;

- assess any functions or special events for increased fire risk;
- display the fire procedures in prominent positions;
- designate a fire assembly point.

FIRE AND EMERGENCY EVACUATION PROCEDURE

ON DISCOVERING A FIRE

1. Any person discovering a fire should sound the alarm or shout **"FIRE: Get Out"**.
2. The person discovering the fire must telephone the emergency services by dialling 999.
3. When the exchange operator answers, ask for FIRE SERVICE and give the telephone number:
4. When connected to the Fire Service state: -

This is: SALTASH TOWN COUNCIL

Address: (SUPPLY THE ADDRESS YOU ARE CALLING FROM)

THE GUILDHALL, 12 Lower Fore Street, Saltash PL12 6JX
LIBRARY – Callington Road, Saltash PL12 6DX
LONGSTONE DEPOT – Longstone Park, Saltash PL12 6DX
WATERFRONT OFFICE: Jubilee Green, Saltash PL12 6JD
CHURCHTOWN CEMETERY – Farm Lane, Saltash PL12 4AP
ISAMBARD HOUSE (SALTASH STATION) – south side of Albert Road, Saltash
PL12 6PE
MAURICE HUGGINS ROOM – Victoria Gardens, Saltash PL12 6LA

Repeat the Telephone Number: and state **"We have a fire"**.

5. Do not replace the receiver until this information has been correctly acknowledged.

ON HEARING THE ALARM

6. Evacuate the building by the nearest available exit and proceed to the evacuation assembly point as indicated on the Fire Action Notice.
7. If safe to do so, close doors and windows behind you as you leave.
8. On arrival at the assembly point, give your name to the person taking the roll call.
9. If applicable, the Line Manager will collect the Visitors Book on the way out if it is safe to do so, and hand it to the person taking the roll call.
10. **DO NOT** re-enter the premises until told it is safe to do so by the Senior Fire Officer or another Responsible Person.

**END ALL TELEPHONE CALLS IMMEDIATELY
DO NOT STOP TO COLLECT PERSONAL BELONGINGS
WALK - DO NOT RUN**

DO NOT TAKE RISKS

FIRE INSPECTION AND MAINTENANCE PROCEDURES

We recognise if our fire detection or other warning systems were to fail then lives and property could be put at risk. The following inspections and tests will be carried out to ensure that the fire detection and warning system function when required:

ON INDUCTION

Ensure that all employees have been made aware of the fire evacuation procedure, including how to raise the alarm in a fire emergency.

DAILY

Check that the "Power On" indicator on the Fire Alarm Control Panel is showing.

Check that the fault indicator is not showing or warning sounder operating.

Immediately report any faults to the Line Manager who will arrange for a competent person/s to inspect and make good any fault.

WEEKLY

Each week test in sequence the manual call point/s within the premises by using the key provided to sound the alarm.

Ensure that the alarm operates and that the appropriate zone is indicated on the Control Panel. This will usually require two persons.

Immediately report any faults to the Manager who will arrange for a competent person/s to inspect and make good any fault.

MONTHLY

Test the emergency lighting by using the key provided or by isolating the trip switch (labelled 'Emergency Lighting' or by switching off the electrical supply. All emergency lights should come on.

Check that all fire exit doors open easily without the use of a key.

Check that fire escape routes are not obstructed.

Check that fire extinguishers are present, mounted appropriately and not obstructed.

QUARTERLY

Remove mains supply to the Fire Alarm Control Panel and check that the battery can supply the alarm sounders.

Immediately report any faults to the Line Manager who will arrange for a competent person/s to inspect and make good any fault.

TWICE YEARLY

Servicing and preventative maintenance will be carried out by a competent person with specialised knowledge of fire warning and automatic detection systems.

Conduct an unannounced practice Fire Evacuation by setting off the alarm.

Record the time taken for all persons present to reach the fire assembly point (this should usually take around 2 minutes).

After the practice evacuation, hold a briefing session with employees and management to discuss any problems encountered or lessons learned.

ANNUALLY

We will arrange for competent persons to: -

- clean the smoke detectors to ensure correct operation and freedom from false alarms. (N.B. special equipment is required for cleaning smoke detectors);
- service all fire extinguishers;
- carry out emergency lighting and fire alarm battery discharge tests;
- we will record all inspections and tests into the Fire Log.

FIRE INSPECTION AND MAINTENANCE PROCEDURES MANUAL SYSTEM

We recognise that if warning systems were to fail then lives could be put at risk. The following inspections and tests will be carried out to ensure that the warning system and equipment will function when required to.

ON INDUCTION

Ensure that all employees have been made aware of the fire procedure, including how to raise the alarm verbally.

MONTHLY

Test the emergency lighting by using the key provided or by isolating the trip switch (labelled 'Emergency Lighting' or by switching off the electrical supply. All emergency lights should come on.

Check that all fire exits open easily without the use of a key.

Check that the fire escape routes are not obstructed.

Check that fire extinguishers are present, mounted appropriately and not obstructed.

TWICE YEARLY

Conduct an unannounced practice fire evacuation by the Line Manager/Supervisor raising the alarm verbally by shouting 'Fire'.

Record the time taken for all persons present to reach the fire assembly point (this should usually take around 2 minutes).

After the practice evacuation, hold a briefing session with employees and management to discuss any problems encountered or lessons learned.

ANNUALLY

We will arrange for competent persons to: -

- clean the smoke detectors to ensure correct operation and freedom from false alarms. (N.B. special equipment is required for cleaning smoke detectors);
- service all fire extinguishers;
- carry out emergency lighting battery discharge tests;

We will record all inspections and tests into the Fire Log

FIRST AID

We accept our duty under the current edition of the First Aid at Work Regulations to provide suitable arrangements to enable injured employees to obtain first aid. We recognise that prompt action can save lives or prevent the condition of an injured person from deteriorating.

We are responsible for assessing our first aid requirements and for ensuring that we employ enough trained First Aiders and/or Appointed Persons.

Signs stating the names of the First Aiders/ Appointed Persons and the locations of the first aid boxes will be displayed. The First Aiders/ Appointed Persons are responsible for ensuring that the contents of first aid boxes are checked regularly and replenished as required.

OBTAINING FIRST AID

WORKPLACE FIRST AIDERS as nominated and trained below:

All employees of Saltash Town Council are trained first aiders.

FIRST AID BOXES Locations as indicated below:

All sites have First Aid boxes.

In the event of an injury always obtain first aid.

**All injuries, however minor, should be recorded in the
Accident Book**

First aid

GAS SAFETY

Gas leaks have a high potential for fire and/or explosion and gas accumulating in a confined space can cause asphyxiation. Also, poorly maintained gas appliances can produce carbon monoxide, which is toxic.

We accept our duties under the current edition of the Gas Safety (Installation and Use) Regulations to ensure the health and safety of our employees and others when gas is used. In order to fulfil these duties, we will follow, so far as it is reasonably practicable to do so, the Approved Code of Practice (ACoP) and Guidance to the regulations.

In particular, we will ensure that: -

- any competent person/s engaged to work on our gas installation or gas appliances is registered with the Gas Safe Register™ and qualified to the appropriate part of the ACoP;
- rooms where gas appliances are used will be provided with adequate ventilation;
- a Register of all gas appliances on our premises will be maintained;
- all gas appliances on our premises will be serviced and tested annually by a Gas Safe Register™ registered gas fitter.

Any person engaging a contractor to work on our gas installation and/or appliances should carry out checks to ensure that the contractor is Gas Safe Register™ registered and that individual gas fitters are carrying a Gas Safe Register™ identification card or working under the direct supervision of a person carrying the appropriate card.

ACTION IN THE EVENT OF AN EMERGENCY

If you think you smell gas:

DON'T turn electric appliances or switches on or off.

DON'T smoke.

DON'T use naked flames.

DO turn off the gas supply to the meter.

DO open doors and windows to get rid of the gas.

CALL the emergency number 0800 111 999.

IF IN DOUBT, EVACUATE

HAZARDOUS SUBSTANCES

A hazardous substance is any substance, natural or man-made, in solid, liquid, powder, dust, gas, fume or vapour form that can cause injury or ill health.

We accept that we have a duty under the current edition of the **Control of Substances Hazardous to Health Regulations (COSHH)** to eliminate or, so far as is reasonably practicable, control the risks to health of any person from hazardous substances used in or arising from our work activities.

We will;

- identify work activities that produce hazardous substances;
- maintain an up-to-date inventory of all substances used within the undertaking;
- obtain and maintain a library of suppliers' material safety data sheets (MSDS) for all substances listed in the inventory;
- carry out and record COSHH Assessments, communicate the risks and control measures along with appropriate information to employees and others that may be exposed to the substances;

We will: -

- review our COSHH assessments every 2 years, or sooner if substances or activities they are used or exposed to significantly change;
- ensure employees are trained how to use hazardous substances safely;
- eliminate or substitute with safer substances to reduce the risks to exposed employees and others;
- provide employees with suitable personal protective equipment (PPE) and train them in its use, where risks from exposure to hazardous substances cannot be reduced to acceptable levels by other means;
- ensure that local exhaust ventilation (LEV) provided to control exposure to hazardous substances is examined every 14 months by a competent person, with records kept;
- identify when atmospheric monitoring and/or health surveillance are needed and ensure that, when needed, such monitoring and surveillance are carried out, with records kept (see below);

Responsibilities for undertaking COSHH assessments are identified in the organisation and responsibilities section of this Policy.

Persons engaging contractors to work on our premises are responsible for obtaining from them MSDS and COSHH assessments for any substances to be used.

