



Saltash Town Council

Konsel An Dre Essa



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

5 November 2025

Dear Councillor

I write to summon you to the **Meeting of Policy and Finance Committee** to be held at the Guildhall on **Tuesday 11th November 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 23 September 2025 as a true and correct record. (Pages 5 - 20)
6. To review the Policy and Finance Business Plan Deliverables and consider any actions and associated expenditure. (Pages 21 - 25)
 - a. Quarter Two for the year 2025/25;
 - b. Quarter Three for the year 2025/26.
7. To note that all accounts and bank accounts are reconciled up to September 2025.
8. To note that petty cash is reconciled up to October 2025.
9. To receive and note a report on VAT. (Page 26)
10. To receive the Town Council VAT partial exemption calculation for the financial year 2024-25 and consider any actions and associated expenditure. (Pages 27 - 30)
(Pursuant to P&F held on 23.09.25 minute nr. 206/25/26)
11. To receive and note the Interim Internal Audit Report for the year ended 31 March 2026. (Pages 31 - 34)

12. To receive and note a report on investments and consider any actions and associated expenditure. (Page 35)
13. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Finance in line with the Councils Financial Regulations. There are no discrepancies to report.
14. To receive the current STC Committee budget statements and consider any actions and associated expenditure. (Pages 36 - 49)
15. To receive a report from the Finance Officer and consider any actions and associated expenditure. (Pages 50 - 52)
16. To receive and note a report on the Town Council's Property Valuation. (Pages 53 - 63)
17. To receive a report on Civica Modern.Gov and consider any actions and associated expenditure. (Pages 64 - 68)
18. To receive a report on the Town Council phone infrastructure and consider any actions and associated expenditure. (Pages 69 - 77)
19. To set the Policy and Finance budget for the year 2026/27 recommending to the Extraordinary Policy and Finance Committee meeting to be held on 25 November 2025. (Pages 78 - 79)
20. To consider Risk Management reports as may be received.
21. To consider a Community Chest application from Oaklands Community Centre CC285. (Pages 80 - 128)
22. To receive a report on funding awarded to Saltash Regatta FF127 and consider any actions and associated expenditure. (Page 129)
23. To receive a report on Town Council policies and processes and consider any actions and associated expenditure. (Pages 130 - 131)
24. To receive amendments to the Hire of Town Council Premises and Events policy and consider any actions. (Pages 132 - 167)
25. To receive a report on the Town Council Precept leaflet for the year 2026/27 and consider any actions and associated expenditure. (Pages 168 - 174)
26. To receive and note quarterly reports for the Commissioning of Professional Youth Work in Saltash:
 - a. Livewire; (Pages 175 - 177)

- b. The Core. (Pages 178 - 179)
27. To receive reports from Working Groups and Outside Bodies:
- a. Neighbourhood Plan Steering Group;
 - b. Saltash Team For Youth; (Pages 180 - 181)
 - c. Section 106 Panel.
28. 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.
29. To consider any items referred from the main part of the agenda.
30. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
31. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of Next Meeting: Tuesday 25 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 23rd September 2025 at 6.30 pm

PRESENT: Councillors: A Ashburn, R Bickford, J Brady, R Bullock, S Gillies, G McCaw, S Miller, P Nowlan, J Peggs, B Samuels, P Samuels (Chairman), B Stoyel and J Suter (Vice-Chairman).

ALSO PRESENT: 1 Members of the Public, S Burrows (Town Clerk / RFO), W Peters (Finance Officer) and D Joyce (Office Manager / Assistant to the Town Clerk)

APOLOGIES: M Johns, S Martin and L Mortimore.

197/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

198/25/26 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.

| Councillor | Agenda Item | Pecuniary/Non-Pecuniary | Reason | Left Meeting |
|-------------------|--------------------|--------------------------------|--|---------------------|
| B Samuels | 22b | Non-Pecuniary | Member of Saltash Chamber | Yes |
| B Samuels | 23 | Non-Pecuniary | Members of Saltash Chamber | Yes |
| P Samuels | 22b | Non-Pecuniary | Member of Saltash Chamber | Yes |
| P Samuels | 23 | Non-Pecuniary | Members of Saltash Chamber | Yes |
| Brady | 29 | Non-Pecuniary | Personal Matter | Yes |
| Bullock | 22b | Pecuniary | Husband operates business supplying to event | Yes |

| | | | | |
|---------|----|-----------|--|-----|
| Bullock | 23 | Pecuniary | Husband operates business supplying to event | Yes |
|---------|----|-----------|--|-----|

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

None received.

199/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

200/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 10 JUNE 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 10 June 2025 were confirmed as a true and correct record.

201/25/26 TO RECEIVE A RECOMMENDATION FROM TOWN VISION AND CONSIDER ANY ACTIONS.

Members agreed to take Town Visions recommendations together with agenda item 7.

202/25/26 TO REVIEW THE POLICY AND FINANCE BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE;

Members considered the Town Vision recommendations, as outlined in the circulated reports pack, and received and reviewed the Committee's Business Plan Deliverables for quarter one and two.

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

1. To approve the Town Clerk's scores for Quarter One 2025/26;
2. To approve the Town Visions recommendation under Quarter Two for the year 2025/26;
3. To delegate to the Town Clerk to score Quarter Two reporting back to a future Policy and Finance meeting.

203/25/26 TO NOTE THAT ALL ACCOUNTS AND BANK ACCOUNTS ARE RECONCILED UP TO AUGUST 2025.

It was **RESOLVED** to note.

204/25/26 TO NOTE THAT PETTY CASH IS RECONCILED UP TO AUGUST 2025.

It was **RESOLVED** to note.

205/25/26 TO RECEIVE AND NOTE A REPORT ON VAT.

It was **RESOLVED** to note.

206/25/26 TO RECEIVE THE TOWN COUNCIL VAT PARTIAL EXEMPTION CALCULATION FOR THE FINANCIAL YEAR 2024-25 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman informed Members that, as the Town Council is still awaiting further advice from the VAT consultant, no report was available to be received at this evening's meeting.

It was proposed by Councillor P Samuels, seconded by Councillor Suter and **RESOLVED** to defer the item to a future Policy and Finance meeting.

207/25/26 TO APPROVE THE THREE-YEAR APPOINTMENT OF THE VAT CONSULTANT.

The Town Clerk provided a brief verbal summary of the report included in the circulated reports pack and confirmed support for the officer's recommendation.

Members were informed that Parkinson Partnership is a qualified Clerk with extensive sector experience and is widely engaged by Town and Parish Councils across the country.

It was noted that the cost represents a slight increase compared to the previous year, however, this was considered acceptable given that the fee is fixed for the duration of the three-year appointment.

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

1. To reappoint Parkinson Partnership to provide VAT consultancy services under a three-year contract covering the financial years 2025-26, 2026-27, and 2027-28, at a fixed annual fee of £625 plus VAT, to be allocated to budget code 6224 PF Professional Fees;
2. To approve a virement of £1,000 from budget code 6202 PF Civic Occasions to 6224 PF Professional Fees, to ensure sufficient budget provision for the appointed VAT consultancy service.

208/25/26 TO RECEIVE AND NOTE A REPORT ON INVESTMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received and reviewed the Finance Officer's report on investments, as contained in the circulated reports pack.

The Finance Officer provided a verbal summary of the report and outlined the available options. It was noted that, as the Town Council is not a registered company, identifying valid and suitable investment opportunities has proven challenging during the search process.

It was proposed by Councillor Brady, seconded by Councillor Peggs and **RESOLVED** to note the report and delegate 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.

209/25/26 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.

210/25/26 TO RECEIVE THE CURRENT STC COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. To note the budget statements;
2. To approve a virement of £1,500 from budget code 6271 PF EMF Election to 6213 PF Councillor Training & Expenses to avoid an overspend;
3. To approve a virement of £1,500 from budget code 6202 PF Civic Occasions (including road closures) to budget code 6224 PF Professional Costs to avoid an overspend.

211/25/26 TO RECEIVE A REPORT FROM THE FINANCE OFFICER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

212/25/26 TO RECEIVE THE TOWN COUNCIL MAIN INSURANCE POLICY RENEWAL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman informed members that the necessary quotations or sufficient information required to progress this matter had not yet been received. It was noted that the main insurance policy is due to expire on 8 October 2025, and therefore all relevant documentation must be obtained prior to this date.

It was proposed by Councillor P Samuels, seconded by Councillor Nowlan and **RESOLVED** to defer to Full Council to be held on 2 October 2025.

213/25/26 TO RECEIVE AND NOTE A PARTIAL REFUND FOR THE HIRE OF ISAMBARD HOUSE.

It was **RESOLVED** to note that the Town Clerk, having consulted with the Chair and Vice Chair of Policy and Finance, authorised a partial refund of the commission charge for the hire of Isambard House, in accordance with the Town Council's Hire of Town Council Premises and Events Policy. This resulted in a loss of income of £144.85.

214/25/26 TO RECEIVE A REPORT ON PHOTOGRAPHY COSTS FOR MAYORAL EVENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members reviewed the report included in the circulated reports pack, which outlined an administrative oversight regarding the approach to covering mayoral photography costs for civic occasions.

During discussions, Members noted that certain elements of the existing policy wording could cause confusion and recommended that the policy be reviewed at the earliest opportunity.

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

1. That the income previously charged for mayoral photographs at civic occasions, or costs not previously recovered from Mayor Making, resulting from an administrative error, be written on / off as appropriate;
2. To delegate to the Office Manager / Assistant to the Town Clerk to review the relevant policy and report back to a future meeting of the Policy and Finance Committee with suggested amendments to support improved policy delivery.

215/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

The Chairman announced the next item of business to be received is Agenda Item 23.

Councillors Bullock, B Samuels, and P Samuels declared an interest in the following item and left the meeting.

The Vice Chair chaired the meeting in the Chair's absence.

**216/25/26 TO RECEIVE A REPORT ON TOWN COUNCIL GRANT FUNDING
AND CONSIDER ANY ACTIONS AND ASSOCIATED
EXPENDITURE.**

Hilary Frank, Chair of the Christmas Festival and Member of Chamber of Commerce, was invited to speak on the report included in the circulated reports pack.

Hilary provided clarification regarding the funding received from the Festival Fund in 2024 for Saltash Christmas Festival. She explained that, due to the impact of Storm Darragh, the event had to be scaled back, and operational adjustments were made to ensure it could proceed safely.

Although the original funding application approved by Members in 2024 specified particular items and services to be covered, the unforeseen weather conditions necessitated a reallocation of funds. The submitted report outlines how the funding was repurposed in response to these circumstances.

It was proposed by Councillor Gillies, seconded by Councillor Ashburn, and **RESOLVED** to approve the revised expenditure of the grant awarded for the 2024/25 Christmas Festival, in light of the exceptional weather conditions.

Councillors Bullock, B Samuels and P Samuels were invited and returned to the meeting. The Chair returned to the chair.

217/25/26 TO CONSIDER A COMMUNITY CHEST APPLICATION:

a. CC285 Oaklands Community Centre;

Members received and considered the application circulated in the reports pack.

Concerns were raised regarding the application's compliance with the Town Council's Grants Policy. While Members expressed general support for the initiative, it was noted that the application was not deemed urgent and required more information, specifically financial reports and statements explaining missing information such as bank statements.

Members referred to previous applications that had been declined due to non-compliance, highlighting that those applications had not been permitted to reapply.

In the interest of fairness and consistency with the Council's policy, Members agreed that the application should be returned to the applicant with a request for additional information to ensure full compliance prior to further consideration.

Members noted that confirmation had been received indicating that three volunteers had undertaken safeguarding training. However, Members also emphasised the importance of robust safeguarding measures and agreed that formal confirmation of compliance with appropriate safeguarding practices must be provided.

It was proposed by Councillor Brady, seconded by Councillor Miller and **RESOLVED** to defer to a future meeting of the Policy and Finance Committee allowing the applicant time to provide additional information to ensure compliance with the Grants Policy.

b. CC287 Pillmere Association

Members received and considered the application circulated in the reports pack.

Members expressed disappointment, as they were keen to support this valued community event. However, concerns were again raised regarding application's non-compliance with the Town Council's Grants Policy.

While Members reaffirmed the Council's commitment to supporting local initiatives, they emphasised the importance of adhering to the established Town Council policy framework. It was noted that alternative funding opportunities may be available within the town that could potentially support the application.

As the current request does not meet the criteria outlined in the Grants Policy, Members agreed that it could not be progressed further at this time.

It was proposed by Councillor Brady, seconded by Councillor B Samuels and **RESOLVED** to refuse the application on the grounds of non-compliance with the Grants Policy, and to sign post Pillmere Association to other potential sources of funding.

218/25/26 TO CONSIDER A FESTIVAL FUND APPLICATION:

a. FF130 Music, Speech and Drama Festival;

Members received and considered the application circulated in the reports pack.

Councillor Bickford reminded Members that the application does not fall under the Festival Fund, but rather aligns with the Community Chest, and should be considered accordingly.

Members expressed disappointment at the limited engagement from Saltash schools and the wider community in the event. It was felt that insufficient local promotion, with many residents seemingly unaware of the event, may have contributed to low attendance at previous festivals.

It was recommended that future publicity efforts be enhanced within Saltash, with a particular focus on targeted outreach to schools and community groups to encourage broader participation.

It was suggested that the Mayor and Deputy Mayor support efforts to strengthen links between the Music, Speech and Drama Festival and local schools, with the aim of fostering greater involvement from Saltash residents in future events.

Members also emphasised the importance of safeguarding, and agreed that confirmation of compliance with appropriate safeguarding practices must be received as part of the grant conditions.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and **RESOLVED** to award £1,000.00 subject to receipt of valid and up-to-date insurance certificates, and confirmation of compliance with appropriate safeguarding practices.

Councillors Bullock, B Samuels and P Samuels declared an interest in the next agenda item and left the meeting.

The Vice Chair chaired the meeting in the Chair's absence.

b. FF131 Saltash Christmas Festival.

Members received and considered the application circulated in the reports pack.

It was acknowledged that although the required banking documentation had not yet been submitted, the applicant has historically provided all paperwork and demonstrated consistent compliance with the Town Council's Grant Policy. There was no evidence to suggest that this would not be the case again.

Members expressed confidence that the event would continue to meet the criteria outlined in the Grants policy.

Hilary Frank, representing Saltash Chamber of Commerce, confirmed that the insurance certificate would be provided upon purchase, closer to the event date.

It was proposed by Councillor Bickford, seconded by Councillor Stoyel and **RESOLVED** to award £2,500 subject to receipt of valid bank/accounting statements and insurance certificate.

Councillors Bullock, B Samuels and P Samuels were invited and returned to the meeting. The Chair returned to the chair.

Members acknowledged the valuable work carried out by all the volunteers that apply for Community Chest and Festival Fund Grants and expressed their sincere thanks to the volunteers for their ongoing dedication and contribution to the community.

219/25/26 TO RECEIVE REPORTS ON FUNDING AWARDED AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

Members agreed to receive the following items en-bloc.

- a. CC276 Girlguiding Saltash District;
- b. CC281 Saltash Floral Art Club;
- c. CC284 Tamar Trotters;
- d. FF128 Saltash May Fair;
- e. CC282 Saltash United Juniors Football Club.

It was **RESOLVED** to note.

220/25/26 TO RECEIVE AMENDMENTS TO THE FOLLOWING POLICIES AND CONSIDER ANY ACTIONS:

Members agreed to receive the following items en-bloc.

- a. Grants Policy;
- b. Code of Conduct;
- c. Health and Safety Manual;
- d. Standing Orders;
- e. Scheme of Delegation
- f. Civic Handbook.

It was proposed by Councillor P Samuels, seconded by Councillor Suter and resolved to **RECOMMEND** approval of the proposed amendments A-F to Full Council to be held on 2 October 2025.

221/25/26 TO RECEIVE THE HEALTH AND SAFETY AUDIT 2025-26 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received and reviewed the report on the annual Health and safety Audit for the year 2025/26 as contained within the circulated reports pack.

It was proposed by Councillor P Samuels, seconded by Councillor Suter and **RESOLVED** to note the external Health & Safety Audit report for the year 2025/26, delegating to the Assistant Service Delivery Manager to ensure that all necessary actions are implemented immediately to ensure the Town Council is compliant, working within budget where applicable.

222/25/26 TO RECEIVE AND NOTE QUARTERLY REPORTS FOR THE COMMISSIONING OF PROFESSIONAL YOUTH WORK IN SALTASH:

- a. Livewire;

No report.

- b. The Core.

It was **RESOLVED** to note.

223/25/26 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

The Chairman provided a brief verbal update on the S106 funding application considered at the meeting held on 24 June, relating to the Town Council's CCTV initiative.

The application was initially challenged by the panel, who requested further evidence of community support for the project. This information was subsequently provided, and the funding was approved.

It was confirmed that installation of the CCTV system is scheduled to commence on 26 September, with the system to be fully operational by 1 October 2025.

Members expressed their thanks the Office Manager / Assistant to the Town Clerk for her dedication and efforts in successfully progressing the project.

It was **RESOLVED** to note.

Councillor Brady declared an interest in the next agenda item and left the room.

224/25/26 TO RECEIVE A REPORT ON THE RETIRED SALTASH MAYORESS CHAIN AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.

Members received and considered the report circulated in the reports pack.

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

1. That the Saltash Mayoress Chain be reinstated for use with immediate effect, without any gender specification;
2. To grant authority to the incumbent Mayor to determine which ceremonial chain, either the historic Mayoress Chain or the newer Consort Chain, that their Consort will wear during their term of office;
3. To approve the amendment of all policies in accordance with the decision of the Town Council;
4. That the ceremonial chain not in use by the Consort be placed on display in the Council Chamber whilst not in use.