Where atmospheric monitoring is carried out, either in order to complete a satisfactory assessment, or to monitor the effectiveness of controls, or as a legal requirement, records will be kept as follows: -

- general area monitoring results will be kept for five years;
- personal monitoring results will be kept for forty years.

Infection control

To control the spreading of a virus we use distancing within the work place and good hygiene, where practicable.

We advise employees to report any symptoms they might have with relation to COVID-19 such as:

1. High temperature (we will be measuring temperatures);
2. New continuous cough (if you usually have a cough, it may be worse than normal);
3. Loss or change to your sense of smell or taste (you may not be able to taste or smell anything or things smell or taste different to normal).

Where possible we have replaced hand dryers and roller towels with disposable paper towels. We have signs and posters to remind employees of the need for good personal hygiene and the need for frequent hand washing.

Employees are responsible for using the controls identified in the COSHH assessments to which they are exposed. If you consider that the controls identified in a COSHH assessment are not sufficient to reduce the risks to your health, you should inform the Line Manager immediately.

HEALTH SURVEILLANCE

We acknowledge that some of our work activities may have the potential to cause work-related illnesses. Therefore, we will take all reasonably practicable steps to monitor our employees' health. The aim will be to detect early signs of the onset of work-related illnesses so that suitable actions can be taken to prevent illnesses developing.

Possible work-related conditions arising from our activities may include: -

- contact or allergic dermatitis resulting from exposure to some substances;
- repetitive strain injuries (RSI) and work-related upper limb disorders (WRULD) resulting from the use of computing equipment or other work activities and processes.

INFORMATION AND TRAINING

We will give sufficient information, instruction and training to ensure employees understand the hazards to health posed by any identified work activities and the importance of the control measures provided. Information will also be given on how to report to the Line Manager/Supervisor any health problems that may be attributed to work activities. This may be reported verbally by the employee or when (if deemed appropriate) any specific health questionnaires we initiate.

OCCUPATIONAL HEALTH SERVICES

When necessary we will engage the services of a competent occupational health service provider to give advice and guidance in the area of any specific health surveillance. The service provider may if deemed appropriate carry out initial and/or regular health examinations to employee/s and give guidance upon symptoms to be observed so that any work-related illness can be identified at an early stage and steps taken to cure the condition or prevent it getting worse. Guidance will also be given on suitable control measures.

LIFTING OPERATIONS

We acknowledge our duties under the current edition of the Lifting Operations and Lifting Equipment Regulations to ensure that our lifting equipment is safe and that lifting operations are planned to prevent injuries to employees and others. To achieve these objectives, the following arrangements will be followed: -

- the choice of any new lifting equipment will be a decision of the Line Manager/Supervisor;
- before purchasing any lifting equipment, the intended purpose will be identified, and a specification drawn up;
- all new lifting equipment will be purchased with the appropriate EC declaration of conformity;
- if second hand lifting equipment is purchased this will be subject to a thorough examination for defects before being put into operation;
- all lifting equipment will be marked with its safe working load (SWL);
- all lifting equipment will be examined annually and lifting accessories every six months by a competent person. The Line Manager will keep records of examinations;
- employees will be provided with instruction on the use of the lifting equipment;
- young persons will not be allowed to operate lifting equipment, except as part of their training and then only under direct supervision.

LONE WORKING

Lone working may expose employees and others affected by our undertaking to certain risks. Our intention is either to entirely remove the risks or, where complete elimination is not possible, to reduce them to an acceptable level.

We will ensure, so far as is reasonably practicable, that if employees are required to work alone or unsupervised for significant periods of time that they are protected from risks to their health and safety. Measures will also be taken to protect other persons affected by our undertaking if affected by lone working.

Assessments of the risks of working alone will confirm whether the work can be done safely by one unaccompanied employee. This will include the identification of risks from, means of access and/or egress, work equipment, substances, environment and atmosphere, etc.

We will give particular consideration to: -

- the remoteness or isolation of workplace/s;
- any problems of communication;
- the possibility of interference, such as violence or criminal activity from other persons;
- the nature of injury or damage to health and anticipated "worst case" scenario.

Employees and others affected by our undertaking will be given all necessary information, instruction, adequate and sufficient training and supervision to enable them to recognise the risks whilst working alone. Employees will be required to follow our safe working procedures.

Employees are required to co-operate with instructions given by a Line Manager and report any concerns they may have to them.

MANUAL HANDLING

Manual handling is the name given to activities involving lifting, putting down, carrying, pulling, pushing or moving that rely on bodily force. We recognise that such activities have the potential to cause injuries and ill health. Therefore, wherever possible we will eliminate manual handling tasks by arranging for loads to be lifted and moved by mechanical means.

Where it is not reasonably practicable to lift or move loads by mechanical means, activities will be assessed, work equipment will be provided as required to reduce risks. Employees will be provided with training in manual handling techniques.

We will carry out manual handling assessments as required. From these risk assessments, safe systems of work will, where appropriate, be developed and brought to the attention of employees and others exposed to those risks.

Employees are responsible for using work equipment provided to reduce risks from manual handling activities and must not carry out any manual handling activities they consider to be beyond their capability.

Any employee who considers that a manual handling activity is beyond their capability should bring this to the attention of the Line Manager.

We will ensure that risk assessments and method statements are obtained from any contractor/s who works on our premises.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal protective equipment (PPE) is the generic name given to items of protective clothing and equipment.

We will determine where, when and what PPE needs to be used when we conduct risk assessments.

Where it is not reasonably practicable to control exposure to hazards to our employees by any other means we will provide suitable PPE as a last resort without charge.

If employees are required to use PPE we will ensure that they are instructed in its use; are given information on how to obtain replacements, maintain and store it safely (this may be in writing). Note: PPE damaged through natural wear and tear will be replaced without charge. However, if PPE is damaged through negligence or loss then disciplinary action may be taken against the employee. Employees will be required to sign to acknowledge receipt for any PPE supplied to them.

PPE will be selected to be compatible and, wherever possible, employees will be consulted during the selection process.

Failure to wear PPE as identified in risk assessments or as instructed by us is a serious breach of our health and safety rules. It will be considered as gross misconduct, which could lead to summary dismissal.

If problems are experienced using any PPE supplied, then this must be reported to the Line Managers immediately.

If there are area/s within the workplace where PPE must be used these area/s will be identified with an appropriate mandatory sign.

The Line Manager is responsible for enforcing the use of PPE in areas under their control.

All PPE remains the property of Saltash Town Council and must be returned when leaving the Town Council.

When working on our premises any contractor is responsible for identifying the need for PPE, providing their employees with PPE and enforcing its use.

We reserve the right to exclude from our premises any contractor/s not using PPE.

RISK ASSESSMENT

We accept our duty under the current edition of the Management of Health and Safety at Work Regulations to carry out risk assessments for all work-related activities. We recognise that the purpose of risk assessment is to identify significant risks in order to ensure that they are eliminated or reduced to the lowest reasonably practicable level.

Our objectives are to: -

- identify significant risks to the health and safety of our employees and others affected by our undertaking;
- ensure that controls are sufficient to reduce risks to the lowest levels practicable;
- review risk assessments every 12 months or sooner if there is any reason to suspect that an assessment is no longer valid;
- carry and record an individual risk assessment for each young person, (16-18 years of age) we employ;
- carry out and record an individual risk assessment for an employee that informs us she is pregnant. An initial assessment will be recorded and reviewed monthly throughout the pregnancy and any period whilst she is breast feeding after return to work.

Responsibility for carrying out risk assessments are identified in the organisation and responsibilities section of this Policy. From these risk assessments, safe systems of work will, where appropriate, be developed. The competent person/s that carry out the assessments are responsible for bringing the significant findings and controls to the attention of employees and others exposed the risks.

Employees are responsible for using the controls described in the risk assessments.

STRESS

We recognise that, whilst a degree of stress can be a positive force at work, excessive pressures can have a negative effect on health and performance.

We acknowledge that stress in the workplace can be caused by any combination of a number of quite diverse factors, such as: -

- job design and lack of control of workload;
- working environment;
- relationships with others at work;
- communication arrangements.

We also recognise that there may be problems outside the workplace that will cause an individual employee to suffer from the negative effects of stress, and that these may affect an individual's health and performance within work. In this situation, undue negative stress may occur as a result of work-related and non-work-related factors.

We aim to: -

- ensure, so far as is reasonably practicable, that excessive stress is eliminated from the work environment, and that the necessary risk assessments are completed and acted upon in the case of workplace stressors;
- provide suitable support mechanisms for employees from the negative effects of stress;
- encourage a working environment where employees who feel they are suffering from the negative effects of stress can approach management in confidence, in order that necessary support mechanisms can be put in place;
- encourage a culture where stress is not seen as a sign of weakness or incompetence;
- ensure adequate rehabilitation of employees returning to work after periods of absence;
- provide information and adequate and sufficient training for employees in general on the effects of stress at work, effective communication, handling difficult situations, time management and employee relations.

SUBSTANCE ABUSE

We acknowledge that we have a legal responsibility to safeguard the health, safety and welfare of all our employees and others affected by our undertaking this includes those who may be exposed or affected by alcohol and drug abuse in the workplace.

We reserve the right to initiate drug and alcohol screening/testing on all or part of the work force routinely, occasionally or on a random basis.

Drinking and drug problems will be treated as a health problem rather than an immediate cause for dismissal or disciplinary action if assistance/advice is sought. If employees seek assistance/advice in relation to a drinking or drug problem, they will not be discriminated against in any way.

Therefore, if employees have a drink or drug problem, we will advise them to seek help at an early stage. The Line Manager can be contacted during working hours and any discussions will be treated in the strictest confidence, subject to the provisions of the law.

OUR COMPANY RULES

We require employees to attend work in a fit and appropriate state with no impairment from the effects of alcohol.

Alcohol consumption during working hours is strictly prohibited and may result in summary termination of employment.

We reserve the right to initiate disciplinary action and arrange for alcohol testing on an employee in the following circumstances:

- after an accident or incident, where there is suspicion that the employee has been drinking alcohol;
- an employee suspected of reporting for work or working with alcohol in their bloodstream (e.g. from the previous day or evening's drinking);
- if we witness evidence of erratic behaviour from an employee which may put the health and safety of other employees or other persons affected by our undertaking at increased risk.

OUR COMPANY RULES

We require employees to attend work in a fit and appropriate state with no impairment from the effects of drug misuse. Being unfit for work due to drug misuse or using drugs at work is prohibited and grounds for summary termination of employment.

We reserve the right to initiate disciplinary action and refer employees for drug testing in the following specific circumstances:

- if help is refused and/or impaired performance continues;
- after an accident/incident, where there is suspicion of drug misuse;
- if we witness evidence of erratic behaviour from an employee which may put the health and safety of other employees or other persons affected by our undertaking at increased risk.

N.B. Possession/dealing in drugs will be reported immediately to the Police.

TRAINING

We recognise that as well as being a legal requirement, the provision of adequate and sufficient training is an essential part of ensuring that our employees know how to work safely and avoid risks to their health. We will operate in the true spirit of legislation by ensuring:

All new employees receive a health and safety induction when they start work for us (this will usually be on the first day). This will cover, but will not be limited to, the following: -

- fire and emergency procedures;
- first aid arrangements;
- welfare arrangements;
- procedure for consulting employees on health and safety;
- procedure for raising health and safety concerns;
- procedure for accident and incident reporting;
- our Health and Safety Rules.

Following Induction, employees will receive instruction about the activities that they will be required to perform. At this stage training needs will be identified by the Line Manager. Where training needs are identified a training programme will be agreed with the employee.

The Line Manager is responsible for ensuring that suitable training records are kept.

WORKING AT HEIGHT

We will take reasonable steps to provide a safe working environment for employees required to carry out work activities at height (even changing light bulbs or retrieving articles from raised storage areas etc.).

We will provide any reasonably practicable, preventative and/or protective measures to prevent employees from falling whilst working at height or any articles and/or materials falling within the workplace. We will also liaise with any other interested party involved in or who could be affected by the work at height activity.

Employees and any other interested party involved in the work activity must co-operate in the implementation of this procedure.

We will, in consultation with employees: -

- carry out an assessment of the risks involved in work at height and take steps to eliminate or control them;
- provide all the necessary work equipment to allow safe access to and egress from the place of work;
- provide suitable work equipment (when appropriate) to enable the materials and/or articles used in the course of the work activity to be safely lifted to, and stored at, the workplace;
- arrange for the regular inspection of all work equipment required for working at height, particularly where there is a statutory requirement to do so.

We will provide any information, instruction and training that an employee may require to carry out work at height.

WORK EQUIPMENT

For the purpose of this procedure work equipment includes all machines, equipment and tools used by employees in the course of their work, whether owned by us or obtained on loan or hire.

We accept our duties under the current edition of the Provision and Use of Work Equipment Regulations (PUWER) and will take all reasonably practicable steps to ensure that the work equipment used by employees is suitable for its intended purpose and will not put their health and safety at risk.

We will select work equipment considering the conditions under which it will be used and the risks to which it may expose the employee. The selection of work equipment will take account of the following: -

- the purpose for which it is to be used;
- its suitability for the intended purpose;
- any statutory requirements for the type of equipment;
- the location where it is to be used;
- the employees that will be required to operate it;
- maintenance requirements;
- risks associated with its use and maintenance.

Where specific risks are identified, use of the work equipment will be restricted to those employees given the task of using it. Employees will be provided with any information, instruction and training that they need to use work equipment safely.

We are responsible for ensuring that work equipment is inspected at suitable intervals and maintained and that suitable records are kept. This includes ensuring that any statutory examinations are completed on time. Where the need for maintenance is identified, the work will be subcontracted to an approved competent contractor.

We are responsible for ensuring that work equipment is operated only by employees who have been authorised to do so and who are adequately and sufficiently trained and competent in the use of the work equipment. We are also responsible for withdrawing damaged work equipment from use until it has been repaired or replaced.

If any work equipment is obtained on hire, the Line Manager hiring it is responsible for obtaining operating instructions from the hire company and for ensuring that the equipment is presented for maintenance as directed by the hire company.

Employees are responsible for using work equipment in accordance with the training they have received.

Any machine fitted with a guard to prevent contact with moving parts must not be operated with the guard removed or disabled. Machines must not be adjusted when they are running, unless the manufacturer has made specific provision for such adjustment and employees are adequately and sufficiently trained to carry out the adjustment.

Employees must not use damaged work equipment. If found damaged work equipment must be removed from service and must be reported to the Line Manager immediately.

Specific requirements regarding the use of portable electrical appliances can be found in the procedure for "Electrical Safety".

WORK RELATED VIOLENCE

We accept the Health and Safety Executive's definition of work-related violence i.e. a violent incident is:

"any incident in which a person is abused, threatened or assaulted in circumstances relating to work."

We consider that work-related violence is unacceptable, and our aim is to reduce to the lowest reasonably practicable level, the likelihood of employees being exposed to violence and aggression while at work.

We will identify work activities where there is the potential for work-related violence and will ensure that risk assessments consider the hazards of violence and aggression. This will include work activities involving direct contact with members of the public or involving the handling of expensive work equipment and/or desirable materials.

Where employees may be exposed to risks of work-related violence, we will inform them of the findings of our risk assessments, and we will seek to reduce these risks to the lowest reasonably practicable levels by implementing engineered and procedural control measures. Where we identify that training and instruction will help to reduce risks, employees will be provided with adequate and sufficient training. This will include, but will not be limited to: -

- how to identify potential incidents of violence before they happen;
- how to prevent incidents from developing;
- appropriate behaviour for providing non-confrontational services to public;
- actions to take in the event of a violent incident.

If employees feel that they are losing control of a situation or that the other person is becoming aggressive, they should try to withdraw and obtain assistance. The type of assistance provided will depend on the situation.

If the Line Manager considers that it is the best way to calm a situation, an aggressive person will be asked to leave our premises.

If it is believed that an aggressor is in possession of an offensive weapon, then the police will be called immediately (preferably unknown to the aggressor). Employees should not attempt to disarm an assailant unless personal injury is imminent. Employees should not pick up an object to use as a weapon except in self-defence.

Employee's safety and that of members of the public are paramount and entirely outweigh the value of any money or property that could be stolen. Employees are not expected to foil a raid or to try to prevent theft, if doing so would put any person's life in danger.

All incidents involving work-related violence or aggression must be recorded on a "Violent Incident Report Form". This applies to incidents where there are no injuries as well as to those where injuries occur.

Where injuries occur as a result of work-related violence, these must also be recorded as described in the Accident/Incident Reporting Procedure, which will include the reporting of any injuries covered by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Where work related violence involves physical assault, the police will be informed. However, it is acknowledged that there may be circumstances in which an injured person does not wish to press charges or make a statement against another person.

All incidents of work-related violence or aggression will be investigated by the Manager and a report produced. As part of the investigation procedure, appropriate risk assessments will be reviewed.

If a review identifies that changes to existing controls and/or additional controls are needed to prevent recurrence, these will be implemented with any changes will be brought to the attention of all interested parties.

We appreciate that being abused or assaulted can be very distressing and we will support our employees as much as possible. As soon as an employee feels able to, we will discuss the incident to see if there are lessons that we can learn. We will provide the employee with information on victim support schemes and, if appropriate, they will be offered confidential counselling. If they remain away from work following a violent incident, we will keep in regular contact and offer any support that we can.

SECTION D:

FURTHER GUIDANCE

GUIDANCE NOTES

The current edition of the Health and Safety at Work Act requires us to provide systems of work that are, so far as is reasonably practicable, safe and without risks to health. These systems must take account of: -

- our organisation for safety;
- the co-ordination of the work of those involved;
- training, instruction and supervision;
- layout of work equipment;
- methods to be used; and,
- general conditions of work.

This duty is expanded by the current edition of the Management of Health and Safety at Work Regulations, which require us to carry out risk assessments to identify hazards, evaluate risks and implement suitable control measures.

Moorepay, our health and safety consultants provide us with access to Guidance Notes that can assist in the preparation of safe systems of work. If you would like information on the Guidance Notes available, you should contact the Manager.

Acknowledgement by Moorepay

Some of our Guidance Notes contain information reproduced with the kind permission of the Health and Safety Executive (HSE) and the Foods Standards Agency (FSA).

Warning from Moorepay

Some of our Guidance Notes contain references to BS/EN numbers. These numbers change when a standard to which they refer is updated or replaced. Therefore, if you will be relying on compliance with a BS/EN standard as a means of fulfilling your health and safety duties, we recommend that you check with BSI (www.bsi-global.com) that the BS/EN numbers quoted are still current.

SECTION E:

MONITORING

MONITORING PROCEDURES

We recognise the need for regular safety inspections and will ensure that these are undertaken and recorded.