Councillor Brady was invited and returned to the meeting.

225/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

It was proposed by Councillor Nowlan, seconded by Councillor P Samuels and **RESOLVED** 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.

The Chairman confirmed that the meeting is now in Part Two and reminded Members that the items discussed are of the **strictest confidence** and must **not** be discussed or shared with others.

Members are to refrain from taking notes in Part Two confidential session. Engaging in such conduct may bring the Town Council into disrepute.

Members noted the Chairman's comments.

226/25/26 TO RESOLVE TO APPOINT AN EXTERNAL CONSULTANT TO CONDUCT A REVIEW OF MULTIPLE COMPLAINTS.

It was proposed by Councillor Brady, seconded by Councillor Peggs and following a recorded vote of 13 for,

| | |
|-----------|--------|
| Ashburn | For |
| Bickford | For |
| Brady | For |
| Bullock | For |
| Gillies | For |
| Johns | Absent |
| Martin | Absent |
| McCaw | For |
| Miller | For |
| Mortimore | Absent |
| Nowlan | For |
| Peggs | For |
| B Samuels | For |
| P Samuels | For |
| Stoyel | For |
| Suter | For |

It was **RESOLVED** to appoint Local Council Consultancy (LCC) to act on behalf of Saltash Town Council working within budget code 6202 Civic Occasions.

227/25/26 TO RESOLVE TO DELEGATE AUTHORITY TO A GROUP OF COUNCILLORS TO OVERSEE AND MANAGE THE PROCESS IN CONJUNCTION WITH THE APPOINTED CONSULTANT.

It was proposed by Councillor P Samuels, seconded by Councillor B Samuels and following a recorded vote of 13 for,

| | |
|-----------|--------|
| Ashburn | For |
| Bickford | For |
| Brady | For |
| Bullock | For |
| Gillies | For |
| Johns | Absent |
| Martin | Absent |
| McCaw | For |
| Miller | For |
| Mortimore | Absent |
| Nowlan | For |
| Peggs | For |
| B Samuels | For |
| P Samuels | For |
| Stoyel | For |
| Suter | For |

It was **RESOLVED** to delegate authority to Councillors Ashburn, Brady, Mortimore, Nowlan, P Samuels, Stoyel and Suter to oversee and manage the process in conjunction with LCC reporting back at a future Policy and Finance Meeting.

228/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

229/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

It was proposed by Councillor P Samuels, seconded by Councillor Suter and **RESOLVED** that the public and press be re-admitted to the meeting.

230/25/26 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES
ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE
OF THE MEETING.**

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

1. Festival Fund Grant Awards;
2. The Saltash Mayoress Chain.


DATE OF NEXT MEETING


Tuesday 11 November 2025 at 6.30 pm


Rising at: 8.47 pm

Signed: _____
Chairman

Dated: _____

| Strategic Priority 1 - Boosting Jobs and Economic Prosperity | | Aims of the Policy and Finance Committee | What does success look like? | Actions |
|---|--|--|--|--|
|  | 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 | FTC welcomed Tamar Lions Club 7.07.25 minute 110/25/26 FTC supported RBL with printing and the Civic Party attended in support of their event for VJ Day 80 7.07.25 minute nr. 133/25/26 FTC supported the Ambassdor scheme 7.08.25 minute nr. 163/24/25 |
| | | 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. Enhance the promotion of Saltash Town Council twinning with Plougastel and future visits via social media, website and notice boards; | Twinning attended and presented a gift to the Chairman FTC 7.08.25 minute nr. 147/25/26 Twinning relationships have been strengthened with Admin Department locating original agreement and a report to be received at a future P&F meeting following Twinning's AGM. |

| Strategic Priority 2 - Health and Wellbeing | | Aims of the Policy and Finance Committee | What does success look like? | Actions |
|---|---|--|--|--|
|  | 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 | <p>Continue to provide grants and funding opportunities</p> <p>Establish a platform and network for youth organisations to collaborate, share ideas and pool resources</p> <p>Facilitate regular meetings or forums where organisations can discuss common challenges and opportunities for partnership</p> <p>Promote awareness for youth work by raising awareness of its benefits</p> <p>Share success stories from projects to demonstrate the impact and value of professional youth work</p> | Engagement week held w/c 4 August. Advertised on social media 29 July. E&D Manager met with range of community organisations to help with their funding needs. |

| Strategic Priority 5 - Climate Emergency | | Aims of the Policy and Finance Committee | What does success look like? | Actions |
|---|--|--|--|---|
|  | 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. | Appointment of Christmas Lights Contractor checked with Climate Change Wheel |

| Strategic Priority 6 - Recreation and Leisure | | Aims of the Policy and Finance Committee | What does success look like? | Actions |
|---|---|---|---|---------|
|  | 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 | |

[illegible]

To receive a report on VAT

Report to: Policy and Finance

Date of Report: 5 November 2025

Officer Writing the Report: Finance Officer

Purpose of the report:

To update the members with the latest VAT return submission information.

Officers Recommendations

To note the following:

The last VAT Return submitted was for the period 1 July 2025 – 30 September 2025 and submitted on 4 November 2025. The refund amount due is £21,994.28.

The next VAT Return for the period 1 October 2025 – 31 December 2025 is due on 7 February 2026.

Signature of Officer:
Finance Officer

To receive the Town Council VAT partial exemption calculation for the financial year 2024-25 and consider any actions and associated expenditure

Report to: Policy and Finance committee

Date of Report: 11 November 2025

Officer Writing the Report: Finance Officer

Purpose of the report:

To inform members that the VAT partial exemption calculation for 2024/25 has been completed and confirm compliance with the VAT Act 1994, and shows no further liabilities are due as the exempt VAT remains below the annual threshold.

Officers Recommendations

Members are asked to note the VAT partial exemption calculation for 2024/25 has been calculated and is below the annual threshold meaning no further liabilities are due.

Report Summary

Saltash Town Council has appointed Parkinson Partnership to advise and carry out the VAT partial exemption calculation for the financial year 2024/25.

The Council acknowledges the complexity involved in preparing this report, which is why Parkinson Partnership is engaged annually to ensure full compliance with the VAT Act 1994.

Please refer to **Appendix A** for the detailed calculations.

Town and Parish Councils can reclaim VAT on their exempt business activities, provided the total amount of VAT incurred is less than £7,500 or 5% of the total VAT per annum. For Saltash Town Council the exempt supplies total £3,052.14 therefore below the annual threshold.

Signature of Officer:

Finance Officer

Saltash Town Council VAT Partial Exemption 2024/25
For the year ended 31 March 2025

Appendix A

| | | | VAT relating to: | | | |
|---|-------------------------------|------------|------------------|------------------|-----------------|------------------|
| Account | Actual Net Amounts 2024/25 | Actual VAT | Non-Business | Taxable Supplies | Exempt Supplies | Non-attributable |
| Operating Income | | | | | | |
| Capital Income | | | | | | |
| 4001 EMF Income | 188,910 | | | | | |
| 4950 Precept | 1,388,217 | | | | | |
| Total Capital Income | 1,577,127 | | | | | |
| Burial Authority Income | | | | | | |
| 4612 BA Cemetery Fees | 21,390 | | | | | |
| 4614 BA Memorial Bench Income | 167 | | | | | |
| Total Burial Authority Income | 21,557 | | | | | |
| Burial Board Income | | | | | | |
| 4600 BB Cemetery Fees (St. Stephens) | 8,075 | | | | | |
| 4605 BB SLA Payment Grass Cutting | 659 | | | | | |
| Total Burial Board Income | 8,734 | | | | | |
| P&F Income | | | | | | |
| 4901 PF Bank Interest Received | 111,088 | | | | | |
| 4908 PF Misc Income | 135 | | | | | |
| Total P&F Income | 111,223 | | | | | |
| Guildhall Income | | | | | | |
| 4200 GH Income - Guildhall Bookings | 1,916 | | | | | |
| 4201 GH Income - Guildhall Refreshments | 228 | | | | | |
| 4206 GH Income - Guildhall Photocopying Income | 59 | | | | | |
| Total Guildhall Income | 2,204 | | | | | |
| Library Income | | | | | | |
| 4517 LI Library - Replacement Membership Cards | 13 | | | | | |
| 4518 LI Library - Photocopying Fees | 941 | | | | | |
| 4523 LI Service Delivery Income - Seagull Bags | 10 | | | | | |
| 4524 LI Library Book Sales | 131 | | | | | |
| Total Library Income | 1,095 | | | | | |
| Maurice Huggins Income | | | | | | |
| 4207 MA Maurice Huggins Room Income | 1,230 | | | | | |
| Total Maurice Huggins Income | 1,230 | | | | | |
| Station Income | | | | | | |
| 4301 SA Isambard House - Bookings | 8,043 | | | | | |
| 4302 SA Isambard House - Refreshment Income | 130 | | | | | |
| Total Station Income | 8,173 | | | | | |
| Grounds & Premises Income | | | | | | |
| 4500 SE Allotment Rents | 5,359 | | | | | |
| 4510 SE Public Footpath Grant | 806 | | | | | |
| 4512 SE National Grid Wayleave Income | 15 | | | | | |
| 4513 SE Water Rates Income | 755 | | | | | |
| Total Grounds & Premises Income | 6,935 | | | | | |
| Town & Waterfront Income | | | | | | |
| 4520 SE Waterfront Income - Trusted Boat Scheme | 2,037 | | | | | |
| 4521 SE Waterfront Income - Annual Mooring Fees | 8,614 | | | | | |
| 4522 SE Waterfront Income - Daily Mooring Fees | 7,200 | | | | | |
| Total Town & Waterfront Income | 17,851 | | | | | |
| Total Operating Income | 1,756,129 | | | | | |
| Operating Expenditure | | | | | | |
| Operating Expenditure | | | | | | |
| Burial Authority Expenditure | | | | | | |
| 6000 BA Petrol | 360 | 72 | | 72 | | 0 |
| 6001 BA Machinery Maintenance Costs | 287 | 34 | | 34 | | 0 |
| 6004 BA General Site Maintenance | 608 | 121 | | 121 | | 0 |
| 6009 BA Electricity Costs | 345 | 17 | | 17 | | 0 |
| 6010 BA PWLB Loan Repayment & Interest | 21,385 | 0 | | | | |
| 6012 BA Memorial (Expenditure) | 173 | 12 | | 12 | | 0 |
| 6013 BA Security Alarm Maintenance | 186 | 44 | | 44 | | 0 |
| 6014 BA Cemetery Software Subscription | 912 | 260 | | 260 | | 0 |
| Total Burial Authority Expenditure | 24,255 | | | | | |
| Burial Board Expenditure | | | | | | |
| 6100 BB Petrol | 257 | 51 | | 51 | | 0 |
| 6101 BB Machinery Maintenance Costs | 746 | 95 | | 95 | | 0 |
| 6104 BB General Site Maintenance | 1,137 | 267 | | 267 | | 0 |
| 6108 BB Tree Survey & Tree Maintenance | 480 | 96 | | 96 | | 0 |
| Total Burial Board Expenditure | 2,620 | | | | | |
| P&F Expenditure | | | | | | |
| 6200 PF Bank Charges | 1,187 | 29 | | | | 29 |
| 6201 PF Audit | 3,300 | 420 | | | | 420 |
| 6202 PF Civic Occasions (including Road Closures) | 4,182 | 317 | | | | 317 |
| 6203 PF Mayors' Allowance | 5,418 | 0 | | | | 0 |
| 6204 PF Councillors' Allowance | 1,679 | 0 | | | | |
| 6205 PF Insurance | 17,642 | 159 | | | | 159 |
| 6206 PF Youth Council | 4,726 | 0 | | 0 | | |
| 6208 PF Subscriptions | 15,980 | 4,958 | | | | 4,958 |
| 6210 PF Community Chest | 4,015 | 0 | | 0 | | |
| 6211 PF Website Maintenance | 746 | 149 | | | | 149 |
| 6213 PF Councillor Training & Expenses | 274 | 50 | | | | 50 |
| 6214 PF Health & Safety | 6,462 | 1,282 | | | | 1,282 |
| 6217 PF Data Protection | 80 | 5 | | | | 5 |
| 6220 PF Festival Fund | 15,088 | 0 | | 0 | | |
| 6221 PF Town Messenger | 3,630 | 0 | | | | 0 |
| 6222 PF Commissioning Youth Work | 59,069 | 0 | | 0 | | |
| 6224 PF Professional Costs | 5,969 | 1,192 | | | | 1,192 |
| 6300 PF Telephone | 4,019 | 758 | | | | 758 |
| 6301 PF Stationery/Postage/Printing | 4,239 | 338 | | | | 338 |
| 6302 PF Office & IT Equipment | 786 | 157 | | | | 157 |
| 6303 PF Copier Maintenance | 4,822 | 964 | | | | 964 |
| 6304 PF Broadband | 257 | 52 | | | | 52 |
| 6305 PF Finance Software | 3,793 | 801 | | | | 801 |

| Account | Actual Net Amounts 2024/25 | Actual VAT | Non-Business | Taxable Supplies | Exempt Supplies | Non-attributable |
|--|-------------------------------|------------|--------------|------------------|-----------------|------------------|
| 6306 PF IT Maintenance | 19,444 | 3,889 | | | | 3,889 |
| Total P&F Expenditure | 186,810 | | | | | |
| P&F Staffing Expenditure | | | | | | |
| 6650 ST PF Parking Space | 286 | 57 | | | | 57 |
| 6652 ST PF Employers Pension - Monthly Fee | 500 | 0 | 0 | | | |
| 6655 ST PF Staff Travelling Expenses | 209 | 36 | | | | 36 |
| 6659 ST PF Town Sergeant & Mace Bearer Fees | 507 | 0 | 0 | | | |
| Total P&F Staffing Expenditure | 1,502 | | | | | |
| Guildhall Expenditure | | | | | | |
| 6400 GH Rates - Guildhall | 10,729 | 0 | 0 | | | |
| 6401 GH Water Rates - Guildhall | 765 | 0 | | | | |
| 6402 GH Gas - Guildhall | 3,502 | 507 | | | 48 | 459 |
| 6403 GH Electricity - Guildhall | 5,041 | 1,025 | | | 96 | 928 |
| 6404 GH Fire, Security Alarm & CCTV - Guildhall | 1,229 | 244 | | | 23 | 222 |
| 6408 GH Cleaning Materials & Equipment - Guildhall | 1,176 | 144 | | | 14 | 130 |
| 6409 GH Boiler Service & Maintenance | 677 | 135 | | | 13 | 123 |
| 6410 GH General Repairs & Maintenance | 3,003 | 536 | | | 50 | 486 |
| 6412 GH Lift Service & Maintenance | 2,852 | 576 | | | 54 | 522 |
| 6413 GH Refreshment Costs - Guildhall | 428 | 20 | | | 2 | 18 |
| 6414 GH Equipment - Guildhall | 658 | 132 | | | 12 | 119 |
| 6418 GH EMF Legal & Professional Fees | 9,603 | 1,837 | | | 173 | 1664 |
| Total Guildhall Expenditure | 39,662 | | | | | |
| Guildhall Staffing Expenses | | | | | | |
| 6677 GH Staff Travelling & Mobile Phone Expenses (Guild | 98 | 20 | | | 2 | 18 |
| Total Guildhall Staffing Expenses | 98 | | | | | |
| Library Expenditure | | | | | | |
| 6900 LI Rates - Library | 13,099 | 0 | 0 | | | |
| 6901 LI Water Rates - Library | 327 | 0 | 0 | | | |
| 6902 LI Gas - Library | 3,196 | 483 | 483 | | | |
| 6903 LI Electricity - Library | 3,414 | 464 | 464 | | | |
| 6904 LI Fire, Security Alarm & CCTV - Library | 788 | 176 | 176 | | | |
| 6908 LI Cleaning Materials & Equipment - Library | 739 | 164 | 164 | | | |
| 6909 LI Boiler Service & Maintenance - Library | 292 | 58 | 58 | | | |
| 6910 LI General Repairs & Maintenance - Library | 2,326 | 393 | 393 | | | |
| 6911 LI TV License & PRS - Library | 291 | 0 | 0 | | | |
| 6913 LI Refreshment Costs - Library | 49 | 0 | 0 | | | |
| 6914 LI Equipment - Library | 734 | 147 | 147 | | | |
| 6918 LI EMF Legal & Professional Fees (Private Contract | 600 | 60 | 60 | | | |
| 6921 LI IT & Office Costs - Library | 1,558 | 254 | 254 | | | |
| 6922 LI Library Activities | 2,465 | 174 | 174 | | | |
| 6923 LI PWLB Loan Repayment & Interest | 23,993 | 0 | 0 | | | |
| 6975 LI Home Library Service | 20 | 2 | 2 | | | |
| Total Library Expenditure | 53,890 | | | | | |
| Library Staffing Expenses | | | | | | |
| 6681 ST LI Staff Travelling Expenses (Library) | 53 | 0 | 0 | | | |
| Total Library Staffing Expenses | 53 | | | | | |
| Longstone Expenditure | | | | | | |
| 7100 LO Rates - Longstone | (6,136) | | | | | |
| 7101 LO Water Rates - Longstone | 2,345 | 181 | 181 | | | |
| 7103 LO Electricity - Longstone | 1,580 | 110 | 110 | | | |
| 7104 LO Fire & Security Alarm & CCTV - Longstone | 89 | 102 | 102 | | | |
| 7107 LO Rent - Longstone | 4,680 | 0 | 0 | | | |
| 7108 LO Cleaning Materials & Equipment - Longstone | 650 | 143 | 143 | | | |
| 7110 LO General Repairs & Maintenance - Longstone | 1,194 | 210 | 210 | | | |
| 7121 LO IT & Office Costs - Longstone | 616 | 123 | 123 | | | |
| Total Longstone Expenditure | 5,016 | | | | | |
| Maurice Huggins Expenses | | | | | | |
| 7000 MA Rates | 429 | 0 | | | | |
| 7001 MA Water Rates | 339 | 43 | | | 43 | |
| 7003 MA Electricity | 963 | 31 | | | 31 | |
| 7004 MA Fire & Security Alarm | 235 | 44 | | | 44 | |
| 7008 MA Cleaning Materials & Equipment | 310 | 76 | | | 76 | |
| 7010 MA General Repairs & Maintenance | 156 | 31 | | | 31 | |
| Total Maurice Huggins Expenses | 2,433 | | | | | |
| Maurice Huggins Staffing Expenses | | | | | | |
| 6679 ST GH Staff Clothing (Guildhall) | 78 | 11 | | | 11 | |
| Total Maurice Huggins Staffing Expenses | 78 | | | | | |
| Station Expenditure | | | | | | |
| 6800 SA Rates - Isambard House | 3,842 | 0 | | | | |
| 6801 SA Water Rates - Isambard House | 693 | 0 | | | | |
| 6802 SA Gas - Isambard House | 438 | 23 | | 23 | | |
| 6803 SA Electricity - Isambard House | 4,817 | 395 | | 395 | | |
| 6804 SA Fire & Security Alarm - Isambard House | 473 | 86 | | 86 | | |
| 6808 SA Cleaning Materials & Equipment - Isambard Hou | 1,026 | 124 | | 124 | | |
| 6810 SA General Repairs & Maintenance - Isambard Hou | 1,889 | 363 | | 363 | | |
| 6813 SA Refreshments Costs - Isambard House | 81 | 0 | | 0 | | |
| 6814 SA Equipment - Isambard House | 426 | 85 | | 85 | | |
| 6818 SA Professional Costs - Isambard House | 105 | 21 | | 21 | | |
| 6822 SA Activities & Events | 1,886 | 33 | | 33 | | |
| Total Station Expenditure | 15,676 | | | | | |
| Grounds & Premises Expenditure | | | | | | |
| 6500 SE Tree Survey and Tree Maintenance | 8,262 | 118 | 118 | | | |
| 6503 SE Allotments - Churchtown | 1,324 | 209 | 209 | | | |
| 6506 SE Grounds Maintenance & Watering | 10,721 | 1,932 | 1,932 | | | |
| 6508 SE Public Toilets (Operational Costs) | 6,533 | 417 | 417 | | | |
| 6517 SE Cornish Cross (Maintenance) | 328 | 16 | 16 | | | |
| 6525 SE Public Toilets (Repairs & Maintenance Costs) | 1,441 | 289 | 289 | | | |
| 6526 SE Tools, Equipment & Materials (Store & All Areas) | 4,747 | 840 | 840 | | | |
| 6529 SE Refuse Disposal | 6,181 | 1,236 | 1,236 | | | |
| 6530 SE Allotment Software Subscription | 669 | 218 | 218 | | | |
| 6531 SE Public Toilet Commercial Cleaning | 34,370 | 7,332 | 7,332 | | | |
| Total Grounds & Premises Expenditure | 74,575 | | | | | |
| Grounds & Premises Staffing Expenditure | | | | | | |
| 6653 ST PF Staff Clothing | 36 | 6 | 6 | | | |
| Total Grounds & Premises Staffing Expenditure | 36 | | | | | |
| Town & Waterfront Expenditure | | | | | | |
| 6229 SE CCTV Annual Maintenance | 132 | 40 | 40 | | | |