The following will ensure that areas under their control are inspected at the frequency shown:

Name	Area/Activity	Frequency
Town Clerk	Policy/ Insurances	Annually
Line Managers	Training	Annually
Line Managers	Office	Annually

MONITORING CHECKLIST

NAME:

TITLE: Manager

DATE:

		YES / NO
HEALTH AND SAFETY MANAGEMENT		
1.	Has the Health and Safety Policy been reviewed in the last 12 months?	
2.	Are all liabilities insured adequately?	
3.	Are sufficient funds available for health and safety purposes?	
4.	Has the enforcing authority visited in the last 12 months?	
5.	If yes to 4, have all requirements made by the enforcing authority been complied with?	
6.	Are there any proposed changes to the business that have implications for health and safety?	
7.	Have there been any changes in personnel that require health and safety responsibilities to be reassigned?	
8.	Are you satisfied with our performance with regard to health and safety?	
9.	Are all risk assessments current?	
10.	Has adequate and enough training been undertaken for employees and/or reviewed or as per risk assessments?	
RISK ASSESSMENTS		
1.	Are there any risks that are not controlled?	
2.	Have risk assessments been completed for all activities?	

OBSERVATION	ACTION REQUIRED	DATE CLOSED	SIGNED

MONITORING CHECKLIST

NAME:

TITLE: MANAGER

DATE:

		YES / NO
RISK ASSESSMENTS		
1.	Are there any risks that are not controlled?	
2.	Have risk assessments been completed for all work activities?	
3.	Is there an Inventory of substances used?	
4.	Is the Substance Inventory up-to-date?	
5.	Have Material Safety Data Sheets (MSDS) been obtained for all substances on the Inventory?	
6.	Have COSHH assessments been recorded for all substances?	
7.	Are the procedures for dealing with spillages written down?	
8.	Have all measures and actions decided upon as being necessary to prevent exposure to the risk been implemented?	
9.	Are employees wearing the protective equipment correctly?	
10.	Are there any changes, which need to be considered as part of the assessments?	
11.	Have the risks and controls been communicated to employees and others affected by the risk?	
TRAINING		
1.	Have all employees received suitable training covering their duties?	
2.	Have all employees been made aware of all known hazards and the precautions to be taken in connection with their work?	
3.	Have all employees been made aware of their legal responsibilities to:	
3.1	Carry out their duties in a safe and proper manner?	
3.2	Make full and proper use of all safety equipment, devices etc. provided?	
3.3	Report immediately any unsafe conditions, defective plant, equipment etc.?	
CONTROL OF CONTRACTORS		YES / NO
1.	Are outside contractors working in a manner that does not cause potential harm to staff?	
2.	Have you inspected the equipment used by the contractor and are you satisfied with its condition?	
3.	Is there any information that you need to provide to the contractor?	
4.	Are arrangements operating to appoint and monitor contractors?	
5.	Are all staff who engage contractors aware of our policy and procedures?	
6.	Have there been any recorded accidents involving injury, ill health, or near misses including contractors' activities?	

OBSERVATION	ACTION REQUIRED	DATE CLOSED	SIGNED

MONITORING CHECKLIST

NAME:

TITLE:

DATE:

OFFICE INSPECTION		YES / NO
1.	Are all fire doors free from obstruction to allow the door closers to operate?	
2.	Are the emergency exits free from obstruction and kept unlocked when the premises are occupied?	
3.	Are all fire extinguishers wall mounted and kept free from obstruction?	
4.	Have all employees been instructed and trained in fire evacuation procedures?	
5.	Are the first aid facilities adequate and are all the employees aware of the arrangements for first aid?	
6.	Are toilet and washing facilities regularly cleaned and kept in a tidy condition?	
7.	Are soap and drying facilities provided?	
8.	Are adequate seating facilities provided?	
9.	Are adequate facilities provided for employees to deposit personal clothing?	
10.	Are all floors, passages and stairs free from obstruction and maintained in good condition?	
11.	Is there adequate space between fixtures and fittings to allow employees and others to pass safely?	
12.	Are all passageways, corridors etc. kept clear and free from obstruction?	
13.	Is there a thermometer placed in a suitable position?	
14.	Is a reasonable working temperature achieved and maintained?	
15.	Are there any trailing cables which could cause a person to trip and fall?	
16.	Are portable electric heaters so positioned as not to be at risk?	
17.	Are all electrical leads and cables in good condition?	
18.	Are plugs fitted securely to cables?	
19.	Are all portable electrical appliances regularly inspected by a competent person?	
20.	Are all storage racks and/or shelving secure?	
21.	Are free standing racks, cupboards and filing cabinets secured and in a stable condition?	
22.	Are all items of stock stored correctly?	
23.	Is there adequate means provided to gain access to the racking?	
24.	Are there adequate facilities provided for the storage and disposal of waste?	
25.	Have all employees received adequate and sufficient training, instruction covering their duties?	
26.	Have employees been made aware of any known risks or precautions?	
27.	Are employees aware of security procedures?	
28.	Have all employees been made aware of their legal responsibilities to:	
28.1	Carry out their duties in a safe and proper manner?	
28.2	Report any unsafe condition or defective equipment?	

OBSERVATION	ACTION REQUIRED	DATE CLOSED	SIGNED

SECTION F:

RULES COVERING HEALTH AND SAFETY AT WORK

EMPLOYEE RULES

1. WORKING PRACTICES

Employees must: -

- report to management immediately any fault or damage to work equipment;
- use all substances, chemicals, liquids etc. in accordance with written instructions;
- dispose of all waste in the correct manner;
- return all work equipment and articles etc. to their designated safe storage area when not in use.

You must not: -

- use equipment unless you have been adequately and sufficiently trained and authorised to do so.

2. WORKING CONDITIONS/ENVIRONMENT

You must: -

- make proper use of any work equipment or facilities provided to control working conditions and environment;
- keep all areas clear and in a clean and tidy condition;
- dispose of all refuse, scrap and waste materials using the facilities provided;
- clear up any spillage of liquids immediately.

3. PROTECTIVE CLOTHING AND EQUIPMENT

You must: -

- use all items of protective clothing and/or equipment provided;
- store and maintain protective clothing and equipment in the approved manner.

You must not: -

- misuse or wilfully damage any item of protective clothing or equipment provided.

4. FIRE PROCEDURES

You must: -

- comply with the emergency procedures;
- report any use of firefighting equipment.

You must not: -

- obstruct any fire escape route, firefighting equipment or fire doors;
- interfere with or misuse any fire equipment provided.

5. VEHICLES

You must not: -

- drive or operate any vehicle for which they do not hold an appropriate driving licence or permit
- if your licence has not been checked via the DVLA web site;
- carry unauthorised passengers;
- use our vehicles for unauthorised purposes;
- drive or operate vehicles whilst suffering from a medical condition or illness that may affect your driving or operating ability;
- drive or operate any vehicle whilst under the influence of alcohol, intoxicants or non-prescribed drugs;
- smoke in our vehicles.

6. WORK EQUIPMENT

You must not: -

- Use and/or operate work equipment for which you have not been trained;
- interfere with any aspects of the work equipment provided for your safety such as guards, emergency stop controls etc.;
- operate work equipment whilst under the influence of alcohol or drugs (prescribed or otherwise);
- operate work equipment that is faulty or not operating correctly;

You must: -

- wear any Personal Protective Equipment (PPE) that has been issued to you for use whilst using or operating the work equipment;
- inform Management immediately of any fault or damage to the work equipment;
- comply with any risk assessment or safe working procedure provided for the work equipment.

7. ACCIDENTS/INCIDENTS

You must: -

- seek medical treatment for any injury you may receive, no matter how slight. Upon returning from treatment you must report the accident;
- report all accidents/incidents as soon as it is practicable;
- notify any accident/incident in which damage is caused to property or equipment.

8. PERSONAL HEALTH

You must: -

- report any medical condition that could affect the safety of yourself or others;
- co-operate with us in the implementation of medical and occupational health provisions.

9. PERSONAL HYGIENE

Your general appearance and manner of dress must conform to our standards.

You must: -

- ensure personal hygiene by utilising the facilities provided;
- protect open wounds with the appropriate dressings;
- report any infections immediately.

10. FIRST AID DRESSING

Cover all cuts and sores with a waterproof plaster or dressing.

11. SMOKING

Smoking is not allowed inside the premises.

12. JEWELLERY

You must not wear jewellery in areas where contact with moving parts of work equipment is possible.

13. SHOES

Wear suitable footwear that will protect your feet. These should be flat or low-heeled, slip resistant and provide adequate upper protection.

14. LIFTING and CARRYING

Do not lift if too heavy. Remember - back straight, knees bent.

Never stand on boxes, chairs or equipment to reach. Use appropriate access equipment.

15. WORK AREAS

You must: -

- keep work areas and aisles clear of obstructions likely to cause trips and falls;
- return work equipment to the correct storage area.

16. RULES COVERING GROSS MISCONDUCT

You may be liable to summary dismissal if you are found to have acted in any of the following ways: -

- a gross breach of the preceding safety rules;
- unauthorised removal of any item of first aid equipment;
- wilful damage to, misuse of, or interfere with, any item provided in the interests of health and safety or welfare at work;
- unauthorised removal or defacing of any label, sign or warning device;
- misuse of chemicals, flammable or hazardous substances or toxic materials;
- smoking in any external designated 'No Smoking' area;
- horseplay that could cause accidents;
- false statements or in any way deliberately interfering with evidence following an accident/incident or dangerous occurrence;
- seriously overloading any item of lifting equipment;

- non-compliance with any controls provided in the pursuit of safety;
- failure to comply with risk assessment requirements.

SECTION G:

EMPLOYEE RECOGNITION

HEALTH AND SAFETY EMPLOYEE RECOGNITION

We accept our responsibilities to ensure your health safety and welfare. The policies and procedures that you need to follow to prevent accidents and ill health are outlined in our Health and Safety General Policy. Where more specific guidance is required, this is contained in our safe systems of work. You will receive instruction in the safe systems of work that relate to the work activities that you perform.

As an employee Saltash Town Council, I have access to the Health and Safety General Policy and understand, accept and will comply with its contents as part of my contract of employment.

I understand that this Health and Safety General Policy may be altered from time to time and that I will be kept informed of any changes therein.

Signature.....

Print Name.....

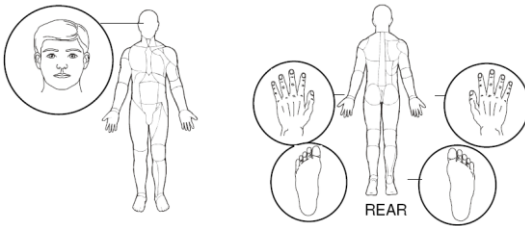
Date.....

PLEASE RETURN COMPLETED FORMS TO YOUR LINE MANAGER

SECTION H:

FORMS

ACCIDENT/INCIDENT REPORT

ACCIDENT/INCIDENT REPORT <i>Data Protection Act Compliant (when completed)</i>																																																													
1.	Address/Site																																																												
2.	Contact																																																												
3.	Injured person's Surname:		Forename/s																																																										
4.	Injured person's Address:																																																												
5.	Nat Ins No:		Age		Employee No																																																								
6.	Position/Role:																																																												
7.	Role at time of accident																																																												
8.	Exact location of accident:																																																												
9.	Date and time of accident	Date:		Time:																																																									
10.	Date and time of ceasing work due to injury.	Date:		Time:																																																									
11.	State precise nature of injury: <i>(If eye or limb state left or right)</i>																																																												
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12.	Accident reported to:	Date:		Time:																																																									

ACCIDENT/INCIDENT REPORT <i>Data Protection Act Compliant (when completed)</i>				
13	Entry made in Accident Book BI 510?		RIDDOR Reportable?	
14	Enforcing Authority informed by telephone?(Major Injury/Fatality ONLY)		RIDDOR Reported on?	
15	Was first aid given on site? (If so, what?)		Did IP attend Hospital? (which Hospital) Overnight stay necessary?	
16.	Was the injured person authorised to be at the place of the accident for the purpose of his/her work:			
17.	State what the injured person was doing at the time:			
18.	How was the accident caused? (Give a full description of what happened including circumstances leading up to the accident)			
19.	What action has been taken to prevent recurrence?			
20.	What machinery was involved (if any)?			
21.	Are machinery/equipment maintenance records available and where?			
22.	What PPE was being worn at the time of the accident:			

Data Protection Act Compliant (when completed)

Data Protection Act Compliant (when completed)

23.	Names and addresses of witnesses to the accident. <i>(Complete statement form by each witness as required).</i>		
	Witness 1: Name:	Address:	Contact No:
	Witness 2: Name:	Address:	Contact No:
	Witness 3: Name:	Address:	Contact No:
24.	Witness Statement from:	Name:	Sheet No: of

Witness Account:

I confirm that this is a true and accurate account to the best of my knowledge of the information recorded as above.

Date:	Signed:	Name (CAPITALS):
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Date: _____ Signed: _____ Name (CAPITALS): _____

See the reverse of this form for a sketch (if required)	Tick if completed	
---------------------------------------------------------	-------------------	--

COMPANY VEHICLE CHECKLIST

Date:	Driver:
Make:	Model:
Reg. No.:	Odometer reading:

	Record any defects, faults or damage or state satisfactory
Fuel/Oil Leaks	
Brakes	
Tyres	
Wheels	
Steering	
Lights	
Indicators	
Wipers	
Washers	
Horn	
Mirrors	
Bodywork	

Oil Level	
Coolant Level	
Screen Wash Level	
Tyre Pressures	
First aid kit	
Hi Vis vest	
Hazard warning triangle	

If No Defects Found (please tick)	Driver's Signature:
-----------------------------------	---------------------

Action To Be Taken:
Line Manager's Signature:

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS SUBSTANCE INVENTORY

Name of Substance	Form	Pack Size	Use	Supplier	Data Sheet on file?	Assessment Complete	Date

EMPLOYEE TRAINING RECORD

Work Equipment Process/Activities	Training given (describe)	Training Started	Date deemed Competent	Trainers signature	Employee's signature	Date

FIRE LOG

FIRE ALARM TESTS				FIRE ALARM TESTS				SERVICING OF FIRE APPLIANCES	
Date	Call Point (No) Location	In Order Y/N	Action Taken	Date	Call Point (No) Location	In Order Y/N	Action Taken	Date	Signature of Company
					EMERGENCY	LIGHTING	TESTS	FIRE	DRILLS
								Date	Evacuation Time

I hereby take receipt of the following:

[illegible]

Date:

VIOLENT INCIDENT REPORT FORM

Date of incident	Location	Time
Name Address Position What were you doing at the time of the incident?		
DETAILS OF ASSAILANT(S) (IF KNOWN)		
Name(s)	Name(s)	
Address(es)	Address(es)	
Age	Age	
Male/Female	Male/Female	
Other Details	Other Details	
WHAT HAPPENED? (Give an account of the incident, including relevant events leading to incident)		
SKETCH		
OUTCOME (Injury? Verbal Abuse? Anti-Social behaviour? Damage to person/other property?)		
Time lost Legal Action Police Informed?		
SIGNED DATE		

VISITORS' RECORDS

[illegible]

To consider an amendment to Standing Orders and consider any actions.

Report to: P&F

Date of Report: 3.07.25

Officer Writing the Report: Office Manager / Assistant to the Town Clerk

Officers Recommendations

To approve the amendment to the Town Council's Standing Orders:

Section 3: Meetings Generally

1. All external and internal reports intended for inclusion on a Town Council agenda must be submitted to the Town Clerk no later than three clear working days prior to the publication and circulation of the agenda. This deadline allows adequate time for review, revision, and clarification by officers and Councillors to allow sufficient time for reflection and formed decisions at the relevant Town Council meeting.
2. Where time permits, the Town Clerk may consider reports submitted after the publication of the agenda. However, the Town Council cannot guarantee that such reports will be included or received at the meeting. This could lead to deferral of items.

Section 3.23:

3. The quorum level for all executive committees, including Full Council, Services, Policy and Finance, and Planning and Licensing, shall be reduced from seven to six in line with the legislation (meetings cannot proceed unless at least one-third of the total number of councillors are present, with a minimum quorum of three members, regardless of council size).

Report Summary

To improve operational efficiency and enhance the quality of decision-making, internal procedures have introduced a formal deadline for the submission of reports. This measure has proven effective, ensuring that officers and members have adequate time to receive, review, and raise any questions in advance of meetings. As a result, the clarity, accuracy, and robustness of reports presented to the Council have significantly improved.

Timely receipt of reports also supports transparency and public engagement, allowing members of the public sufficient opportunity to review documents and submit questions where appropriate.

Members are also asked to consider Standing Order 3.23 to state that no business may be transacted at a Town Council meeting unless at least six Members of the Town Council are present, to reflect the statutory requirement.

Signature of Officer:

Office Manager / Assistant to the Town Clerk

To receive amendments to the Scheme of Delegation and consider any actions

Report to: Policy & Finance Committee

Date of Report: 13/8/25

Officer Writing the Report: Office Manager / Assistant to the Town Clerk

Officers Recommendations

To approve an increase to the delegated authority threshold relating to the Service Delivery Manager (SDM) role from £1,000 to £1,800 to reflect operational rises and inflation.

To reflect the increase in the Scheme of Delegation Policy in accordance with the request.

Scheme of delegation policy page 7 point 8. **See attached appendix A**

Report Summary

1. Background

The current delegated authority threshold for the SDM has remained at £1,000 for at least four to five years. Over this period, inflation, supply chain disruptions, the impact of Covid-19, and rising contractor and material costs have significantly increased the expense of routine works.

As a result, many modest repair or improvement projects now exceed the £1,000 threshold, triggering additional approval steps that delay the work of the department. For example, a repair request received in late April with an estimated cost above £1,000 would require a report to the Service Committee. If the next scheduled meeting is in July, this results in a delay of at least two months before work can commence, assuming approval is granted. This scenario has occurred repeatedly, leading to unnecessary delays, inefficiencies, and in some cases, increased costs due to postponement.

2. Rationale for the Proposed Increase

Inflationary Impact:

Based on average UK inflation rates from 2020 to 2024, £1,000 in 2020 is equivalent to approximately £1,247 in 2025. In some service delivery areas, cost increases have exceeded 30%, making the current threshold increasingly impractical.

Operational Efficiency:

Raising the threshold would enable quicker decision-making for routine works, reducing the need for committee-level approvals for low-to-mid-value projects. This would enhance responsiveness to service needs and reduce administrative overhead.

Current Challenges:

The rising costs of materials, tools, and contractor charges mean that even basic works frequently exceed the current threshold. This causes avoidable delays, particularly for time-sensitive repairs or improvements.

3. Financial Controls

The proposed increase would not compromise financial oversight. All expenditure would continue to adhere to council procurement procedures, budgetary constraints, and reporting requirements. The adjustment would simply reduce the number of routine items requiring formal committee sign-off, streamlining operations without reducing accountability.