| Account | Actual Net Amounts 2024/25 | Actual VAT | Non-Business | Taxable Supplies | Exempt Supplies | Non-attributable |
|---|-------------------------------|----------------|---------------|------------------|-----------------|------------------|
| 6504 SE Street Furniture (Maintenance) | 1,394 | 258 | 258 | | | |
| 6505 SE Street Lighting | 501 | 27 | 27 | | | |
| 6511 SE Tourism & Signage | 60 | 12 | 12 | | | |
| 6515 SE Festive Lights Maintenance & Electricity | 3,751 | 488 | 488 | | | |
| 6519 SE Flags & Bunting | 2,378 | 476 | 476 | | | |
| 6522 SE Pontoon (Maintenance Costs) | 2,250 | 395 | | 395 | | |
| 6524 SE Vehicle Maintenance and Repair Costs | 9,332 | 1,604 | 1,604 | | | |
| 6528 SE Pontoon Accommodation | 5,496 | 793 | | 793 | | |
| Total Town & Waterfront Expenditure | 25,294 | | | | | |
| Town & Waterfront Staffing Expenditure | | | | | | |
| 6673 ST SE Services Delivery - Clothing | 1,374 | 211 | 211 | | | |
| 6674 ST SE Services Delivery - Mobiles | 904 | 153 | 153 | | | |
| 6675 ST SE Services Delivery Staff Travelling Expenses | 1,874 | 0 | 0 | | | |
| Total Town & Waterfront Staffing Expenditure | 4,152 | | | | | |
| Personnel Expenditure | | | | | | |
| 6654 ST PE Staff Welfare | 1,621 | 101 | | | | 101 |
| 6660 ST PE Staff Recognition | 25 | 0 | | | | 0 |
| 6662 ST PE HR Professional Fees | 11,119 | 2,211 | | | | 2,211 |
| 6656 ST PE Staff Training (P&F) | 1,977 | 350 | | | | 350 |
| 6678 ST PE Staff Training (Guildhall) | 95 | 0 | | | | 0 |
| 6682 ST PE Staff Training (Library) | 281 | 37 | 37 | | | |
| 6676 ST PE Staff Training (Service Delivery) | 6,457 | 829 | 829 | | | |
| Library Staffing Costs | 138,632 | | | | | |
| P&F Staffing Costs | 348,399 | | | | | |
| Service Delivery Staffing Costs | 307,696 | | | | | |
| Total Personnel Expenditure | 816,304 | | | | | |
| Total Operating Expenditure | 1,252,456 | | | | | |
| EMF Expenditure | | | | | | |
| Burial Authority EMF Expenditure | | | | | | |
| 6070 BA EMF Churchtown Cemetery Capital Works | (20) | 0 | 0 | | | |
| 6073 BA EMF Memorial Garden | 154 | 31 | 31 | | | |
| Total Burial Authority EMF Expenditure | 133 | | | | | |
| P&F EMF Expenditure | | | | | | |
| 6271 PF EMF Election | 450 | 0 | 0 | | | |
| 6272 PF EMF Robes & Civic Regalia | 1,624 | 314 | 314 | | | |
| 6275 PF EMF Neighbourhood Plan | 195 | 37 | 37 | | | |
| 6280 PF EMF Town Vision | 430 | 0 | 0 | | | |
| 6281 PF EMF Town Vitality Funding Grant | 58,617 | 7,854 | 7,854 | | | |
| 6282 PF EMF Funding Bids (Consultancy Fees) | 9,880 | 216 | 216 | | | |
| 6370 PF EMF Computer & Office Equipment Renewal | 3,771 | 754 | | | | 754 |
| Total P&F EMF Expenditure | 74,967 | | | | | |
| Guildhall EMF Expenditure | | | | | | |
| 6470 GH EMF Guildhall Maintenance | 77,531 | 15,702 | | | 1476 | 14226 |
| Total Guildhall EMF Expenditure | 77,531 | | | | | |
| Library EMF Expenditure | | | | | | |
| 6971 LI EMF Saltash Library Property Refurbishment | 64,455 | 12,755 | 12,755 | | | |
| 6972 LI EMF Library Equipment & Furniture | 3,050 | 610 | 610 | | | |
| Total Library EMF Expenditure | 67,504 | | | | | |
| Longstone EMF Expenditure | | | | | | |
| 7170 LO EMF Longstone Depot Capital Works | 1,212 | 242 | 242 | | | |
| Total Longstone EMF Expenditure | 1,212 | | | | | |
| Station EMF Expenditure | | | | | | |
| 6473 SA EMF Station Building (Purchase & Capital Works | 31,822 | 6,321 | | 6,321 | | |
| 6871 SA EMF Tresorys Kernow Funding | 35 | 0 | | 0 | | |
| Total Station EMF Expenditure | 31,857 | | | | | |
| Grounds & Premises EMF Expenditure | | | | | | |
| 6471 SE EMF Heritage Centre | 250 | 0 | | | 0 | |
| 6571 SE EMF Saltash Recreation Areas | 2,014 | 302 | 302 | | | |
| 6580 SE EMF Public Toilets (Capital Works) | 1,686 | 362 | 362 | | | |
| 6592 SE EMF Pilmere Play Parks | 94,955 | 18,991 | 18,991 | | | |
| 6588 SE EMF Victoria Gardens | 519 | 71 | 71 | | | |
| Total Grounds & Premises EMF Expenditure | 99,424 | | | | | |
| Town & Waterfront EMF Expenditure | | | | | | |
| 6570 SE EMF Notice Boards (Repair & Replace) | 550 | 100 | 100 | | | |
| 6572 SE EMF Festive Lights | 12,421 | 2,464 | 2,464 | | | |
| 6574 SE EMF Salt Bins | 96 | 19 | 19 | | | |
| 6575 SE EMF Street Furniture (New & Replace) | 133 | 27 | 27 | | | |
| 6578 SE EMF Equipment and Vehicles (Capital Works) | 34,286 | 6,781 | 6,781 | | | |
| 6582 SE EMF Town War Memorial | 14,540 | 0 | 0 | | | |
| 6584 SE EMF Pontoon Maintenance Costs | 29,035 | 5,719 | | 5,719 | | |
| Total Town & Waterfront EMF Expenditure | 91,061 | | | | | |
| EMF Personnel Expenditure | | | | | | |
| 6694 ST PF EMF Staff Contingency (P&F) | 12,056 | 2,367 | 2,367 | | | |
| 6701 ST PE EMF Staff Recruitment | 643 | 42 | 42 | | | |
| Total EMF Personnel Expenditure | 12,699 | | | | | |
| Total EMF Expenditure | 456,388 | | | | | |
| Total Operating Expenditure | 1,708,844 | 129,148 | 74,647 | 14358 | 2197 | 37946 |
| Operating Surplus/ (Deficit) | 47,285 | | | | | |

| Allocation of non-attributable VAT | | | | | |
|------------------------------------|------------------|------|-------------------|------------------|-----------------|
| Taxable Income | 27,420 | 1.6% | 36,498.55 | - | 36,498.55 |
| Exempt Income | 39,559 | 2.3% | 592.48 | - | 592.48 |
| Total Income | 1,756,129 | | | 854.79 | 854.79 |
| Total VAT for each category | | | 111,145.54 | 14,950.31 | 3,052.14 |
| | | | | | 0.00 |



HUDSON ACCOUNTING LTD.
INTERIM INTERNAL AUDIT REPORT:
TO THE MEMBERS OF SALTASH TOWN COUNCIL
YEAR ENDED 31ST MARCH 2026.

ISSUE DATE: 04/11/2025
ISSUED TO: TOWN CLERK

INTRODUCTION:

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

Scope:

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

Any areas not covered at this interim stage will be included later in the year or during the final audit activity.

Approach:

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

Where applicable we have included reference to 'proper practice' and the associated guidance as laid out in 'Governance & Accountability for Smaller Authorities in England' which is applicable to financial years from 1st April 2025.

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

GENERAL COMMENTS:

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

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

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

We have provided a table of audit recommendations, where required to allow for the Council's response which can be used as an ongoing monitoring tool. We would be grateful if, in due course, it is completed and returned to us.

AUDIT COMMENTARY:

Previous Recommendations

There are no previous recommendations requiring action.

Accounting Records

The accounts are maintained on Xero accounting software they were up to date and appear free from material errors.

Financial Regulations

Financial Regulations were last reviewed in April 2025.

Payments

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

Purchasing

A scheme of delegation is in place and purchase orders are used.

Procurement

Procurement activity is undertaken in line with Financial Regulations.

Payments

Testing revealed that controls are consistently applied and that input into the accounting system is accurate.

Risk

Risk Assessment

The council reviewed its risk management arrangements along with a review of the effectiveness of internal controls and internal audit in April 2025.

Insurance

Statutory insurances are in place and the Fidelity Guarantee is adequate at £5 million.

Investments

An Investment Strategy covering the 2025/26 financial year was adopted in April 2025.

Budgets

Setting

We reviewed the 2025/26 budget setting process as part of our final audit work last year and we will review the 2026/27 process later in the year.

Monitoring

Budget monitoring reports are regularly provided to Members.

Income

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

Precept

The precept received is in accord with that set by the Council.

Burials

Burial fees are accurately applied and the relevant paperwork in respect of Memorials and Exclusive Rights of Burial is issued.

Allotments

Tenants are invoiced in line with the agreed fees and adequate arrangements are in place to ensure payment.

VAT

VAT claims are up to date.

Moorings

Mooring income has been correctly invoiced, including the discount for the period where the pontoon was under refurbishment.

Payroll

New Starters

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

Tax, NI & Pensions

The September payroll was tested with no issues to report.

Increments & other changes

Changes in employee terms and conditions have been approved by Members and were accurately applied.

Pay Award

The national pay award has been accurately implemented.

Bank Reconciliation

Monthly bank reconciliations are carried out accurately and in a timely manner. They are reviewed by the Town Clerk and the Chairman of the Finance Committee.

Electors Rights

Full Council properly approved the 2024/25 AGAR.

The opportunity for electors to examine the accounts was properly advertised and the publication requirements in respect of the 2024/25 accounts have been met.

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

Report to: Policy and Finance

Date of Report: 5 November 2025

Officer Writing the Report: Finance Officer

Purpose of the Report:

To ensure Members are continuingly informed of the Town Council's investments of public funds.

Officer Recommendations:

To note the following information with regards to investment balances held at 5 November 2025. There are no areas of concern to report.

| 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 | 3.91% - October 2025 |
| Barclays Active Saver | £180,884 | £10,000,000+ | Instant | N/A | 1.10% - November 2025 |
| Nationwide 95 day Notice Account – Issue 11 | £990,650 | £1,000,000 | 95 days' notice | N/A | 3.40% - November 2025 |
| Cornwall Council Deposit Fund | £996,997 | £1,000,000 | Before 9:30am, same day. After 9:30am, next day | N/A | 4.395% - October 2025 |

Signature of Officer:

Finance Officer

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

To recommend to the members the following virement:

| Budget Code FROM | Details of Available Budget | Budget Code TO | Virement Amount | Reason for Virement |
|-------------------------|---|---|------------------------|--|
| 6214 PF Health & Safety | Budget Available: £4,819 Committed Cost: -£720 Budget Remaining: £4,099 | 6202 PF Civic Occasions (including Road Closures) | £1,000.00 | Cover additional costs for the remainder of the year |

Saltash Town Council Summary Budget Report 2025-26

Saltash Town Council

For the 6 months to 30 September 25

| 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 | 11,980 | 4,493 |
| Burial Board Income | 8,734 | 7,109 | 2,401 | 4,708 |
| Guildhall Income | 2,204 | 2,311 | 1,860 | 451 |
| Library Income | 1,085 | 1,130 | 557 | 573 |
| Maurice Huggins Income | 1,230 | 1,600 | 690 | 910 |
| P&F Income | 111,223 | 38,255 | 66,079 | (27,824) |
| Service Delivery Income | 24,797 | 23,453 | 21,771 | 1,682 |
| Station Income | 8,173 | 6,620 | 3,173 | 3,447 |
| Total Operating Income | 179,002 | 96,951 | 108,511 | (11,560) |
| Operating Expenditure | | | | |
| Burial Authority Expenditure | 24,255 | 15,407 | 13,256 | 2,151 |
| Burial Board Expenditure | 2,620 | 7,413 | 1,592 | 5,821 |
| Guildhall Expenditure | 39,662 | 43,308 | 16,998 | 26,310 |
| Library Expenditure | 53,343 | 61,603 | 33,253 | 28,350 |
| Maurice Huggins Expenses | 2,433 | 5,546 | 1,372 | 4,174 |
| Personnel Expenditure | 12,766 | 14,565 | 6,330 | 8,235 |
| Personnel Staffing Cost | 804,545 | 965,345 | 409,129 | 556,216 |
| P&F Expenditure | 187,342 | 226,861 | 96,463 | 130,398 |
| Service Delivery Expenditure | 109,213 | 181,850 | 71,273 | 110,577 |
| Station Expenditure | 15,571 | 23,243 | 5,918 | 17,325 |
| Total Operating Expenditure | 1,251,751 | 1,545,141 | 655,584 | 889,557 |
| Total Operating Surplus/ (Deficit) | (1,072,749) | (1,448,190) | (547,073) | (901,117) |
| 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 | 20,495 | 114,357 |
| P&F EMF Expenditure | 74,967 | 170,109 | 56,887 | 113,222 |
| Service Delivery EMF Expenditure | 191,697 | 491,932 | 159,239 | 332,693 |
| Station EMF Expenditure | 31,962 | 65,963 | 2,119 | 63,844 |
| Total EMF Expenditure | 457,093 | 1,110,681 | 262,195 | 848,486 |
| Total Overall Expenditure (Operational & EMF) | 1,708,844 | 2,655,822 | 917,779 | 1,738,043 |
| Total Overall Budget Surplus/ Defecit | (1,529,842) | (2,558,871) | (809,268) | (1,749,603) |