End of Report

Signature of Officer:

Office Manager / Assistant to the Town Clerk

Scheme of Delegation

RESPONSIBLE COMMITTEE: P&F

Current Document Status			
Version	2025/26	Approved by	FTC
Date	03.04.2025	Responsible Officer	RFO
Minute no.	05/25/26a(12)	Next review date	Annual or as required

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
08/2010	1	Town Clerk	FTC 05.08.2010	128/10/11	New (P&R July 2010 Rec. Min no. 69/10/11)
03/2011	1a	Town Clerk/AK	FTC 07.04.2011	11/11/12	Original document revised to full Scheme of Delegation (P&R 15.03.2011 Rec.Min no 197/10/11
05/2013	1a	RL	FTC 14.05.2013	25/13/14	Revised and Reapproved.
04/2016	2016		FTC 07.04.2016	24/16/17	Revised (PR 15.03.2016 Min no 116/15/16)
09/2018	2018	RL	FTC 06.09.2018	254/18//19	Revised

05/2019	2019	SB	P&F 14.05.2019	14/19/20	Increased monitory values in line with new Committee Structure
02/2020	2020	SE	P&F 25.052.2020	155/1/20ii(a)	Annual review. Petty cash amount updated.
11/2020	2020 v2	AJT	P&F 10.11.2020	103/20/21b	Appendix added re Covid-19
03/2021	2021	SE	FTC 04.03.2021	354/20/21	Updated – re easing of Covid restrictions
05/2021	2021	SE	ATM 20.05.2021	35/2122a	Rec P&F 09.03.2021h
06/2021	2021	AJT	FTC 03.06.2021	74/21/22q	Readopted Delete Covid appendix
01/2022	2022	SB	FTC 13.01.2022	336/21/22	Appendix added re Covid-19
02/2022	2022-23	SE	FTC 03.03.2022	451/21/22c	Annual review
05/2022	2022-23	AJT	ATM 05.05.2022	54/22/23f(ii)	Readopted
05/2023	2023-24	SB	ATM 04.05.2023	28/23/24b(xiii)	Readopted
02.2024	2024-25 DRAFT	SB	P&F 27.02.2024	156/23/24b(13)	Reviewed for recommendation to FTC 03.2024
03.2024	2024	SB	FTC 07.03.2024	367/23/24c	Recommendation from P&F. Approved
05.2024	2024	SB	ATM	64/24/25b(12)	Readopted

			02.05.2024		
02.2025	2025/26 DRAFT	WP	P&F 11.03.2025	164/24/25b(12)	Reviewed for recommendation to FTC 04.2024
04.2025	2025/26	WP	FTC 03.04.2025	05/25/26a(12)	Approved

Document Retention Period
Until superseded

Scheme of Delegation

1. This scheme of delegation supersedes any extant permanent delegated authorities except where specified and voids any such delegated authorities not referred to. No future permanent delegated authority shall be valid unless referred to in this scheme.
 2. None of the authorities or limitations below should be taken as preventing the exercise of duties or authority clearly laid out in the Town Clerk's job description (for example as Line Manager
 3. Temporary delegations of authority to accomplish a particular task do not fall within the purview of this scheme: existing such temporary delegations stand, and further such temporary delegations may be agreed without amending this scheme.
 4. This scheme shall lapse after the 1st full meeting of the Town Council following each set of Town Council Elections commencing in May 2025, unless re-approved by the Town Council with or without amendments.
 5. Any reference to the Town Clerk in these documents will apply to the Office Manager / Assistant to the Town Clerk if and only if:
 - 5.1. The Town Clerk is not reasonably contactable due to leave, illness etc.
- AND**
- 5.2. The matter is of sufficient urgency that it cannot be reasonably delayed until the return of the Town Clerk.

Section A Financial

The Town Clerk shall have sole delegated authority and in their absence the Finance Officer shall have sole delegated authority to:

1. Maintain and defray a petty cash float to a limit of £215 for the purpose of defraying operational and other expenses, in line with Financial Regulation 10.1.
2. Incur expenditure on behalf of the Town Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,000, in line with Financial Regulation 5.17.

The Town Clerk shall report the action to the appropriate Committee Chairman and Committee as soon as practicable thereafter. Where expenditure required cannot be met from savings made elsewhere within that Committee's approved budget, it shall be subject to the provisions of a budget head approved by the Policy and Finance Committee or the Town Council.

3. Carry out the dispersal of Section 106 Money held by the Town Council, when authorised according to procedures already agreed by the Town Council.

The Town Clerk or in their absence the Finance Officer shall have delegated authority to authorise members of staff to disperse other monies with the authority of Full Council, or otherwise under the following restrictions:

4. If within budget up to **£10,000** with the approval of the appropriate Committee Chairman, or in their absence that of the Committee Vice Chairman and Chairman of the Town Council or in their absence that of the Deputy Chairman. Approval may be verbally or by email initially, with a later signature.

However, in the case of the P and F (Office) budget, no such approval will be necessary.

5. If within budget, up to £20,000 only where that item has been resolved by the relevant Committee or Sub-Committee and with the approval of the appropriate Committee Chairman or in their absence that of the Committee Vice Chairman and Chairman of the Town Council or in their absence that of the Deputy Chairman.
6. Monies over £20,000 or not within budget only where that item has been resolved by the relevant Committee or Sub-Committee with an agreed spend or maximum spend.

Items spent under A4 or A5 will be reported back to the following meeting of the relevant Committee or Sub-Committee.

7. The Town Clerk or in their absence the Finance Officer shall have delegated authority to authorise members of staff with the agreement of the Chairman of P and F, or in their absence that of the Vice Chairman of P and F, the

Chairman or the Deputy Chairman of the Town Council, to use the Town Credit Card, where the expenditures in question are otherwise acceptable under Town Council regulations and where necessary for the efficient running of the Town Council and for best value. However, in no case may this be used for individual expenses to be reclaimed, or in excess of the credit limit agreed by Full Council.

8. Line Managers shall have delegated authority for the procurement of their department if within budget, up to £1,000 reporting back at the relevant committee meeting.
9. Line Managers shall have delegated authority to authorise staff training for team members up to the value of £200, reporting back to the Personnel Committee.
10. Finance Officer shall have delegated authority to transfer monies between the Instant Access Accounts to Barclays Current Account for day-to-day operations. This will be reported to Full Council within the monthly bank account receipts and payments reports.
11. If additional hours or TOIL is anticipated, the Line Manager must obtain prior approval from the Town Clerk, or in their absence the RFO. The request should include the reason for the additional hours, the estimated number of hours, and the associated cost. This ensures compliance with the annual budget, checks available funds, and helps minimise unnecessary overtime expenses. Additional hours or TOIL should not occur without Town Clerk approval, except in emergencies. In such cases, the Line Manager must seek retroactive approval within 48 hours.

Section B Personnel

1. All matters detailed in adopted personnel policies of the Town Council shall be taken as being encompassed with this scheme of delegation. For example, but not limited to:
 - 1.1. The Town Clerk's authority to appoint staff where carried out in line with policy.
 - 1.2. Resolution of grievance and disciplinary matters.
 - 1.3. The authorisation of discretionary leave.

- 1.4. Appraisal and exit interviews etc.
- 1.5. The following functions shall be delegated to the Personnel Committee:
 - 1.5.1. The line management of the Town Clerk by the Chairman, or Vice Chairman dealing with routine issue.
 - 1.5.2. The confirmation of progression along pay scales, and successful completion of probationary periods and recommendation not to progress staff or to approve completion of probation shall be recommended to Full Council.

Section C Other

- 1. The Town Clerk shall have sole delegated authority to:
 - 1.1. exercise overall responsibility for Health and Safety;
 - 1.2. have fly-posters removed from STC land, or from Cornwall Council land having checked that they do not have authority to be there;
 - 1.3. waive charges for Guildhall room hire;
 - 1.4. approve or reject links for display on the STC website, and items for display on the STC noticeboards;
 - 1.5. Approve the use of the town's modern logo, in accordance with the principles outlined in the relevant policy.
- 2. The Town Clerk or in their absence the Office Manager / Assistant to the Town Clerk shall have delegated authority in consultation with the Chairman of the Town Council, or in their absence the Deputy Chairman, to:
 - 2.1. Make any temporary arrangements necessary for the good running of the Town Council not falling under the Town Clerk's day-to-day exercise of duties, where they incur no expenditure, or the expenditure falls under the other delegated powers. These shall be reported back to the appropriate committee or Full Council as soon as possible where they may recommend that they be made permanent or halted if appropriate, or else 'noted'.
 - 2.2. Commence the election or co-option procedure for vacancies in the Town Council in accordance with legislation and Town Council procedures.

3. The Town Clerk or in their absence the Office Manager / Assistant to the Town Clerk shall have delegated authority in consultation with the Chairman of the Town Council, or in their absence the Deputy Chairman, and the Chairman of P and F, or in their absence the Vice Chairman, to

- 3.1. Decline bookings for the Guildhall where they consider them inappropriate, or where they are for purposes that might be perceived as prejudicing the neutrality of the Town Council on future developments.

4. The Town Clerk or in their absence the Office Manager / Assistant to the Town Clerk shall have delegated authority with the agreement with the Chairman of the Town Council-or appropriate Committee Chairman, or in their respective absence the Deputy Chairman or Committee Vice Chairman to:

- 4.1. Send out Press Releases. In all cases the Chairman of the Town Council, or in their absence the Deputy Chairman, must either directly approve the release, or be sent a copy of the release at least 24 hours before it goes out in order to give them chance to object if necessary. No Press Release may be sent out under this authority if the Chairman of the Town Council or Deputy Chairman does object: in that instance they must be authorised by Full Council.

Note: Power C/4.1 shall also apply to the Chairman/Vice of the Neighbourhood Plan Steering Group, and any other Sub-Committee or Working Group of the Town Council granted this power by Full Council. However other delegated powers to Committees do not automatically apply.