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

Burial Authority Committee - Burial Authority Budget 2025-26
 Saltash Town Council
 For the 6 Months ended September 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 | 11,799 | 3,201 |
| 4614 BA Memorial Bench Income | 167 | 458 | 167 | 291 |
| 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 | 11,980 | 4,493 |
| 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 | 700 | 300 |
| 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 | 39 | 369 |
| 6013 BA Security Alarm Maintenance | 186 | 241 | 230 | 11 |
| 6014 BA Cemetery Software Subscription | 912 | 726 | 1,047 | (321) |
| Total Burial Authority Operating Expenditure | 24,255 | 15,407 | 13,256 | 2,151 |
| Total Burial Authority Operating Surplus/ (Deficit) | (2,699) | 1,066 | (1,276) | 2,342 |
| 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 | 13,256 | 25,635 |
| Total Burial Authority Budget Surplus/ Deficit | (2,832) | (22,418) | (1,276) | (21,142) |

To/From Reserves & Budget Virements 2025/26

1. 6014 BA Cemetery Software Subscription overspent by £321 due to including annual costs of £385 relating to 2026/27.
 Cost to be adjusted at year end so budget is not overspent

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 6 Months ended September 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 | 574 | 1,426 |
| 6108 BB Tree Survey & Tree Maintenance | 480 | 4,032 | 750 | 3,282 |
| 6109 BB Memorial Bench (Expenditure) | 0 | 388 | 0 | 388 |
| Total Burial Board Operating Expenditure | 2,620 | 7,413 | 1,592 | 5,821 |
| Total Burial Board Operating Surplus/ (Deficit) | 6,114 | (304) | 809 | (1,113) |
| 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 | 1,592 | 15,773 |
| Total Burial Board Budget Surplus/Deficit | 6,114 | (10,256) | 809 | (11,065) |

To/From Reserves & Budget Virements

| |
|--|
| 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 6 months to 30 September 25

| 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 | 1,622 | 378 |
| 4201 GH Income - Guildhall Refreshments | 228 | 242 | 169 | 73 |
| 4206 GH Income - Guildhall Photocopying Income | 59 | 69 | 68 | 1 |
| Total Guildhall Operating Income | 2,204 | 2,311 | 1,860 | 451 |
| Guildhall Operating Expenditure | | | | |
| 6400 GH Rates - Guildhall | 10,729 | 11,051 | 10,729 | 323 |
| 6401 GH Water Rates - Guildhall | 765 | 827 | 404 | 423 |
| 6402 GH Gas - Guildhall | 3,502 | 5,718 | 110 | 5,608 |
| 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 | 847 | 538 |
| 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 | 39 | 206 |
| 6414 GH Equipment - Guildhall | 658 | 4,725 | 1,056 | 3,669 |
| Total Operating Expenditure | 30,059 | 42,890 | 16,998 | 25,892 |
| Total Guildhall Operating Surplus/ Deficit | (27,855) | (40,579) | (15,138) | (25,441) |
| Guildhall EMF Expenditure | | | | |
| 6418 GH EMF Legal & Professional Fees | 9,603 | 418 | 0 | 418 |
| 6470 GH EMF Guildhall Maintenance | 77,531 | 27,422 | 6,927 | 20,495 |
| Total Guildhall EMF Expenditure | 87,135 | 27,840 | 6,927 | 20,913 |
| Total Guildhall Expenditure (Operational & EMF) | 117,193 | 70,730 | 23,925 | 46,805 |
| Total Guildhall Budget Surplus/ (Deficit) | (114,990) | (68,419) | (22,066) | (46,353) |

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 6 Months ended 30 September 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 | 16 | 34 |
| 4518 LI Library - Photocopying Fees | 941 | 600 | 450 | 150 |
| 4524 LI Library Book Sales | 131 | 300 | 91 | 209 |
| 4526 LI Library Activity Income | 0 | 180 | 0 | 180 |
| Total Library Operating Income | 1,085 | 1,130 | 557 | 573 |
| Library Operating Expenditure | | | | |
| 6900 LI Rates - Library | 13,099 | 13,492 | 13,099 | 393 |
| 6901 LI Water Rates - Library | 327 | 403 | 159 | 244 |
| 6902 LI Gas - Library | 3,196 | 6,216 | 106 | 6,110 |
| 6903 LI Electricity - Library | 3,414 | 4,946 | 1,227 | 3,719 |
| 6904 LI Fire, Security Alarm & CCTV - Library | 788 | 1,143 | 1,243 | (100) |
| 6908 LI Cleaning Materials & Equipment - Library | 739 | 983 | 486 | 497 |
| 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 | 46 | 269 |
| 6914 LI Equipment - Library | 734 | 830 | 176 | 654 |
| 6921 LI IT & Office Costs - Library | 1,558 | 1,827 | 680 | 1,147 |
| 6922 LI Library Activities | 2,465 | 3,000 | 2,264 | 736 |
| 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 | 33,253 | 28,350 |
| Total Library Operating Surplus/ Deficit | (52,258) | (60,473) | (32,696) | (27,777) |
| 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 | 49,779 | 192,943 |
| Total Library Budget Surplus/ (Deficit) | (120,362) | (241,592) | (49,222) | (192,370) |

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 6 months to 30 September 2026

| 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 | 690 | 710 |
| 4208 MA Maurice Huggins Room Refreshments | 0 | 200 | 0 | 200 |
| Total Maurice Huggins Operating Income | 1,230 | 1,600 | 690 | 910 |
| Maurice Huggins Operating Expenditure | | | | |
| 7000 MA Rates | 429 | 443 | 429 | 14 |
| 7001 MA Water Rates | 339 | 437 | 156 | 281 |
| 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 | 277 | 89 |
| 7010 MA General Repairs & Maintenance | 156 | 1,656 | 143 | 1,513 |
| 7019 MA Refreshment Costs - Maurice Huggins | 0 | 150 | 0 | 150 |
| Total Maurice Huggins Operating Expenditure | 2,433 | 5,546 | 1,372 | 4,174 |
| Total Maurice Huggins Operating Surplus/ (Deficit) | (1,203) | (3,946) | (682) | (3,264) |
| 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 | 1,372 | 9,603 |
| Total Maurice Huggins Budget Surplus/ (Deficit) | (1,203) | (9,375) | (682) | (8,693) |

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

Policy & Finance (P&F) Committee - P & F Budget 2025-26
 Saltash Town Council
 For the 6 months to 30 September 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 | 28,515 | 9,740 |
| 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 | 66,079 | (27,824) |
| P &F Operating Expenditure | | | | |
| 6200 PF Bank Charges | 1,187 | 1,922 | 504 | 1,418 |
| 6201 PF Audit | 3,300 | 4,000 | 0 | 4,000 |
| 6202 PF Civic Occasions (including Road Closures) | 4,182 | 7,000 | 602 | 6,398 |
| 6203 PF Mayors' Allowance | 5,418 | 5,581 | 2,232 | 3,349 |
| 6204 PF Councillors' Allowance | 1,679 | 3,946 | 0 | 3,946 |
| 6205 PF Insurance | 17,642 | 36,510 | 11,496 | 25,014 |
| 6206 PF Youth Council | 4,726 | 4,000 | 0 | 4,000 |
| 6208 PF Subscriptions | 15,980 | 16,869 | 18,513 | (1,644) |
| 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 | 2,600 | 1,378 | 1,222 |
| 6214 PF Health & Safety | 6,462 | 9,127 | 4,308 | 4,819 |
| 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 | 1,320 | 3,058 |
| 6222 PF Commissioning Youth Work | 59,069 | 60,842 | 20,280 | 40,562 |
| 6224 PF Professional Costs | 5,969 | 7,500 | 5,762 | 1,738 |
| P&F IT/Office Costs | 37,361 | 33,776 | 16,083 | 17,693 |
| 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 | 144 | 108 |
| 6230 PF Social Media Advertising | 0 | 1,000 | 45 | 955 |
| Total P &F Operating Expenditure | 187,342 | 226,861 | 96,112 | 130,749 |
| Total P&F Operating Surplus/ (Deficit) | (76,119) | (188,606) | (30,033) | (158,573) |
| P&F EMF Expenditure | | | | |
| 6271 PF EMF Election | 450 | 54,409 | 15,206 | 39,203 |
| 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 | 11,682 | 3,915 |
| Total P&F EMF Expenditure | 74,967 | 170,109 | 56,887 | 113,222 |
| Total P&F Expenditure (Operational & EMF) | 262,308 | 396,970 | 152,999 | 243,971 |
| Total P&F Budget Surplus/ (Deficit) | (151,085) | (358,715) | (86,921) | (271,794) |

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
4. Virement from 6202 PF Civic Occasions to 6224 PF Professional Fees - £1,000 - P&F 207/25/26
5. Virement from 6271 PF EMF Election to 6213 PF Councillor Training & Expenses - £1,000 - P&F 210/25/26
6. Virement from 6202 PF Civic Occasions to 6224 PF Professional Fees - £1,500 - P&F 210/25/26
7. Virement from General Reserves to 6205 PF Insurance - £6,000 - FTC 219/25/26

6208 PF Subscriptions overspent by (1,644) due to including prorata annual costs for 2026/27 which will be adjusted at the year end

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 | 1,367 | 1,679 |
| 6301 Stationery | 4,239 | 3,090 | 551 | 2,539 |
| 6303 Copier Maintenance | 4,823 | 4,754 | 3,358 | 1,396 |
| 6305 Finance Software | 3,793 | 4,362 | 2,349 | 2,013 |
| 6306 IT Maintenance | 19,444 | 18,524 | 8,458 | 10,066 |
| TOTALS | 36,318 | 33,776 | 16,083 | 17,693 |

Key

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

Spending is higher than anticipated and needs to be monitored closely

Budget is overspent - requires investigation and recommend virement

Services Committee - Service Delivery Budget 2025-26
Saltash Town Council
For the 6 months to 30 September 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 | 6,729 | (1,729) |
| 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 | 185 | 928 |
| Total Grounds & Premises Income | 6,935 | 7,339 | 8,141 | (802) |
| 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 | 775 | (25) |
| Total Town & Waterfront Income | 17,851 | 16,114 | 13,630 | 2,484 |
| Total Service Delivery Operating Income | 24,787 | 23,453 | 21,771 | 1,682 |
| Service Delivery Operating Expenditure | | | | |
| Grounds & Premises Expenditure | | | | |
| 6209 SE Oyster Beds | 0 | 1 | 3 | (2) |
| 6500 SE Tree Survey and Tree Maintenance | 8,262 | 20,000 | 1,850 | 18,150 |
| 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 | 120 | 1,880 |
| 6506 SE Grounds Maintenance & Watering | 10,721 | 20,450 | 12,490 | 7,960 |
| 6508 SE Public Toilets (Operational Costs) | 6,533 | 7,051 | 3,841 | 3,210 |
| 6517 SE Cornish Cross (Maintenance) | 328 | 400 | 53 | 347 |
| 6525 SE Public Toilets (Repairs & Maintenance Costs) | 1,441 | 3,043 | 632 | 2,411 |
| 6526 SE Tools, Equipment & Materials (Store & All Areas) | 4,747 | 5,318 | 3,538 | 1,780 |
| 6529 SE Refuse Disposal | 6,181 | 6,694 | 3,350 | 3,344 |
| 6530 SE Allotment Software Subscription | 669 | 462 | 420 | 42 |
| 6531 SE Public Toilet Commercial Cleaning | 34,370 | 38,469 | 19,068 | 19,401 |
| Total Grounds & Premises Expenditure | 74,575 | 108,388 | 45,485 | 62,903 |
| Longstone Expenditure | | | | |
| 7101 LO Water Rates - Longstone | 2,345 | 2,782 | 1,929 | 853 |
| 7103 LO Electricity - Longstone | 1,580 | 1,629 | 413 | 1,216 |
| 7104 LO Fire & Security Alarm & CCTV - Longstone | 89 | 1,117 | 954 | 163 |
| 7107 LO Rent - Longstone | 4,680 | 5,084 | 2,340 | 2,744 |
| 7108 LO Cleaning Materials & Equipment - Longstone | 650 | 363 | 178 | 185 |
| 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 | 1,723 | 813 | 910 |
| 6673 ST SE Services Delivery - Clothing | 1,374 | 2,504 | 836 | 1,668 |
| 6674 ST SE Services Delivery - Mobiles | 904 | 2,060 | 1,164 | 896 |
| 6675 ST SE Services Delivery Staff Travelling Expenses | 1,874 | 1,721 | 735 | 986 |
| Total Longstone Expenditure | 9,169 | 23,183 | 10,477 | 12,706 |

| 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 | 218 | 2,357 |
| 6505 SE Street Lighting | 501 | 773 | 93 | 680 |
| 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 | 4,797 | 2,072 |
| 6519 SE Flags & Bunting | 2,378 | 3,043 | 629 | 2,414 |
| 6522 SE Pontoon (Maintenance Costs) | 2,250 | 3,090 | 1,808 | 1,282 |
| 6524 SE Vehicle Maintenance and Repair Costs | 9,332 | 10,815 | 4,275 | 6,540 |
| 6527 SE Salt Bins Refill | 0 | 554 | 0 | 554 |
| 6528 SE Pontoon Accommodation | 5,496 | 6,656 | 3,328 | 3,328 |
| 6534 SE Pontoon Broadband | 0 | 322 | 164 | 158 |
| Total Town & Waterfront Expenditure | 25,162 | 50,279 | 15,311 | 34,968 |
| | | | | |
| Total Service Delivery Operating Expenditure | 108,905 | 181,850 | 71,273 | 110,577 |
| | | | | |
| Total Service Delivery Operating Surplus/ (Deficit) | (84,118) | (158,397) | (49,501) | (108,896) |
| 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 |
| 6592 SE EMF Pilmere Play Parks | 94,955 | 0 | 0 | 0 |
| 6593 SE EMF Cornish Cross (Maintenance) | 0 | 5,217 | 0 | 5,217 |
| 6595 SE EMF Legal & Professional Fees (Grounds & Premises) | 0 | 6,800 | 1,307 | 5,493 |
| Total Grounds & Premises EMF Expenditure | 99,424 | 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 | 3,025 | 47,543 |
| 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 | 45,065 | 20,674 |
| Total Town & Waterside EMF Expenditure | 91,061 | 313,882 | 157,893 | 155,989 |
| | | | | |
| Total Service Delivery EMF Expenditure | 191,697 | 491,930 | 159,239 | 332,691 |
| | | | | |
| Total Service Delivery Expenditure (Operational & EMF) | 300,602 | 673,780 | 230,512 | 443,268 |
| | | | | |
| Total Service Delivery Budget Surplus/ (Deficit) | (275,815) | (650,327) | (208,741) | (441,586) |

| Account | Prior Year 2024/25 | Budget Including Virements 2025/26 | Actual YTD 2025/26 | Budget Available 2025/26 |
|---------|-----------------------|---|-----------------------|--------------------------------|
|---------|-----------------------|---|-----------------------|--------------------------------|

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
- 5. Virement from 7121 LO IT Office Costs Longstone to 6534 SE Pontoon Broadband - £50 - SE 53/25/26

1. 6209 SE Oyster Beds

This code is overbudget by £2 due to Actual 2025/26 including £1 for 2023/24 and £1 for 2024/25. These invoices were received late

2. 4500 SE Allotment Rents

This code includes income of £1,632 received for compensation during recent filming at Churchtown Allotments and will be used to partially credit those allotment holders for invoicing for 2026/27

Services Committee - Isambard House (Station Building) Budget 2025-26
 Saltash Town Council
 For the 6 Months ended 30th September 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 | 2,861 | 3,639 |
| 4302 SA Isambard House - Refreshment Income | 130 | 120 | 312 | (192) |
| Total Isambard House Operating Income | 8,173 | 6,620 | 3,173 | 3,447 |

| | | | | |
|---|---------------|---------------|--------------|---------------|
| 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 | 94 | 2,906 |
| 6803 SA Electricity - Isambard House | 4,817 | 7,494 | 1,772 | 5,722 |
| 6804 SA Fire & Security Alarm - Isambard House | 473 | 967 | 403 | 564 |
| 6808 SA Cleaning Materials & Equipment - Isambard House | 1,026 | 1,350 | 796 | 554 |
| 6810 SA General Repairs & Maintenance - Isambard House | 1,889 | 2,560 | 165 | 2,395 |
| 6813 SA Refreshments Costs - Isambard House | 81 | 500 | 367 | 133 |
| 6814 SA Equipment - Isambard House | 426 | 1,094 | 58 | 1,036 |
| 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 | 15,571 | 23,243 | 5,918 | 17,325 |

| | | | | |
|--|----------------|-----------------|----------------|-----------------|
| Total Isambard House Operating Surplus/ (Deficit) | (7,398) | (16,623) | (2,745) | (13,878) |
|--|----------------|-----------------|----------------|-----------------|

| | | | | |
|---|---------------|---------------|--------------|---------------|
| Isambard House EMF Expenditure | | | | |
| 6473 SA EMF Station Building (Purchase & Capital Works) | 31,822 | 41,566 | 926 | 40,640 |
| 6818 SA EMF Professional Costs - Isambard House | 105 | 3,211 | 0 | 3,211 |
| 6870 SA EMF Isambard House Retention Fund | 0 | 18,492 | 0 | 18,492 |
| 6871 SA EMF Tresorys Kernow Funding | 35 | 562 | 562 | 0 |
| 6872 SA EMF Entertainment Licenses | 0 | 2,132 | 632 | 1,500 |
| Total Isambard House EMF Expenditure | 31,962 | 65,963 | 2,119 | 63,844 |

| | | | | |
|---|---------------|---------------|--------------|---------------|
| Total Isambard House Expenditure (Operational & EMF) | 47,533 | 89,206 | 8,037 | 81,169 |
|---|---------------|---------------|--------------|---------------|

| | | | | |
|---|-----------------|-----------------|----------------|-----------------|
| Total Isambard House Budget Surplus/ (Deficit) | (39,360) | (82,586) | (4,864) | (77,722) |
|---|-----------------|-----------------|----------------|-----------------|

Key

Recommendation to reclassify **6818 SA Professional Fees - Isambard House** as an EMF code and rename to **6818 SA EMF Professional Fees - Isambard House**

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 6 months to 30 September 25

| 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 | 75 | 175 |
| 6662 ST PE HR Professional Fees | 11,119 | 12,315 | 5,484 | 6,831 |
| Total Personnel Expenditure | 12,766 | 14,565 | 6,330 | 8,235 |
| Training Costs | | | | |
| 6682 ST PE Staff Training (Library) | 281 | 1,218 | 268 | 951 |
| 6656 ST PE Staff Training (P&F) | 1,977 | 4,000 | 3,967 | 33 |
| 6676 ST PE Staff Training (Service Delivery) | 6,552 | 7,695 | 2,288 | 5,407 |
| Total Training Costs | 8,811 | 12,913 | 6,522 | 6,391 |
| Staffing Costs | | | | |
| Library Staffing Costs | 138,632 | 165,056 | 61,445 | 103,611 |
| P&F Staffing Costs | 348,399 | 441,897 | 183,329 | 258,568 |
| Services Staffing Costs | 307,696 | 344,379 | 156,958 | 187,421 |
| Total Staffing Costs | 794,727 | 951,332 | 401,732 | 549,600 |
| Other Staffing Cost | | | | |
| 6652 ST PF Employers Pension - Monthly Fee | 500 | 500 | 500 | 0 |
| 6659 ST PF Town Sergeant & Mace Bearer Fees | 507 | 600 | 375 | 225 |
| Total Other Staffing Cost | 1,007 | 1,100 | 875 | 225 |
| Total Personnel Operating Expenditure | 817,310 | 979,910 | 415,459 | 564,451 |
| Total Personnel Operating Surplus/ (Deficit) | (817,310) | (979,910) | (415,459) | (564,451) |
| 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 | 4,450 | 8,725 |
| Total Personnel EMF Expenditure | 12,699 | 134,852 | 20,495 | 114,357 |
| Total Personnel Expenditure (Operational & EMF) | 830,010 | 1,114,762 | 435,954 | 678,808 |
| Total Personnel Budget Surplus/ (Deficit) | (830,010) | (1,114,762) | (435,954) | (678,808) |

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 overspent - requires investigation and recommend virement

To receive a report from the Finance Officer

Report to: Policy and Finance

Date of Report: 5 November 2025

Officer Writing the Report: Finance Officer

Purpose of Report:

To keep Members informed of the Town Council's finances. This enables ongoing monitoring and supports sound financial oversight of public funds.

Officers Recommendation:

To ask the members to note the information received in the report. Members are advised to write off of the outstanding invoices totalling £120.00 (£90.00 + VAT) within this financial year should the monies not be recovered – this aligns with the Town Council's financial regulations section 13.3.

Report Summary:

1. Debtors

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

There is a possible bad debt for 2 daily mooring berth users both invoiced during September 2025 for a total of £120.00.

The Town Council standard procedure for daily pontoon berth users is to contact the office prior to their stay. Payment is taken in advance, and gate codes are then issued for the duration of the booking.

The details of the two cases are as follows:

1. **Invoice for £90.00** – This relates to a 3-day stay commencing on Friday, 5 September 2025. Once confirmed by the Service Delivery department, the invoice was issued on the following Monday. It is believed that access to the berth was gained during the ferry arrival window. Despite several attempts to contact the customer via email and mobile, and a single promise of payment, no funds have been received. Further phone calls have gone unanswered.

2. **Invoice for £30.00** – This relates to a 1-day stay, also on Friday, 5 September 2025. Multiple attempts have been made to contact the customer to request payment, but these have been unsuccessful.

Given the lack of response and non-payment despite repeated follow-ups, these invoices are now being considered as potential bad debts (Financial Regulations 13.3). We will continue to monitor the situation and pursue recovery where possible.

| Contact | Invoice Date | Total | Less than 1 Month | 1 Month | 2 Months & Older | Notes |
|-----------------------------------|--------------|------------------|-------------------|--------------|------------------|--|
| Daily Moorings | 05/09/2025 | £120.00 | £0.00 | £0.00 | £120.00 | |
| Isambard Room Hire | 14/10/2025 | £120.00 | £120.00 | £0.00 | £0.00 | Isambard room booking March 2026 |
| Parkinson's UK | 05/11/2025 | £105.00 | £105.00 | £0.00 | £0.00 | Isambard room booking December 2025 |
| Pengelley Funeral Services | 03/11/2025 | £1,311.00 | £1,311.00 | £0.00 | £0.00 | Burial Services |
| Persimmon (Cornwall & West Devon) | 30/10/2025 | £240.00 | £240.00 | £0.00 | £0.00 | Isambard room booking November 2025 |
| Saltash Probus | 30/10/2025 | £63.20 | £63.20 | £0.00 | £0.00 | Chamber booking November 2025 |
| We Are With You | 30/10/2025 | £90.00 | £90.00 | £0.00 | £0.00 | Maurice Huggins room booking November 2025 |
| TOTAL | | £2,049.20 | £1,929.20 | £0.00 | £120.00 | |

2. CIL (Community Infrastructure Levy) Neighbourhood Parish Payments

The table below summarises the CIL income received from Cornwall Council. There was a receipt in October for £2,908.10, making the total amount received from 2021 to date of £21,731.22.

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.

Cornwall Council's CIL Officer has confirmed that the funds awarded for April 2026 will not need to be returned if unspent by the five-year deadline. However, they have appropriately requested an update on the anticipated delivery timeline for the project, which has now been provided.

| 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 |
| 16/10/2025 | £2,908.10 | | £2,908.10 | 14/10/2030 | PA23/04774 | 62A St Stephens Road Saltash Cornwall PL12 4BJ |
| | | | | | | |
| | £21,731.22 | £10,000.00 | £11,731.22 | | | |

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 report on the Town Council's Property Valuation

Report to: Policy & Finance committee

Date of Report: 6 November 2025

Officer Writing the Report: Finance Officer

Pursuant to: Policy & Finance 24 September 2024, minute nr 64/24/25

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

Purpose of the report:

To provide an update to members with regards to carrying out the insurance valuation for the Town Council's property and assets and ensure the sums insured figure is adequate providing the correct level of insurance.

Officers Recommendations

In line with insurer guidance to conduct property valuations every two years, the Finance Officer recommended to the Town Clerk / RFO to proceed with the appointment of Company A to undertake the valuation at a cost of £5,400 + VAT.

To note, the Finance Officer has delegated authority to appoint a surveyor working within budget code 6224 Professional Costs. However, there are insufficient funds available in this budget therefore a virement is recommend from 6273 PF EMF Legal Fees to 6224 Professional Costs for £5,400.

Report Summary

The last property valuation report for insurance purposes was completed in March 2022. In line with insurer recommendations, valuations should be conducted every two years to reflect rising building costs and ensure adequate coverage.

To proceed with the updated valuation, the Finance Officer invited three suppliers to submit fixed-price quotations based on the scope of works outlined in **Appendix A**.

Each quote was carefully evaluated against the criteria including cost, timeline, and compliance with the specification. The evaluation focused on achieving best value for the Town Council whilst receiving the service required to ensure the Town Council sum insured is at the level required.

Following the assessment, a recommendation was made to the Town Clerk for approval. Company A (**Appendix B**) provided the most competitive quote at £5,400 + VAT meeting the specification of work. Subject to approval, site visits are expected to be completed within one week, with final reports delivered within two weeks.

Next Steps: Once the updated valuations are received, the insurer will be informed to determine whether a mid-term adjustment to the policy is required.

Procurement Threshold

Does this project meet the procurement threshold?

Yes/~~No~~

- For contracts greater than £3,000 excluding VAT the RFO shall seek at least 3 fixed price quotes

Budgets

Budget Codes: 6224 PF Professional Costs

Budget Availability: £1,250

Recommended budget for virement:

Budget Code: 6273 PF EMF Legal Fees

Budget Availability: £5,601

Signature of Officer:

Finance Officer

Asset Valuation for Insurance Purposes

Project Title: Asset Valuation for Insurance Purposes

In-house or External Appointment: External Appointment

Contractor Name: To Be Agreed

Contact Information (telephone/email): wendy.peters@saltash.gov.uk

Date Issued: 2 October 2025

Officer's Job Title: Finance Officer

Pursuant to (minute number): Policy & Finance held on 24 September 2024, minute nr 64/24/25

Scope of Work

Description of Work Required:

Provide detailed property reinstatement costs for insurance purposes, ensuring adequate coverage and financial protection in the event of damage or loss.

This specification applies to all buildings & structures owned or managed by Saltash Town Council, including:

1. The Guild Hall, 12 Lower Fore Street, Saltash, Cornwall PL12 6JX (**Listed Building**)
2. Heritage Centre, 15-17 Lower Fore Street, Saltash, Cornwall, PL12 6JX
3. Saltash Library, Callington Road, Saltash, Cornwall, PL12 6DX (**Listed Building**)
4. Saltash Station Building, Station Road, Saltash, Cornwall, PL12 4UY
5. Longstone Depot, Longstone Park, Callington Road, Saltash, Cornwall
6. Caretakers Building, Church Town Cemetery Saltash, Cornwall, PL12 4AR
7. Maurice Huggins Room, Victoria Park, Saltash, Cornwall, PL12 4BG
8. Toilet Block, Alexandra Square, Saltash, Cornwall, PL12 6AN
9. Toilet Block, Belle Vue Road, Saltash, Cornwall, PL12 6ES
10. Toilet Block, Churchtown Cemetery, Off Farm Lane, Saltash, Cornwall, PL12 4AR
11. Toilet Block, Waterside, Old Ferry Road, Saltash, Cornwall, PL12 6BJ
12. Toilet Block, Longstone Park, Saltash, Cornwall, PL12 6EU
13. The Cornish Cross, Address, Elwell Woods, Saltash, Cornwall, PL12 6EG
14. St Stephens Cemetery, Boundary Wall, Address, St Stephens Road, St. Stephens, Saltash, Cornwall, PL12 4AP

Project Deliverables:

Valuations must be conducted on a **Reinstatement Cost Basis**, which reflects the full cost of rebuilding the asset to its original specification, including:

- Demolition and site clearance
- Professional fees (architects, engineers, etc.)
- Construction
- Rebuild Period
- Compliance with current building regulations
- VAT (if applicable)

Reporting must include:

- Asset description and location
- Valuation method and assumptions
- Reinstatement cost estimate
- Date of valuation and valuer credentials

Timeline and Deadlines:

Quotation of above works to be provided by within 7 days

Upon approval of quotation, date of service to be agreed and earliest possible opportunity

Quality Expectations:

- Qualified **RICS-registered valuers** must be appointed to carry out valuations.
- Local government accounting and audit requirements (e.g. Accounts and Audit Regulations 2015)

Contractor's Responsibilities:

- Provide advance notice of site visits and coordinate access with council contact for all sites.
- Comply with all relevant health and safety legislation and council site-specific requirements.
- Conduct risk assessments prior to site visits and ensure appropriate PPE is used.
- Ensure minimal disruption to council operations and public access during inspections
- Maintain regular communication with Finance Officer and report any issues, delays or concerns promptly.
- Treat all council data and site information as confidential
- Provide comprehensive report

Restrictions:

The valuation exercise does not include detailed structural or condition surveys unless separately commissioned.

Budget and Payment Details**Quote Provided by Contractor:**

To be completed by Finance Officer upon receipt of all quotations

Total Project Cost:

Ensure quotation includes all cost, e.g. travel, disbursements and costs applicable to VAT

[To be completed by Finance Officer upon receipt of all quotations]

Procurement:

As per Financial Regulations,

5.6. For contracts estimated to exceed £30,000 including VAT, the Town Clerk shall seek formal tenders from at least three suppliers agreed by the Town Council

5.8. For contracts greater than £3,000 excluding VAT the Town Clerk/RFO shall seek at least 3 fixed price quotes;

5.9. where the value is between £500 and £3,000 excluding VAT, the Town Clerk/RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers

Payment Terms:

30 days from date of invoice – please ensure bank details are entered on invoice for prompt payment

Purchase Order (PO) Number:

To follow, upon approval of quotation

Invoicing Details:

Invoice to:

Saltash Town Council

The Guildhall

12 Lower Fore Street,

Saltash

Cornwall

PL12 6JX

Please quote Purchase Order Number

Email invoice to accounts@saltash.gov.uk

Health & Safety Requirements:

Contractor to adhere to Saltash Town Council's risk assessments at all times

Permits & Licenses:

TBC [List any permits or licenses needed for the project, for example, road closure, planning, above the highway etc.]

Communication and Reporting**Point of Contact:**

Contractor tbc

Point of Contact:

Wendy Peters – Finance Officer

Reporting Committee:

Policy and Finance and Full Town Council

Reporting to the Town Clerk:

Town Clerk to be kept updated throughout the delivery of the project.

Terms and Conditions**Contract Duration:**

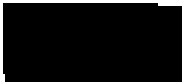
TBC upon appointment [Specify the start and end dates of the project.]

Insurance & Liability:

TBC upon appointment. [Clarify the contractor's insurance coverage, liability clauses, and responsibility for damages.]

Approval & Signatures**Contractor's Signature:**

TBC [Space for contractor's signature, name, and date.]

Officer's Signature:

Wendy Peters (Finance Officer)

2 October 2025

[REDACTED]

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

Attn: Wendy Peters
Via Email Only: Wendy.Peters@saltash.gov.uk

[REDACTED]

Our Ref:
Q000124

Your Ref:

7 October 2025

Dear Sirs,

RE Saltash Town Council - Asset Valuation for Insurance Purposes

Further to your valued enquiry received in an email from Wendy Peters dated 2 October 2025 timed at 12:12, we have considered your requirements and are pleased to provide our proposal below.

Background

[REDACTED]

Three years has elapsed and we understand you now require new assessments covering the following 14nr properties:

1. The Guild Hall, 12 Lower Fore Street, Saltash, Cornwall PL12 6JX (Listed Building)
2. Heritage Centre, 15-17 Lower Fore Street, Saltash, Cornwall, PL12 6JX
3. Saltash Library, Callington Road, Saltash, Cornwall, PL12 6DX (Listed Building)
4. Saltash Station Building, Station Road, Saltash, Cornwall, PL12 4UY
5. Longstone Depot, Longstone Park, Callington Road, Saltash, Cornwall
6. Caretakers Building, Church Town Cemetery Saltash, Cornwall, PL12 4AR
7. Maurice Huggins Room, Victoria Park, Saltash, Cornwall, PL12 4BG
8. Toilet Block, Alexandra Square, Saltash, Cornwall, PL12 6AN
9. Toilet Block, Belle Vue Road, Saltash, Cornwall, PL12 6ES
10. Toilet Block, Churchtown Cemetery, Off Farm Lane, Saltash, Cornwall, PL12 4AR
11. Toilet Block, Waterside, Old Ferry Road, Saltash, Cornwall, PL12 6BJ

[REDACTED]

12. Toilet Block, Longstone Park, Saltash, Cornwall, PL12 6EU

13. The Cornish Cross, Address, Elwell Woods, Saltash, Cornwall, PL12 6EG

14. St Stephens Cemetery, Boundary Wall, Address, St Stephens Road, St. Stephens, Saltash, Cornwall, PL12 4AP

[REDACTED] is a RICS Regulated Firm with extensive experience in this sector. Our mission is *"To empower and support our clients to achieve their objectives through collaborative expertise and innovative sustainable design."* As part of this our Chartered Surveyors regularly work closely with our other disciplines to ensure cost advice is robust and enables our clients to make informed decisions.

The Services

| | | | |
|---------------------------|-------|----------------------------------|------|
| - Project Management | No ▾ | - Building Services Engineering | No ▾ |
| - Contract Administration | No ▾ | - Town Planning | No ▾ |
| - Architecture | No ▾ | - Principal Designer (CDM & BSA) | No ▾ |
| - Building Surveying | No ▾ | - Structural Engineering | No ▾ |
| - Quantity Surveying | Yes ▾ | - Interior Design | No ▾ |
| - Fire Engineering | No ▾ | - Civil Engineering | No ▾ |

We hereby offer to undertake the services as particularised within the enclosed RICS standard Scope of Services for a Reinstatement Cost Assessments. in accordance with the RICS Professional Standard 'Reinstatement cost assessment of buildings' 3rd edition.

Please note that the RCAs exclude buildings contents and separate advice should be sought.

Our proposed methodology for preparing the RCA is to undertake an initial desktop review of the drawings and information provided / obtained. We will also undertake a site inspection for each property.

We use Autodesk Construction Cloud (ACC) for Building Information Management. Our site visit inspection forms are generated within the platform. We proposed to deliver the reports via ACC link unless otherwise instructed.

Please can you provide legal demise plans for the buildings, and/or other drawings and recent photographs - e.g. those retained in your files for the purposes of the Construction (Design and Management) Regulations and/or the Regulatory Reform (Fire Safety) Order 2005. Should you not have suitable drawings available we will be able to obtain the plans and any drawn information held for each property from the Land Registry for an additional charge of £15 per property search exclusive of VAT.