Appendix 1: Health Pandemic/Lockdown Scheme of Delegation

Saltash Town Council delegates authority to the Town Clerk informed by consultation with Members of the Town Council, to take any actions necessary with associated expenditure up to **£5,000** to protect the interest of the community and ensure Town Council business continuity during the period of the a health pandemic/lockdown where it is deemed inappropriate to meet.

To receive amendments to the Civic Handbook and consider any actions and associated expenditure.

Report to: P&F

Date of Report: 15.09.25

Working Group / Cllr Writing the Report: Councillor Bullock

Cllr Recommendations

To approve an amendment to the Civic Handbook to entitle the Mayor to four free uses of Town Council premises for fundraising events per year.

Report Summary

Currently, as detailed in the Civic Handbook, the Mayor is entitled to two free uses of the Town Council premises for fundraising events.

The Mayor can gift the free use of Town Council facilities to other charities or organisations to benefit from if they wish.

During a full mayoral year, the current allowance for fundraising has proven to be very limited. To better enable the Mayor to fulfil this aspect of their role, would the Town Council consider increasing the free room hire fundraising allowance to cover up to four events per year.

Increasing the allowance would help strengthen the Mayor's ability to engage with the community and raise funds for local charities, which is a valued part of the civic role.

Signature of Cllr:

Councillor Bullock

To receive the Health and Safety Audit 2025-26 and consider any actions and associated expenditure.

Report to: P&F

Date of Report: 23.09.25

Officer Writing the Report: Office Manager / Assistant to the Town Clerk

Officers Recommendations

Members are requested to review the Town Council's Health and Safety Audit for 2025–26, noting the auditor's scores—particularly those risks assessed at levels '1' and '2'.

It is recommended that authority be delegated to the Assistant Service Delivery Manager to ensure that all necessary actions are implemented immediately, working within budget where applicable.

Report Summary

The Town Council has received its annual Health and Safety Audit, the report is attached as Appendix A.

Five areas were scored as '1'; of these, four have been addressed and completed in line with the recommendations provided.

1	Requires Attention. Not compliant with the organisations policies/procedures or guidance. Likely to attract Enforcement Officer attention if noted.
----------	-----------------------------------------------------------------------------------------------------------------------------------------------------

Sixteen areas were scored as '2', with the ASDM currently reviewing and implementing the recommended actions as appropriate.

2	Not fully compliant with the organisations policies/procedures or guidance.
----------	-----------------------------------------------------------------------------

17 areas were scored 3.

3

Recommendations or comments only. Compliant and/or considered good practice.

For further details and review, please refer to the comments provided in the Action Plan section of Appendix A – Health & Safety Report.

Signature of Officer:

Office Manager / Assistant to the Town Clerk

APPENDIX A

STRICTLY PRIVATE AND CONFIDENTIAL

HEALTH AND SAFETY AUDIT/REVIEW

Company:	Saltash Town Council	Town Clerk:	Sinead Burrows
Address:	The Guildhall, 12 Lower Fore Street SALTASH Cornwall PL12 6JX	Person(s) Seen:	Ian Bovis Mike Cotton
		Date Of Inspection:	20/05/25
		Auditor:	Lee Mc Dowell
Report To:	Ian Bovis	Copies To:	Sinead Burrows

The contents of this report are purely advisory and are intended as guidelines for the specific use of the nominee. Every effort is made to ensure the accuracy of the inspection and report. No liability, however, can be accepted by Hygiene 2 Health Ltd (the Company) for any action or situation which might arise as a result of the act or default of any inspector, agent or servant of the Company arising from the preparation or use of this report. All services provided by Hygiene 2 Health Ltd are in accordance with our standard terms and conditions, a further copy of which can be provided on request.

Hygiene 2 Health Ltd
Hawthorn Cottage, Chilsworthy, GUNNISLAKE, Cornwall PL18 9PB
E-Mail: info@hygiene2health.co.uk
Registered in England No. 03931467 VAT No. 750 3143 66

Summary:

The commitment to protecting the safety of staff and residents continues to be demonstrated and it is envisaged improvements will continue to be made.

In general, a lot of hazards are being reasonably well managed with some exceptions listed in the main body of this report, however your document management procedures do not always allow you to evidence the controls in place in a timely fashion. The proposed alterations to your document management system should make retrieving certification etc., much simpler.

Controls must be in place to control staff exposure to dust (stone, wood, and general dust). Your risk assessments (GM RA1 & GM RA7) state portable dust extraction will be available and used when required. It should be noted that workplace dust has strict exposure levels which cannot be exceeded.

A range of Legionella Risk Assessments have been completed. A review was carried out by H2H. Ensure any outstanding actions have been addressed (update the workplans in the assessments) and ensure the control programs are being effectively implemented.

A range of risk assessments are available, and the significant findings have been shared with staff. This has been recorded, however ensure all assessments are regularly reviewed.

Review the Fire Risk Assessments (FRAs) to ensure the points which require actioning have been completed. It was confirmed H2H will submit a quotation for reviewing and updating your Fire Risk Assessments.

Improvements continue to be made.

Scoring Key

Each section will receive a score 0 to 3 with 0 being the poorest and 3 the highest score available. Each section will be scored, and a total score will be awarded for compliance with the legal requirements and company Policies and Procedures.

3	Recommendations or comments only. Compliant and/or considered good practice.
2	Not fully compliant with the organisations policies/procedures or guidance.
1	Requires Attention. Not compliant with the organisations policies/procedures or guidance. Likely to attract Enforcement Officer attention if noted.
0	Legally non-compliant. Falls well below levels expected by the organisations or legislation. Likely to result in an Enforcement Notice or follow up action if noted by an Enforcement Officer.

Audit Findings and Action Plan

Page No	Issue	Risk rating	Action	Dated	Signed off
	Management of Fire Safety				
	Fire Risk Assessments Review the Fire Risk Assessments (FRAs) to ensure the points which require actioning have been completed. This will form the basis of your review. It was confirmed that H2H will submit a quotation for reviewing and updating your Fire Risk Assessments.	1	H2H have reviewed FRA's. Added into pre-check spreadsheet.		
	2. Weekly Fire Safety Checks Weekly fire safety checks and means of escape checks are being completed and these are being recorded in a fire logbook on each site.	3			
	3. Fire Alarm It was confirmed that a new company has been appointed to service the fire alarm systems etc. Documents are available for auditing.	3			
	4. Emergency Lighting The annual discharge checks are being completed in-house. The annual servicing of the emergency lighting is overdue.	2	Tablet and software being trialled to make easier for future testing		
	5. Fire Drills Fire drills are now being recorded in the fire log books. Ensure the owners of the café at the station are clear on the fire procedures.	3			
	6. Fire Action Plan Written procedures are now in place for the evacuation of buildings in the event of a fire. Ensure these are shared with all the relevant staff.	2	Staff will be required to read and sign to say they have read and understood the most up-to-date Fire Action Plan for all relevant sites, buildings they work at or frequently visit. Line Managers to action for all staff under their care. Room Booking for Isambard House and Guildhall is recommended to accompany room booking confirmation emails and be available on Saltash Town Council website.		

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No	Issue	Risk rating	Action	Dated	Signed off
	Ignition Sources Ensure your Fire Risk Assessment is updated to reflect the installation of electric vehicle charging points. Ensure the charging points are serviced in line with manufacturer's requirements.	3			
	Fire Safety Training It is noted that staff have completed face to face Fire Warden training within the last 12 months.	3			

No	Issue	Risk rating	Action	Dated	Signed off
Management of Health & Safety					
9.	Health & Safety Policy A Health and Safety Policy is in place which appears to cover the general requirements. It was reviewed in-house in March 2025.	3			
10.	Documentation A review of documentation was completed. Although a range of testing and servicing has been completed, documentation was not always easily accessible and difficult to audit. It is noted that your document management system is in the process of being updated.	2	In the process of reviewing this will be tidy and hit a 3 next year.		
11.	Electrical Safety Within the cemetery store replace the damaged trunking with metal trunking to protect the cables.	2	Assistant Service Delivery Manager has re-wired the whole cemetery store to commercial environment containment and external factors of concerns raised on recent H&S Audit to BS 7671 of the wiring regulations. Tested and inspected and certificated		
12.	General Health & Safety The cemeteries were inspected during the audit. A good standard of management is noted with walkways being maintained and any significant hazards addressed promptly.	3			

No	Issue	Risk rating	Action	Dated	Signed off
Management of Health & Safety					
13.	General Health & Safety The cemeteries which are closed are managed by Cornwall Council. It was confirmed that they are responsible for the head stone survey and that you cut the grass. Ensure Cornwall Council have completed the relevant survey and that it is safe for your staff to work in the area.	2	Email obtained to clarify the closed section are fully under CC responsibility. Map sent covering closed sections. Just awaiting head stone safety inspection records to add to STC risk assessment documents.		
14.	Contractors A procedure of managing contractors is being applied, with insurance details and risk assessments etc., being collected and saved.	3			
15.	Radon Radon Surveys have been completed and it is noted that the library is in the process of being retested. As a precaution, a window is being left open and vents have been fitted to the door in the room with elevated readings.	3			