The Team

Your work will be undertaken by the following team, who have been selected based on their relevant experience and capabilities.

- [Redacted]
- [Redacted]
- [Redacted]

Timescales

We have resources available to commence upon instruction.

Upon instruction we shall review the information provided and raise any queries we may have.

Subject to any difficulties with obtaining information, we anticipate completion of the visits within one week and delivery of the reports within two weeks.

We will provide updates on the progress of our work to keep you informed.

The Fee

Our fees are calculated mainly with reference to the amount of time to be spent on the services. We also take into account the complexity of the matter and the value of the works.

We hereby offer to undertake the above services for the following fee:

| Deliverable | Fee (£) |
|---------------------------------------|------------------|
| Site Visits (14nr) | £1,800.00 |
| Taking-off Measurement and Estimating | £2,640.00 |
| Reporting | £960.00 |
| Total (excluding VAT) | £5,400.00 |

We would seek reimbursement of our fees on a monthly basis.

All fees are inclusive of reasonable expenses and disbursements but exclusive of VAT.

Please note, any further or additional services would be time-charged at the following hourly rates:



| Designation | £ rate/hour (Excluding VAT) |
|--|--------------------------------|
| Executive Director - Professionally qualified with at least 10 years post qualification experience | £210.00 |
| Director - Professionally qualified with at least 10 years post qualification experience | £135.00 |
| Senior Associate - Professionally qualified with at least 10 years post qualification experience | £115.00 |
| Associate/Principal - Professionally qualified with at least 5 years post qualification experience | £95.00 |
| Senior - Professionally qualified / experienced | £85.00 |
| Chartered - Professionally qualified / experienced | £75.00 |
| Degree qualified or 5 years experience | £65.00 |
| Graduate / Assistant / Trainee / Apprentice | £60.00 |

Generally

We would apply our normal terms and conditions of engagement to this commission (QA20), a copy of which is enclosed.

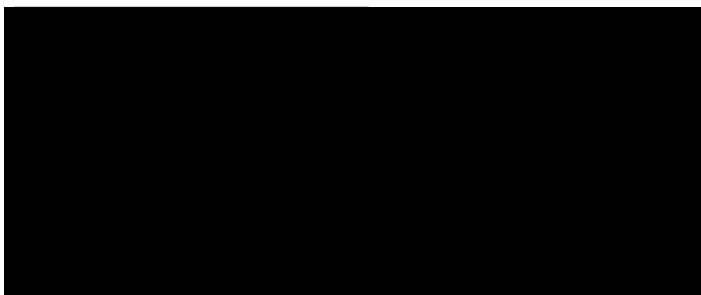
We hope the above and enclosed is/are self explanatory and satisfactory, and that you find this fee proposal acceptable. However, should you have any queries please contact the undersigned in the first instance.

We are delighted to be given the opportunity of working with you and representing your interests on this project.

We would be happy to discuss your further requirements.

Please confirm your instruction to proceed by return.

Yours sincerely



[Redacted]

[Redacted]

I confirm this appointment and instruct you to proceed (and shall raise a Purchase Order as appropriate)

Name:

Signed:
For and on behalf of: Saltash Town Council

Date:

To receive a report on Civica Modern.Gov and consider any actions and associated expenditure.

Report to: P&F

Date of Report: 3.11.25

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

Purpose of the report:

To inform members of the current condition of the server, which represents a single point of failure, and the potential to be unable to access the Town Council meetings administration.

Officers Recommendations

Members are asked to consider:

1. Approving in principle the migration of the Town Council's Civica Modern.Gov associated data to their cloud-hosted platform, subject to final confirmation from the Town Council's IT consultant that the proposed solution meets all technical and operational requirements;
2. Budgeting for the migration and future cloud-hosting platform at a cost of £26,417 in the financial year 2026/27 against budget code 6208 PF Subscriptions;
3. Budgeting for future support and maintenance at a cost of £16,209 for the remaining contract term (years 2 to 5) against budget code 6208 PF Subscription;
4. Delegating authority to the Office Manager / Assistant to the Town Clerk to work collaboratively with the Town Council's IT consultant in identifying a suitable cloud-based Democratic Service software solution that mitigates associated risks, reporting back to a future meeting of the Policy and Finance Committee.

Report Summary

Saltash Town Council currently hosts Civica Modern.Gov software and all associated data on its on-site server, which is now the final remaining system not yet migrated to the cloud.

This server is approaching end-of-life, and with all democratic services data stored locally, it presents a significant risk of operational disruption in the event of failure.

The Town Council has already transitioned multiple systems to cloud-based platforms in recent years, and Civica remains the only software package with associated data that is still reliant on local infrastructure.

The Town Council IT consultants have advised that the Town Council should fully decommission its server as soon as feasibly possible due to its age and vulnerability.

Civica, our current software provider, offers a cloud-based solution designed to mitigate risk and enhance data security. However, the Town Council's IT consultant has expressed concerns, indicating that the proposed solution may still not fully meet the Town Council's operational requirements.

The current two-year contract with Civica is due to expire in April 2026. It would therefore be prudent to review the services currently provided and, where possible, secure a fixed annual cost for the longest feasible term, subject to a proposal that aligns with the Town Council's IT infrastructure requirements.

Indicative costs for transferring all Town Council data to Civica's cloud hosting and transitioning to their cloud-based application have been provided for reference and budgeting purposes, should the solution be deemed suitable. However, it is essential that our IT consultants guide us in identifying the most appropriate solution before any transition takes place.

Please refer to **Appendix A** for the fixed five-year cost summary.

Budgets

Budget Availability: £1,644

Budget Codes: 6208 PF Subscriptions

Signature of Officer:

Office Manager / Assistant to the Town Clerk

APPENDIX A

Dawn Joyce
Saltash Town Council
The Guildhall
Lower Fore Street
Saltash
PL12 6JX

22nd October 2025

Dear Dawn,

As requested, please find below a quote for a five-year Modern.Gov renewal for Saltash Town Council with the addition of a cloud upgrade, Modern.Gov Hub and external authentication.

| Quote | |
|--|----------------|
| Modern.Gov Annual Support and Maintenance (renewal) | £10,599 |
| Modern.Gov Cloud Hosting | £3,132 |
| Modern.Gov Hub | £1,253 |
| External Authentication | £1,225 |
| Project Management, Data Transfer and Implementation (one off fee) | £8,322 |
| Technical Support for User Acceptance Testing and Go-live (2 days – one off fee) | £1,886 |
| TOTAL | |
| Year 1 | £26,417 |
| Year 2 | £16,209 |
| Year 3 | £16,209 |
| Year 4 | £16,209 |
| Year 5 | £16,209 |

Please note the following:

- This quotation is subject to Civica's standard terms and conditions and is valid until 21st November 2025.
- Prices are fixed for the duration of the term.
- Payment for annual fees and services is due on order.
- Civica's payment terms are 28 days from receipt of an invoice.
- All quotations are subject to final business approval within Civica. Any issues or changes identified with the quotation you will be notified within 5 days.

Civica UK Ltd.
33 Clarendon Road
London
N8 0NW

+44 (0) 1730 895 777

- All prices exclude VAT.
- Civica reserves the right to revise the quote if it is found that the data exceeds the volume specified by the Buyer.

Should you wish to go ahead, please arrange for a purchase order (PO) to be emailed to moderngovorder@civica.co.uk.

Please address the PO to the following address:

Civica UK Limited, Castlegate House, Castlegate Drive, Dudley, West Midlands, DY1 4TD

Please do not send the PO by post, otherwise your order may be delayed.

We are only able to schedule work once the PO has been received. Unfortunately, the PO number on its own is not sufficient.

If you have any questions, please do not hesitate to come back to me.

Yours sincerely,

To receive a report on the Town Council phone infrastructure and consider any actions and associated expenditure.

Report to: P&F

Date of Report: 3.11.25

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

Purpose of the report:

To ensure the Town Council's telephone infrastructure system is robust, flexible, and future-proof meeting the needs of the Town Council operations.

Officers Recommendations

Members are asked to consider:

1. Approving the transition to the Wildix Communications system in the next financial year 2026/27 to improve/future proof the Town Council phone infrastructure;
2. Delegating to the Office Manager / Assistant to the Town Clerk to recycle existing equipment;
3. Budgeting for the transition upfront cost of £2,265 + VAT and annual cost of £1,504 + VAT to purchase telephone equipment against budget code 6300 PF Telephone;
4. Noting there is potential cost savings due to some staff accessing the phone system via works mobile app.

Report Summary

The Town Council's current phone infrastructure - IPECS LIP-9020 desktop telephone units and the IPECS USP 100 unit, has been experiencing persistent issues. These include crackling on the line, dropped calls, and poor connection quality during both internal and external communications. We are experiencing this issue on a daily basis.

Despite several complimentary interventions from the Town Council's telecommunications contractor — including site visits and external line testing — the root cause appears to be the ageing hardware and outdated system setup, which is now over 10 years old. Many of the telephone units have reached the end of their functional lifespan.

In response to these ongoing issues, the Officer Manager sought advice from its telecommunications contractor on potential improvements. Efficient Communications provided a proposal for upgrading to the Wildix Unified Communications system, which eliminates the need for traditional desktop phones and instead supports mobile apps and browser-based calling. For further information, please refer to **Appendix A** and to review the quote please refer to **Appendix B**.

A quick comparison of the current IPECS system and the Wildix is provided below:

| Feature | IPECS System | Wildix |
|-----------------------------|---------------------------|--|
| Display | 4-line greyscale LCD | Colour touchscreen (up to 7") |
| Programmable Keys | 10 flex keys | Up to 106 BLF keys (Welcome Console) |
| Audio Quality | HD voice, full duplex | Wideband HD, echo cancellation |
| Connectivity | Ethernet, RJ-9 headset | WiFi, Bluetooth, USB, DECT |
| UC Integration | Basic SIP/IPKTS | Full UC with presence, video, chat |
| Ease of use | Traditional button layout | Touchscreen, presence indicators |
| Scalability and Flexibility | Moderate | High (WebRTC, mobile apps, DECT handsets) |

The current IPECS system is no longer functioning reliably and, due to its age, is expected to deteriorate further. While it is possible to purchase newer IPECS USP 100 unit with a replacement cost of approximately over £2,000, this investment will remain to present some of the same issues experienced, lacks flexibility and does not represent a future-proof investment.

Another option considered is Microsoft Teams, which integrates well with the Town Council's existing Microsoft 365 environment. However, Teams telephony requires additional licensing and setup:

- Microsoft 365 license (e.g., Business Basic or Standard)
- Teams Phone license
- Domestic or international calling plans
- Optional Direct Routing setup via a third-party provider

While Teams offers some Private Branch Exchange (PBX) functionality, it often requires add-ons or third-party services to match the full feature offered by Wildix.

PBX is a private telephone network used within an organisation. It enables internal and external communication using VoIP, analogue, or digital lines. Wildix includes a full PBX system, while Teams offers partial PBX features.

Core PBX Features Explained:

| Feature | What it does |
|----------------------|--|
| Call Routing | Automatically directs incoming calls to the right person or department |
| Auto Attendant (IVR) | Plays a menu ("Press 1 for Sales...") and routes calls based on input |
| Call Transfer | Let's you move a call from one extension to another |
| Call Hold & Music | Allows placing a caller on hold with optional music or messages |
| Voicemail | Stores voice messages when users are unavailable |
| Call Forwarding | Redirects calls to another number (e.g., mobile or another office) |

| | |
|--------------------|--|
| Conference Calling | Enables multiple people to join a single call |
| Call Queues | Places callers in line during busy periods, often used in customer service |
| Call Recording | Records calls for training, compliance, or quality assurance |
| Presence & Status | Shows if someone is available, busy, or away |
| Extension Dialling | Short internal numbers for quick communication between staff |
| Call Analytics | Reports on call volume, duration, missed calls, etc. |
| Fax over IP | Sends and receives faxes digitally |
| Integration | Connects with CRM, helpdesk, or other business tools |

Based on the comparison of features, flexibility, and cost, Wildix presents a more affordable, scalable, and feature-rich solution for the Town Council's telephony needs. It offers full PBX functionality, modern communication tools, and eliminates the need for traditional desktop phones.

While Microsoft Teams remains a viable alternative, its telephony capabilities are comparatively limited without additional investment in calling plans and third-party integrations, all of which make this a less cost-effective option in comparison to Wildix.

For small teams requiring robust PBX functionality, hardware flexibility, and continued support from our existing telecommunications contractor, it is recommended that Members consider transitioning to the Wildix system in the next financial year to allow for appropriate budgeting and future planning.

Wildix is also at the forefront of AI-driven telephony solutions. Its intelligent call-handling features can automatically answer and route calls to the appropriate departments using AI technology. This could significantly reduce the number of incoming calls that are actually intended for Cornwall Council, helping to streamline communication and free up staff time.

Budget Overview

Monthly costs (based on 14 users):

| Item Description | Wildix | Monthly Total Cost | Microsoft Teams (with existing 365 Business Accounts) | Monthly Total Cost |
|-----------------------------|------------------------|--------------------|---|--------------------|
| Monthly License Cost | £8.95 per user × 14 | £125.30 per month | Teams Phone license: £8 per user × 14 | £112 per month |
| Calling Plan (Domestic) | Included in Wildix PBX | £0.00 | £12 per user × 14 | £168 per month |
| Total cost per month | | £125.30+vat | Total cost per month | £280+vat |

Upfront costs:

| Item Description | Wildix | Total Cost | Microsoft Teams (with existing 365 Business Accounts) | Total Cost |
|-------------------------|-----------------------|------------|---|-----------------|
| Handsets* | £155 per handset x 13 | £2,015 | Teams certified phones £100-£300 per phone | £1,200 - £3,600 |
| Reception Console | £250 x 1 | £250 | £300 | £100 - £300 |
| Installation and set up | £250 | £250 | Varies between £200 - £500 via third party | £200 - £500 |

| | | | | |
|-------------------|-------|------------|-----------------------|-----------------|
| Customer Discount | -£250 | -£250 | N/A | £0 |
| Total | | £2,265+vat | Total (Approx) | £1,500 - £4,400 |

* Staff will have alternative options available, including both wireless and corded headsets, with a maximum cost for these of £135.00. However, staff will be expected to use Town Council mobile where issued, they can connect via the Wildix App, which is included in the monthly subscription—resulting in no additional cost and flexibility when out on site or working from home.

The costs mentioned are maximum estimates, and further savings may be possible on the initial spend. Ongoing costs would then be the primary consideration.

Key points:

Wildix offers a lower monthly cost and includes full PBX features.

Microsoft Teams requires additional licensing for full telephony and PBX functionality.

If Teams is used without the Calling Plan, external calls would need to be routed via a third-party provider (Direct Routing), which may reduce costs but adds complexity.

Budgets

Budget Availability: £1,418.12

Budget Codes: 6300 PF Telephone

Committed Spend: £0

Signature of Officer:

Office Manager / Assistant to the Town Clerk


Appendix A



Wildix system costing

Date Thu 06/11/2025 22:35

To Dawn Joyce <dawn.joyce@saltash.gov.uk>

 1 attachment (36 KB)
Wildix system costings.docx;

Hi Dawn,

Please find attached costings for the Wildix phone system to meet the council's changing needs.

As discussed this allows staff members to use multiple devices, in multiple location as required. Full redundancy is therefore afforded as even loss of internet at the Guildhall would not result in a loss of calls, with mobile calling and remote working being available. It also removes the bottleneck caused by the Guildhall's modest internet capacity to user outside the building.

Full call recording is also available if required along with call reporting and analytics.

Kind regards

Director



Tel: 01752 696967

Efficient Comms Ltd
100 Embankment Road
Plymouth
PL4 9HY

www.efficientcomms.co.uk

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APPENDIX B



| | |
|--|-------------------|
| 13 x Wildix business Clients @£8.95 per user per month | £116.35 p/m |
| Total recurring costs | £116.35 per month |
| 12 x Wildix workforce handsets @£155.00 per unit | £1860.00 |
| 1 x Wildix WelcomeConsole for Receptionists @ £250.00 per unit | £250.00 |
| Installation and setup | £250.00 |
| Existing customer discount | -£250.00 |
| Total one off costs | £2110.00 |

Note: All pricing is exclusive of VAT



Policy & Finance (P&F) Committee - P & F Budget 2025-26
Saltash Town Council
For the 6 months to September 2025

Black text - budget assumptions
Red text - Further Actions (TBA)
Purple text - new codes/rename
Blue text - recommend virements

| Account | Prior Year 2024/25 | EMF Balances B/F 2024/25 | Budget 2025/26 | Actual YTD 2025/26 | Budget Available 2025/26 | Precept 2026/27 | Notes | Budget 2027/28 | Budget 2028/29 | Budget 2029/30 | Budget 2030/31 |
|---|-----------------------|--------------------------------|-------------------|-----------------------|--------------------------------|--------------------|--|-------------------|-------------------|-------------------|-------------------|
| P&F Operating Income | | | | | | | | | | | |
| 4901 PF Bank Interest Received | 111,088 | 0 | 38,255 | 28,515 | 9,740 | 58,700 | Estimated interest is based on the projected future cash flow and assumes a 1% reduction in the current investment interest rate for prudence (23/24 £72k, 24/25 £111k) | 58,700 | 58,700 | 58,700 | 58,700 |
| 4908 PF Misc Income | 135 | 0 | 0 | 0 | 0 | 0 | No income planned 2024/25 HMRC VAT interest received £36. Available training space reinvoiced to neighbouring council £95 | 0 | 0 | 0 | 0 |
| 4902 PF Insurance Claim (Code to be deleted) | 0 | 0 | 0 | 37,563 | (37,563) | | No income planned - Delete this code | 0 | 0 | 0 | 0 |
| Total P&F Operating Income | 111,223 | 0 | 38,255 | 66,079 | (27,824) | 58,700 | | 58,700 | 58,700 | 58,700 | 58,700 |
| P & F Operating Expenditure | | | | | | | | | | | |
| 6200 PF Bank Charges | 1,187 | 0 | 1,922 | 504 | 1,418 | 1,995 | Current Year Budget + CPI | 2,071 | 2,150 | 2,232 | 2,317 |
| 6201 PF Audit | 3,300 | 0 | 4,000 | 0 | 4,000 | 4,000 | Same as Current Budget - no increase required BDO £2,100. Steve Hudson £1,200 fixed for 2026/27 = £3,300 | 4,152 | 4,310 | 4,474 | 4,644 |
| 6202 PF Civic Occasions (including Road Closures) | 4,182 | 0 | 9,500 | 602 | 6,398 | 5,000 | 2026/27 Remembrance £2k, Mayor Making £500, Freeman £1.5k, Additional civic service £1k 2025/26 included budget for VE Day £6k Recommend virement to 6272 PF EMF Robes & Civic Regalia for any unspent funds at Year End | 5,190 | 5,387 | 5,592 | 5,804 |
| 6203 PF Mayors' Allowance | 5,418 | 0 | 5,581 | 2,232 | 3,349 | 5,912 | PROVISIONAL FIGURE Current Year Budget + CPI + Employers National Insurance | 6,137 | 6,370 | 6,612 | 6,863 |
| 6204 PF Councillors' Allowance | 1,679 | 0 | 3,946 | 0 | 3,946 | 4,096 | PROVISIONAL FIGURE Current Year Budget (£246.60) + CPI | 4,252 | 4,414 | 4,582 | 4,756 |
| 6205 PF Insurance | 17,642 | 0 | 30,510 | 11,496 | 25,014 | 27,836 | Committed cost 2026/27 Zurich £17,190 fixed for 3 years + CPI Other insurances assumptions based on: Actual 2024/25 Fleet £2,457 + 50% Pontoon £2,770 + 50% Cyber £1,435 + 50% | 28,894 | 29,992 | 31,132 | 32,315 |
| 6206 PF Youth Council | 4,726 | 0 | 4,000 | 0 | 4,000 | 4,000 | Members to advise if increase required | 4,152 | 4,310 | 4,474 | 4,644 |
| 6208 PF Subscriptions | 15,980 | 0 | 16,869 | 18,513 | (1,644) | 37,650 | Based on Actual + 10% Civica - 5 year fixed contract Year 1 (2026/27) £26,417 Year 2 - Year 5 £16,209 pa | 30,759 | 31,928 | 33,141 | 34,400 |
| 6210 PF Community Chest | 4,015 | 0 | 10,300 | 2,355 | 7,945 | 10,300 | Members to advise if increase required | 10,691 | 11,097 | 11,519 | 11,957 |
| 6211 PF Website Maintenance | 746 | 0 | 1,030 | 145 | 885 | 1,069 | Current Year Budget + CPI | 1,110 | 1,152 | 1,196 | 1,241 |
| 6213 PF Councillor Training & Expenses | 274 | 0 | 1,100 | 1,378 | 1,222 | 1,142 | Current Year Budget + CPI | 1,185 | 1,230 | 1,277 | 1,326 |
| 6214 PF Health & Safety | 6,462 | 0 | 9,127 | 4,308 | 4,819 | 9,474 | Current Year Budget + CPI | 9,834 | 10,208 | 10,596 | 10,999 |
| 6217 PF Data Protection | 80 | 0 | 206 | 73 | 133 | 1,700 | increase to include Data Protection annual audit | 1,765 | 1,832 | 1,902 | 1,974 |
| 6220 PF Festival Fund | 15,088 | 0 | 15,450 | 10,575 | 4,875 | 15,450 | Members to advise if increase required | 16,037 | 16,646 | 17,279 | 17,936 |
| 6221 PF Town Messenger | 3,630 | 0 | 4,378 | 1,320 | 3,058 | 4,544 | Current Year Budget + CPI | 4,717 | 4,896 | 5,082 | 5,275 |
| 6222 PF Commissioning Youth Work | 59,069 | 0 | 60,842 | 20,280 | 40,562 | 60,842 | Members to advise if increase required | 63,154 | 65,554 | 68,045 | 70,631 |
| 6224 PF Legal & Professional Costs (Rename) | 5,969 | 0 | 5,000 | 5,762 | 1,738 | 10,000 | For unknown projects & professional advice | 10,380 | 10,774 | 11,183 | 11,608 |
| P&F IT/Office Costs | 37,361 | 0 | 33,776 | 16,083 | 17,693 | 40,245 | See table below for detail | 41,774 | 43,361 | 45,009 | 46,719 |
| 6650 ST PF Parking Space | 286 | 0 | 320 | 284 | 36 | 332 | Current Year Budget + CPI | 345 | 358 | 372 | 386 |
| 6653 ST PF Staff Clothing ID Badges (Rename) | 36 | 0 | 252 | 12 | 240 | 50 | For new staff | 52 | 54 | 56 | 58 |
| 6655 ST PF Staff Travelling Expenses | 209 | 0 | 252 | 144 | 108 | 750 | Increase to 2025/26 due to planned travel for conferences | 779 | 809 | 840 | 872 |
| 6230 PF Social Media Advertising | 0 | 0 | 1,000 | 45 | 955 | 1,000 | Same as current year budget | 1,038 | 1,077 | 1,118 | 1,160 |
| Total P & F Operating Expenditure | 187,342 | 0 | 219,361 | 96,112 | 130,749 | 247,387 | | 248,468 | 257,909 | 267,713 | 277,885 |
| Total P&F Operating Surplus/ (Deficit) | (76,119) | 0 | (181,106) | (30,033) | (158,573) | (188,687) | | (189,768) | (199,209) | (209,013) | (219,185) |
| P&F EMF Expenditure | | | | | | | | | | | |

| Account | Prior Year 2024/25 | EMF Balances B/F 2024/25 | Budget 2025/26 | Actual YTD 2025/26 | Budget Available 2025/26 | Precept 2026/27 | Notes | Budget 2027/28 | Budget 2028/29 | Budget 2029/30 | Budget 2030/31 |
|--|-----------------------|--------------------------------|-------------------|-----------------------|--------------------------------|--------------------|--|-------------------|-------------------|-------------------|-------------------|
| 6271 PF EMF Election | 450 | 25,909 | 30,000 | 15,206 | 39,203 | 20,000 | Costs for 2025/26 Uncontested wards £883 Contested ward £14,324 | | | | |
| 6272 PF EMF Robes & Civic Regalia | 1,624 | 5,219 | 4,500 | 3,468 | 6,251 | 3,000 | 2026/27 planned spend - Replace TC & Town Crier £3k each + cleaning regalia £1,750. Total £7,750. Recommended virement from 6202 PF Civic Occasions (including Road Closures) at Year End | | | | |
| 6273 PF EMF Legal Fees | 0 | 5,601 | 0 | 0 | 5,601 | 0 | Committed spend £5,400 for virement for property valuations | | | | |
| 6275 PF EMF Neighbourhood Plan | 195 | 5,650 | 2,500 | 77 | 8,073 | 15,000 | Increase for new Neighbourhood plan based on prior years spend | | | | |
| 6278 PF EMF CIL Planning Income | 0 | 14,255 | 0 | 0 | 18,823 | 0 | Committed spend £10k subject to receiving CIL 4th round funding | | | | |
| 6280 PF EMF Town Vision | 430 | 9,665 | 0 | 0 | 9,665 | | What are the plans for spending this budget? | | | | |
| 6281 PF EMF Town Vitality Funding Grant | 58,617 | (4,142) | 0 | 29,444 | 0 | 0 | This budget is for recording spend against received funding. No requirement for increase | | | | |
| 6282 PF EMF Funding Bids (Consultancy Fees) | 9,880 | 10,201 | 0 | 0 | 10,201 | 0 | No increase required | | | | |
| 6284 PF EMF Consultations | 0 | 2,000 | 0 | 0 | 2,000 | 1,000 | To support marketing and public consultations | | | | |
| 6285 PF EMF Twinning | 0 | 500 | 0 | 0 | 500 | | Members to advise if increase required | | | | |
| 6287 PF EMF Website (Capital Expenditure) | 0 | 0 | 6,000 | 0 | 6,000 | 6,000 | Precept planning for 2025/26 included £6k for next 2 years | 6,000 | | | |
| 6370 PF EMF Computer & Office Equipment Renewal | 3,771 | 15,597 | 0 | 11,682 | 3,915 | 3,000 | Planned spend - Replace MS/Rec & PGA laptop/hub/laptop case/screen risers £1,964 Recommend £1,000 for contingency | | | | |
| Total P&F EMF Expenditure | 74,967 | 90,455 | 43,000 | 59,877 | 110,232 | 48,000 | | 6,000 | 0 | 0 | 0 |
| Total P&F Expenditure (Operational & EMF) | 262,308 | 90,455 | 262,361 | 155,989 | 240,981 | 295,387 | | 254,468 | 257,909 | 267,713 | 277,885 |
| Total P&F Budget Surplus/ (Deficit) | (151,085) | (90,455) | (224,106) | (89,911) | (268,804) | (236,687) | | (195,768) | (199,209) | (209,013) | (219,185) |

1. P&F IT/Office Costs

| Nominal Code | Prior Year 2024/25 | EMF Balances B/F 2024/25 | Budget 2025/26 | Actual YTD 2025/26 | Budget Available 2025/26 | Precept 2026/27 | Notes | Budget 2027/28 | Budget 2028/29 | Budget 2029/30 | Budget 2030/31 |
|--|-----------------------|--------------------------------|-------------------|-----------------------|--------------------------------|--------------------|---|-------------------|-------------------|-------------------|-------------------|
| 6300 PF Telephone & Mobile (Rename) | 4,019 | - | 3,046 | 1,367 | 1,679 | 8,691 | Phone line, usage, annual support & maintenance £4,486 Mobile contract (2 mobiles) £436 pa New telephone system - one off cost for implementation £2,265 & annual cost for 14 phones £1,504 = £3,769 | 9,021 | 9,364 | 9,720 | 10,089 |
| 6301 PF Stationery & Printing (rename) | 4,239 | - | 3,090 | 551 | 2,539 | 3,506 | Prior year includes £1.5k for printing precept leaflet & £506 for bus stop advert & £750 for video/edit. Estimate £1k - £1.5k for stationery | 3,639 | 3,777 | 3,921 | 4,070 |
| 6303 PF Copier Maintenance | 4,823 | - | 4,754 | 3,358 | 1,396 | 5,200 | Actual 2025/26 Qtrly photocopiers £650 x 4 = £2,600 Mthly average printing £197 x 12 = £2,364 TOTAL £4,964 Note: 5 year contract ends Feb 2027 | 5,398 | 5,603 | 5,816 | 6,037 |
| 6305 PF Finance Software | 3,793 | - | 4,362 | 2,349 | 2,013 | 3,620 | Based on Actual, increase by 10% Actual 2025/26 Payroll software £452 Zahara £2,395 Xero £37 x 12 = £444 TOTAL £3,291 | 3,758 | 3,901 | 4,049 | 4,203 |
| 6306 PF IT Maintenance | 19,444 | - | 18,524 | 8,458 | 10,066 | 19,228 | Current Year Budget + CPI | 19,959 | 20,717 | 21,504 | 22,321 |
| TOTALS | 36,318 | - | 33,776 | 16,083 | 17,693 | 40,245 | | 41,775 | 43,362 | 45,010 | 46,720 |

Estimated CPI 3.8% based on July as reported by Office of National Statistics 20-08-25

| | |
|-----------------------|----------|
| Precept 2025/26 | -224,106 |
| Precept 2026/27 | -236,687 |
| Increase / (Decrease) | 12,581 |
| Difference as % | 5.61% |

CC285 Oaklands Community Centre

At the Policy and Finance Committee held on 23 September 2025 minute nr. 217/25/26 to consider a community chest application:

- a. CC285 Oaklands Community Centre;

Members received and considered the application circulated in the reports pack.

Concerns were raised regarding the application's compliance with the Town Council's Grants Policy. While Members expressed general support for the initiative, it was noted that the application was not deemed urgent and required more information, specifically financial reports and statements explaining missing information such as bank statements.

Members referred to previous applications that had been declined due to non-compliance, highlighting that those applications had not been permitted to reapply.

In the interest of fairness and consistency with the Council's policy, Members agreed that the application should be returned to the applicant with a request for additional information to ensure full compliance prior to further consideration.

Members noted that confirmation had been received indicating that three volunteers had undertaken safeguarding training. However, Members also emphasised the importance of robust safeguarding measures and agreed that formal confirmation of compliance with appropriate safeguarding practices must be provided.

It was proposed by Councillor Brady, seconded by Councillor Miller and **RESOLVED** to defer to a future meeting of the Policy and Finance Committee allowing the applicant time to provide additional information to ensure compliance with the Grants Policy. Members raised concerns regarding the applications compliance with the Town Council's Grant Policy.

Members specifically requested further documented support and clarification regarding financial reports, statements, and safeguarding measures.

This additional information has now been received from Oaklands and is contained within the reports pack.

It can be found on pages 41-47 of the reports pack.

Budget Code: 6210 Community Chest

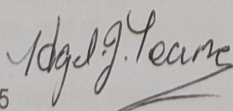
Budget availability: £8,300

OAKLANDS COMMUNITY CENTRE ACCOUNTS

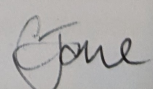
Oaklands Community Centre was started in November 2023 under the auspices of Cornwall Housing, who own the building and helped to set it up with a constitution as part of their tenants and residents association network. On 12th June 2024 there was a verified cash balance of £392.47, checked by Cllr Hilary Frank, who acted as treasurer for this first period. The balance in the bank on that date was £1,229.53. The accounts were audited at that date by Paul Oxford of Cornwall Housing, who found all to be in order. Hazel Tearne took over as treasurer from that date. On 12th June 2025 the verified cash balance Was £306.32 – verified by Julia Walsh of Cornwall Housing, and the balance in the bank on that date was £3,794.81. The accounts for the year were once more audited by Paul Oxford of Cornwall Housing. The table below shows income and outgoings June-October 2025,

| | Description | Cash | Bank | Total |
|-----------|-----------------|---------|---------|---------|
| 12.6.25 | Carried forward | 306.32 | 3794.81 | 4101.13 |
| INCOME | kitchen | 401.30 | | 401.30 |
| | larder | 300.93 | | 300.93 |
| | Room hire | 362.50 | 232.50 | 595.00 |
| | Bingo | 363.50 | | 363.50 |
| | Craft sales | 167.86 | | 167.86 |
| | Workshops | 91.50 | | 91.50 |
| | Tabletop sales | 101.50 | | 101.50 |
| | Donations | 60.00 | | 60.00 |
| | grants | | 575.00 | 575.00 |
| TOTAL | | 2155.41 | 4602.31 | 6757.72 |
| OUTGOINGS | consumables | 109.21 | 74.22 | 183.43 |
| | Craft supplies | 46.69 | | 46.69 |
| | garden | 31.00 | 1063.24 | 1094.24 |
| | Veterans party | 41.22 | 353.11 | 394.33 |
| | Electricity | | 256.49 | 256.49 |
| | SW water | | 162.53 | 162.53 |
| | BT wifi | | 257.36 | 257.36 |
| | Access ramp | | 119.88 | 119.88 |
| | Training | | 156.00 | 156.00 |
| | Fareshare subs | | 240.00 | 240.00 |
| | Baby Changer | | 403.00 | 403.00 |
| | Service charges | | 26.51 | 26.51 |
| TOTAL | | 228.12 | 3112.34 | 3340.46 |

HAZEL TEARNE
Treasurer
31st October 2025



CATHERINE JANE
Committee Member


3.11.25

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 |
|--|-----------------|

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> |
|--|--|

| | 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 | |
| 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 | | | | | | | | | | | | | | | | | |
| <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.

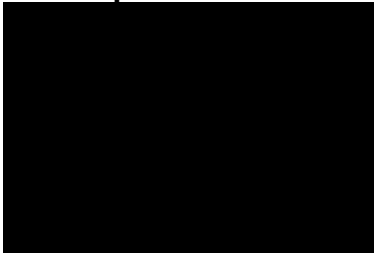
Procedures

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.

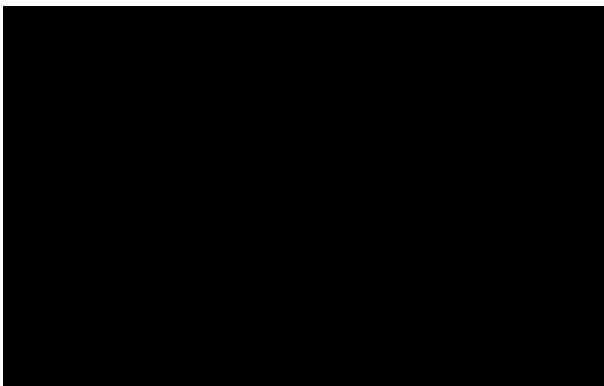
8- Dissolution of the Association

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)

COMMUNITY ACCOUNT Statement

Printed: 21 July 2025

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.

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.