No	Issue	Risk rating	Action	Dated	Signed off
Management of Health & Safety					
16.	Play Equipment An inspection was completed in November 2023 by external contractors and reports are on the Zurich Insurance report system which is not user friendly. It is recommended that all reports are downloaded and any points identified are recorded when actioned. In-house inspections are being completed regularly however the forms need to be updated to reflect the change in equipment.	2	Tablet and software being trialled to make easier for future testing/ recording		
17.	COSHH A detailed review of the chemicals used has been completed and an inventory drawn up and the data sheets are on file. Full COSHH assessments are required for hazardous chemicals.	2	ASDM to conduct a comprehensive review of all chemicals in use, removing duplicate and similar products to streamline inventory and		

No	Issue	Risk rating	Action	Dated	Signed off
Management of Health & Safety					
			simplify future COSHH risk assessments.		
	Asbestos Asbestos Surveys are now available for all buildings occupied by STC. Ensure the condition of the asbestos is kept under review having regards to the recommendation in each asbestos report. A copy of the reports are now available for reference at each main building.	2	No work is recommended at this stage. Review should only happen when building work is planned. Once filing is complete, documents will be easier to find. ASDM to confirm the process with H2H.		
19.	Control of Dust Controls must be in place to control staff exposure to dust (stone, wood, and general dust). Your risk assessments (GM RA1 & GM RA7) state portable dust extraction will be available and used when required. It should be noted that workplace dust has strict exposure levels which cannot be exceeded.	1	HEPA Filter type hoovers have been purchased Battery operated handheld HEPA filter Hoover to be purchased Filters on ceiling of workshop need servicing.		
20.	Personal Protective Equipment A range of PPE was available to staff. A PPE specification is recommended. It was confirmed that staff have been trained on completion of face fit testing and that this will be completed for all staff shortly.	3			
21.	First Aid Good First Aid coverage was noted.	3			
22.	Vehicle Checks Weekly vehicle check records are completed and daily checks are done but not recorded. It was confirmed that the checks have been made specific to each type of vehicle.	3			
23.	Hand/Arm Vibration (HAV) It was confirmed that a range of controls have been put in place to protect staff. You must update your risk assessment to reflect the controls. A review of trigger time is still recommended.	2	Stop and swap, don't use the machine's all day, Health Surveillance completed.		

No	Issue	Risk rating	Action	Dated	Signed off
Management of Health & Safety					
			Job sheets show that it is not repetition.		
24.	Dangerous Machinery Review and update your Machinery/Equipment Inventory. The inventory should include a full list of equipment which requires testing and servicing, details on the testing and servicing required, and when it was completed and is next due. Good progress has been made and this needs to be continued. Time needs to be allocated to finish this task and to keep the inventory up to date.	2	Inventory being reviewed and updated. Register needs to be completed. ASDM to action		
25.	Testing and Servicing The testing of the bolt tension for the Cross is now being completed by a specialist contractor and will be checked every 3 years.	3			
26.	Testing and Servicing It was confirmed that the hanging baskets are regularly checked and that secondary chains have been installed. Each basket is inspected prior to installation at the start of the season and new baskets are on order. The flag holders on the main street are inspected annually, including the bolts and the condition of the structure they are fixed to when the Xmas lights are installed. This must be recorded.	2	Inspection sheet to be created to include description and confirm satisfactory		
27.	Testing and Servicing The roller shutter doors should be serviced and inspected annually. This is overdue.	1	Done		

No	Issue	Risk rating	Action	Dated	Signed off
Management of Health & Safety					
28.	Testing and Servicing A procedure should be implemented to secure and/or label machinery which is defective so it is not accidentally used by staff until it is repaired. A system of red tags can be used so it is clear to staff when equipment should not be used.	2	Tag system to be implemented and staff informed SLP signed by all staff members		
29.	Working at Height Ladders are being regularly inspected. However, ensure the class of ladder is recorded. No domestic ladders should be used.	2	Class of ladder was not added to the tag, this has now been actioned.		
30.	Risk Assessment A range of risk assessments are available. The significant findings have been shared with staff and this has been recorded.	3			
31.	Risk Assessment A number of risk assessments have been reviewed and updated as changes to procedures etc., are made. Ensure all risk assessments are reviewed regularly and the Risk Assessment Register updated.	2	80% complete.		
32.	Risk Assessment A risk assessment for the use of the wood chipper is in place however it is recommended that this is amended to be inline with the layout of your other risk assessments.	3			
33.	Cemetery Safety Within St Stephens churchyard there are a number of headstones etc., which are a potential hazard. A new system of securing head stones has been agreed and will be rolled out shortly. Ensure the risk assessment/system of work is updated and that roles and responsibilities between the relevant parties (Church, families council etc.,) are confirmed.	2	ASDM to update RA's to incorporate procedure for strapping and securing memorials safely		

No	Issue	Risk rating	Action	Dated	Signed off
Management of Health & Safety					
34.	Risk Assessment A risk assessment is required for all areas where staff regularly undertake ground maintenance works. This should include consideration of activities to be carried out: traffic - including rail, pedestrians safety, open water, livestock, equipment required, inclines, slips trips and falls and any site specific risks. It was confirmed that the site assessment form is being used for new sites and one off jobs.	2	ASDM to further discuss with H2H		
35.	Health Surveillance It was confirmed that health surveillance was completed in April 2025.	3			
36.	Slips Trips & Falls The improvement to the car park to Isambard House is noted and is a significant improvement	3			
37.	Legionella Control A range of Legionella Risk Assessments have been completed. A review was carried out by H2H. Ensure any outstanding actions have been addressed and ensure the control programs are being effectively implemented.	1	ASDM to update annual RA Paperwork to show recent cleaning and flushing through of annual required storage tanks i.e. the pontoon cabin, or hot-water systems that store hot water are being completed accordingly. Records to show compliance with Legionella guidance book to be purchased.		
38.	General Safety On discussion of water temperatures, it was confirmed that the water in the porta cabin is scalding hot. Reduce the temperature at source or install thermostatic mixer valves.	1	Antiscald valve has been installed. ASDM installed TMV (thermostatic mixer valves, anti-scaled valves) on all the sites highlighted in recent H&S audit.		

The Core Youth and Community Centre

Youth Work Interim Report – Saltash Town Council Youth Work Funding

June - September 2025

Introduction

- **Overview of the Centre:**
The Core provides 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.

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. The increase running costs have also posed a challenge this year and it is becoming increasingly difficult to obtain funding to cover core costs.
- **Outcomes and outputs achieved**
 - Total current number of members at The Core = 400
 - Number of open access sessions delivered = 62
 - Number of targeted youth sessions = 116
 - Number of young people receiving individual support = 20
 - Number of young people helped back into employment, training or work = 15
 - Number of youth volunteer hours worked = 428

Clubs & Activities

Climbing Club:

- *Age Group: 5-18 years*

- *Key Highlights:* Our climbing club continues to be a popular activity with children as young as 5 coming along each week to challenge themselves on our fantastic indoor climbing wall.

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. In addition to our 10 week programme we also offering targeted cooking sessions during the school holidays where we worked with small groups teaching them basic meals.
- *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 provides a safe and relaxing space where the young people can unwind after a day at school.

Craft Club

- We run a small afternoon craft club session where young people can come and learn new crafts, talk to their friend's and have toast after school.
- *Support Provided:* Friendship, support, advice

Just be You (LGBTQ+) Group

- *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 young people to engage and develop essential social skills.

One-on-One Support:

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

Youth Committee:

- *Members:* 8 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.

Summer Activities programme:

During this quarter we have also provided our popular summer activities programme where we offer trips and activities for young people during the summer holidays. The trips are always well attended with around 45 young people coming on each day out. As part of the in-house activities this year we offered a free brunch to ensure that young people who may come from low-income families are getting a meal.

Educational Support Programme:

This programme is aimed at offering an alternative education 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. Our 2-day programme has seen significant improvements young people's 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 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 had been with us for 6 weeks 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 is now training to be a beautician. 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.

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 ongoing for 2 years
- Carew Pole Foundation = £4900

Total grant income for period = **£24,765**

Agenda Item 29

The Saltash Mayoress Chain was presented circa 1919 by the then Mayor, Cllr J H Pooley JP with the intention that it be worn by the spouse or female consort of an incumbent Mayor, who would be referred to as Mayoress. It was perhaps not foreseen back in the early days of the twentieth century, that the Mayor of Saltash would be anything other than a male.

Additional links were added to the Chain during the following years, each depicting a different event or theme, up until the opening of the road bridge in 1961.

The Chain continued in use up until 2017 when for the first time, the chain was worn by the male Consort of a female Mayor, which did not meet with universal approval of the then Members of Council. A Regalia working party was set up and eventually came to Full Town Council with a recommendation that the Chain be placed into retirement. The recommendation was accepted by a majority at that time, but it should be noted that there are currently serving Members of this Council who were persuaded at that time to support the retirement proposal, but would now take the opposite view.

Upon retirement of the Mayoress Chain, a replacement Chain, to be worn by male or female Consorts, was gifted to Saltash Town Council by Cllrs B Samuels and P Samuels, together with a Deputy Mayor Chain that replaced a simple fabric collar, both Chains supporting pre-existing Medallions.

It has become apparent that a number of current Members of Saltash Town Council would like to see the Chain restored to full use and once again become the envy of other towns in Cornwall.

Members are therefore asked to consider whether the Mayoress Chain be brought back into use, or remain in retirement.

If it were to be decided to bring the Chain back into use, then a further decision would need to be made as to whether it would be most appropriate to retain it for use only by a Mayoress, thus preserving the historical integrity, with a male Consort using the modern Consort Chain, or should it also be available to a male Consort, reflecting modern attitudes to gender equality.

A third option to the aforementioned would be to allow discretion by an incumbent Mayor as to whether the Mayoress Chain or the Consort Chain should be used during their tenure.

Cllr Pete Samuels

END OF REPORT