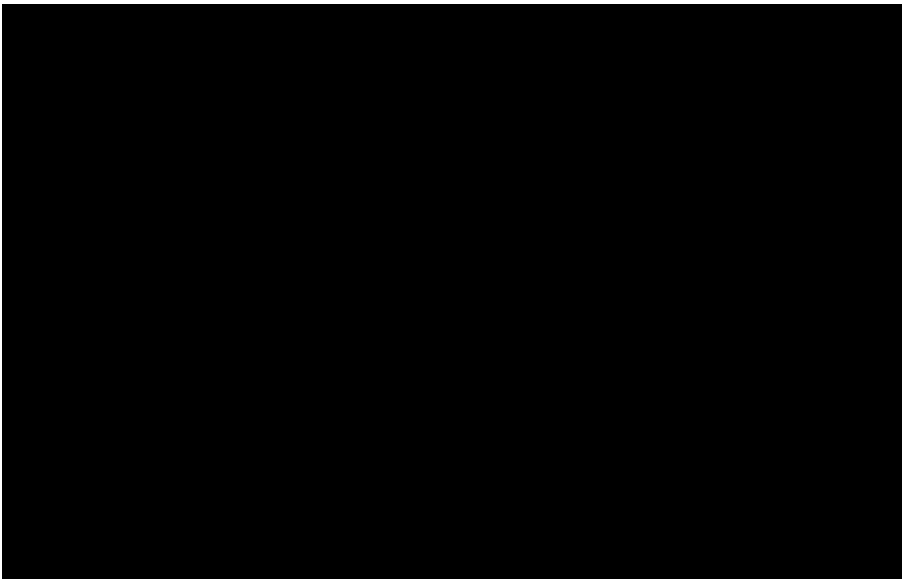
The income and expenditure appear to be reasonable in respect to the purpose of the Association.

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

Ansvar insurance, is a business division of Ecclesiastical Insurance Office plc (EIO) Reg No 24869. EIO is registered in England at Benefact House, 2000, Pioneer Avenue, Gloucester Business Park, Brockworth, Gloucester, GL3 4AW, United Kingdom.

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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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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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 Tintcombe, 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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Home / Catering Appliances / Servery and Display Machines / Soup Kettles and Warmers / Buffalo Stainless Steel Soup Kettle



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Buffalo Stainless Steel Soup Kettle

Capacity: 10Ltr



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KENWOOD KDC6O6B22 60 cm Electric Ceramic Cooker – Black

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*Illustrative example: Credit amount £389.00
interest rate for this purchase is 29.9%.

Representative example: Rate of interest 29.9%
£1,200.



[Important credit information](#)



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Colour: Black

Page 118

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Non Stick Bakeware Set - 14 Piece Gift Set / Super Saver Set

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99.7% positive · Seller's other items · Contact

£24.99 each

Condition: New

Quantity: 1 35 available · 239 sold

Multi-buy:

| | | |
|----------------------|----------------------|----------------------|
| Buy 1 £24.99 each | Buy 2 £23.74 each | Buy 3 £22.49 each |
|----------------------|----------------------|----------------------|

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information fo

Page 119



IKEA 365+

9-piece cookware set, stainless steel

£59

★★★★★ (28)

0% APR Interest-free credit from £99, T&Cs apply [Learn more](#)

How to get it



Delivery to PL12 4BB

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Click and collect - Not sold

Store - Order for delivery

Find this or similar products on display in store

1

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Page 120



Belfry Kitchen Karlshamn 35 Piece Cooking Utensil Set

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Get Everything You Need



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Karlshamn 35 Piece...
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3-Piece Stainless
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At a Glance

BPA Free



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− 1 +

Pack of 48 @ £32.38
Code: S613

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Order in the next **3h 41m 32s** and we'll deliver Mon 28 July
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Click & Collect Available
[Check stock at your local store >](#)

Oaklands Community Centre, as a small voluntary community organisation, does not have a formal set of accounts. We do have a cash book recording all cash transactions, with accompanying receipts, and this is audited annually by Cornwall Council. They also have sight of our bank statements. They are happy that we are conducting our affairs properly, but at the last audit report they did ask that in future we kept a formal written record of all bank transactions and this is now being done.

As far as I am aware there are no missing receipts and all monies can be accounted for. I am not an accountant (although I do have a GCE 'O' level in bookkeeping dating from the early 1960s). As a note to the last audit – the first since I took over as treasurer - it was recommended that I receive some training by Cornwall Housing and I'd be very happy to do that but I haven't been offered this yet.

I am happy to produce the books I keep or attend the Committee in person if this will help.

[REDACTED]

Treasurer
Oaklands Community Centre.

Oaklands Community Centre

Safeguarding Policy DRAFT 10/2025

Contents

| | |
|---|---|
| • Introduction | 4 |
| • Policy Application | 4 |
| • Policy Statement | 4 |
| • Legal Framework | 5 |
| • Definitions of Abuse | 5 |
| • Responsibilities | 5 |
| 1. Safer Recruitment | 6 |
| 2. Training and Awareness | 6 |
| 3. Signposting and Prevention | 6 |
| 4. Running Safe Activities and Events | 7 |
| • Allegations against Employees, Trustees, or Volunteers | 7 |
| • How to Report a Safeguarding Concern | 8 |
| 1. How to Make a Safeguarding Children and Young People Alert/Referral | 8 |
| 2. How to Make a Safeguarding Adults Alert/Referral | 8 |

- Safeguarding Lead 9
 - Appendix 1 – Photography and/or Filming at Oaklands Community Centre 10
-

Introduction

Oaklands Community Centre is committed to safeguarding and promoting the welfare of children, young people, and adults at risk. The safety of all who use our facilities or take part in our activities is paramount. This policy sets out our commitment, responsibilities, and procedures to ensure a safe environment for everyone.

Policy Application

This policy applies to:

- Trustees and committee members
- Staff and volunteers
- Contractors and external providers working with the Centre
- Visitors and service users

It covers all activities, events, and services delivered by or on behalf of Oaklands Community Centre.

Policy Statement

Oaklands Community Centre believes that safeguarding is everyone's responsibility. We will:

- Protect children, young people, and adults at risk from abuse, neglect, and exploitation.
- Ensure staff and volunteers are appropriately recruited, trained, and supported.
- Respond promptly and appropriately to safeguarding concerns.
- Work in partnership with statutory agencies, including Cornwall Council and Devon & Cornwall Police.

Legal Framework

This policy is informed by the following legislation and guidance:

- Children Act 1989 & 2004
- Working Together to Safeguard Children (2018)
- Care Act 2014
- Data Protection Act 2018 & UK GDPR
- Charity Commission Safeguarding Guidance
- Keeping Children Safe in Out-of-School Settings (DfE)

Definitions of Abuse

Abuse may include but is not limited to:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Domestic abuse
- Bullying and harassment
- Financial or material abuse (particularly for adults at risk)
- Discriminatory abuse

Responsibilities

- **Trustees/Committee** – hold overall accountability for safeguarding.
- **Designated Safeguarding Lead (DSL)** – lead contact for all safeguarding concerns.
- **Staff and Volunteers** – must follow this policy, report concerns, and complete safeguarding training.

1. Safer Recruitment

- All roles involving children, young people, or adults at risk will follow safer recruitment practices.
- DBS checks will be carried out where required.
- References and identity checks will be verified before appointments are confirmed.

2. Training and Awareness

- All staff, trustees, and volunteers will receive safeguarding induction training.
- Refresher training will be provided at least every two years.
- The DSL will maintain up-to-date safeguarding knowledge.

3. Signposting and Prevention

- The Centre will display safeguarding information and contacts.
- Service users will be signposted to support services when concerns arise.
- Preventative measures (such as risk assessments) will be applied to reduce harm.

4. Running Safe Activities and Events

- All activities will have a designated responsible person.
- Risk assessments will be carried out before events.
- Consent will be obtained for children and vulnerable adults' participation.

Allegations Against Employees, Trustees, or Volunteers

- Allegations will be treated seriously and reported to the DSL immediately.
- The DSL will escalate to the Cornwall Council Local Authority Designated Officer (LADO) for allegations against those working with children.
- For adults at risk, referrals will be made to the Adult Safeguarding Team.
- The individual concerned may be suspended pending investigation.

How to Report a Safeguarding Concern

All safeguarding concerns must be reported to the DSL without delay. If immediate danger is present, call **999**.

1. How to Make a Safeguarding Children and Young People Alert/Referral

Concerns about children should be referred to:

- **Cornwall Multi Agency Referral Unit (MARU)** – Tel: 0300 123 1116 (out of hours: 01208 251300)

2. How to Make a Safeguarding Adults Alert/Referral

Concerns about adults at risk should be referred to:

- **Cornwall Adult Safeguarding Team** – Tel: 0300 1234 131 (out of hours: 01208 251300)

Safeguarding Lead

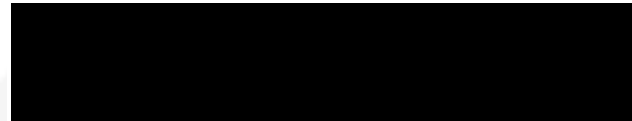
- **Designated Safeguarding Lead (DSL):** [REDACTED]
Deputy DSL: [REDACTED]

Appendix 1 – Photography and/or Filming at Oaklands Community Centre

- Consent must be obtained before taking or using images of children or adults at risk.
- Images must only be used for agreed purposes.

Certificate of achievement

High Speed Training certifies that




has completed

Designated Safeguarding Lead (Level 3)

A high-quality, interactive training course designed to help people with a designated child protection and safeguarding role understand more about their responsibilities.

Issued On: 05/10/2025
Recommended Renewal Date: 05/10/2027

Certificate Number 
To verify please visit: www.highspeedtraining.co.uk/verify



R. Anderson
Head of Learning and Development

Regatta Reflections – Chairs Report

Regatta 7th & 8th June 2025

[REDACTED] Chair, along with the volunteers organising the annual Regatta and Waterside Festival, are delighted to celebrate another successful event. Although one day was wet, the Regatta was still a fantastic celebration that brought the community together on the Waterside.

Parade

The parade was quieter than in previous years, but it provided a colourful opening to the Regatta and was warmly enjoyed by those who attended.

Events and Activities

Despite the weather challenges, the programme of activities went ahead as planned and was well supported. Visitors and families enjoyed the variety of entertainment and stalls throughout the weekend, showing once again how valued the Regatta is by the community.

Support and Sponsorship

We would like to extend sincere thanks to all our sponsors and supporters whose contributions make this event possible. In particular, Saltash Town Council deserves special recognition for their continued support and funding, without which the Regatta could not take place.

Volunteers and Community Groups

A heartfelt thank you also goes to the many volunteers and community organisations who gave their time, energy and enthusiasm to ensure the smooth running of the weekend.

Looking Ahead

The Regatta remains a highlight of the Saltash calendar. Although rising costs present ongoing challenges, the committee is committed to building on this year's success and ensuring the event continues to thrive with the backing of our community and supporters.

Yours sincerely

[REDACTED]

To receive a report on Town Council policies and processes and consider any actions and associated expenditure

Report to: Policy and Finance Committee

Date of Report: 10.11.25

Officer Writing the Report: Town Clerk / RFO

Purpose of the report:

To ensure that Saltash Town Council's policies and procedures are fit for purpose and effectively support the operational needs of day-to-day activities.

Officers Recommendations

Members are asked to consider delegating authority to the Town Clerk to explore options for outsourcing a full and comprehensive review of all Town Council policies and procedures. A report outlining the proposed approach, associated costs, and budget implications will be presented at the January Policy and Finance Committee meeting should Members agree to proceed.

Report Summary

Saltash Town Council is responsible for setting policy, which is then implemented by the relevant officers. Over time, as the Town Council has grown, various policies and procedures have been introduced. However, it has become apparent that many of these policies lack cohesion, are difficult to implement, and in some cases, are overly burdensome. There is a need to standardise policies across the board to reduce unnecessary updates and to create a transparent, easily accessible catalogue for reference.

This is a substantial piece of work that requires dedicated time and expertise, which current staff capacity cannot accommodate. Therefore, it is recommended that the Town Council prioritise this task by appointing an external consultant.

It is worth noting that other larger Town Councils have faced similar challenges and have opted to engage external consultants to undertake this work.

While a previously considered consultant is currently unavailable due to personal circumstances, there are likely to be other suitable professionals who can support this process.

Should Members agree to proceed, the Town Clerk will identify potential options and report back with recommendations.

Signature of Officer:

Town Clerk / RFO

**To receive amendments to the Hire of Town Council Premises and Events
Policy and consider any actions and associated expenditure**

Report to: P&F

Date of Report: 24.10.25

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

Purpose of the report:

To ensure the Town Council's hirer policy and associated documents are fit for purpose.

Officers Recommendations

Members are advised to consider approving the following:

1. **Retirement of the existing** Hire of Premises and Events Policy and associated Booking Form (Appendix A)
2. **Adoption of the revised** Hire of Town Council Premises and Events Policy (Appendix B)
3. **Approval of the updated** Booking Form (Appendix C)
4. **Approval of the revised** Terms and Conditions of Hire (Appendix D)

Report Summary

The Administration Department has undertaken a comprehensive review of the existing booking process and associated documentation. This included benchmarking against other Town Councils, reflecting on internal challenges experienced over recent years, and identifying opportunities to streamline procedures.

As a result, the policy, booking form, and terms and conditions of hire have been updated to ensure greater consistency, clarity, and alignment with the services provided by the Town Council.

Members are referred to the revised documents in **Appendices A, B, and C** for further detail. These updates are recommended to support a more efficient booking process and to provide a clearer, more accessible experience for both staff and hirers.

Signature of Officer:

Office Manager / Assistant to the Town Clerk



APPENDIX A
SALTASH TOWN COUNCIL
BOOKING FORM
FOR
SALTASH GUILDHALL and/or COUNCIL CHAMBER

ACCOMMODATION REQUIRED

GUILDHALL*
COUNCIL CHAMBER

| |
|--|
| |
| |

PLEASE NOTE:

**When booking the guildhall, there is no exclusive access to the kitchen, which may be needed during the day.*

DATE REQUIRED

TIMES REQUIRED

FROM

TO

TYPE OF EVENT/FUNCTION

**please note: licensed for music until 2300 hours, building must be clear by 2359 hours.*

.....

.....

COMMERCIAL

.....

COMMUNITY
(WITHIN THE PL12 AREA)

.....

NUMBER OF PEOPLE ATTENDING

.....

DETAILS OF HOW ROOM IS TO BE LAID OUT

.....

.....

.....

.....

(Please use a separate sheet to draw plan if necessary)

DO YOU REQUIRE:
(Tick where appropriate)

| | |
|---|--|
| SCREENS | |
| PROJECTOR | |
| TV (no TV licence for live TV) – Chamber only | |
| FLIP CHART | |
| LOOP SYSTEM | |
| CD PLAYER | |
| P.A. SYSTEM | |
| BAR TABLE | |
| TEA/COFFEE <i>(If so, time, number, etc.)</i> <div style="text-align: right;">NO: TIME:</div> | |

IS BAR REQUIRED?

YES/NO

If you are having a licensed bar, a copy of the TEN (temporary event notice) and details of the licensee/bar operator are required for display on the premises for the duration of the event.

TIME BAR BEING SET UP

.....

WHO IS PROVIDING BAR

.....

DO YOU REQUIRE USE OF THE KITCHEN?

YES/NO

IS FOOD BEING PROVIDED?

YES/NO

IF SO, BY WHOM?

.....

CATERERS TIME OF ARRIVAL

.....

PLEASE NOTE: your hire fee charges commence from the earliest time of arrival of yourself/caterers/licensee/disco, etc.

IS ANY ELECTRICAL EQUIPMENT BEING BROUGHT ON SITE? YES/NO

IF SO, WHAT IS IT?

HAS IT BEEN PAT TESTED? YES/NO

Please note: no electrical equipment without current PAT test certificate or label, will be allowed on the premises. A copy of the certificate must be enclosed with the booking form.

DECLARATION

I UNDERSTAND AND AGREE to be responsible for any damage to the Council building or property, howsoever caused, during my occupation and to pay the amount of any damages as assessed by the Town Council.

I UNDERSTAND AND AGREE that I will be present throughout the duration of the event/occupation of the building.

I UNDERSTAND AND AGREE to abide by the regulations and conditions for the letting of the Guildhall and/or Council Chamber as attached.

SIGNATURE OF APPLICANT

(Age 18 or over, to be signed in the presence of a member of Saltash Town Council staff)

NAME (in capitals)

NAME OF ORGANISATION

ADDRESS

.....

Telephone number

E-mail address:

Date:

PLEASE RETURN THIS COMPLETED BOOKING FORM ALONG WITH YOUR PAYMENT TO THE ADDRESS BELOW.

Please note: Your booking is not complete until we have received payment. Additional fees will be charged if you exceed the stated booking times or incur additional cleaning costs

We accept card payments, cash and cheques. Cheques need to be made payable to Saltash Town Council. If you wish to pay by bank transfer, please ask and an invoice will be sent to you by email. BACS details: Name: Saltash Town Council, Account No: 80318477, Sort Code: 20-50-40.

The Town Council reserves the right to require a damages and additional cost deposit bond whenever considered appropriate.

Saltash Town Council,
The Guildhall,
12 Lower Fore Street,
Saltash.
PL12 6JX
enquiries@saltash.gov.uk
01752 844846

FOR OFFICE USE ONLY:

GUILDHALL:

| | | | | | | | |
|----------------------|-------|---|---|----------------------|---|---|----------------------|
| <input type="text"/> | Hours | X | £ | <input type="text"/> | = | £ | <input type="text"/> |
|----------------------|-------|---|---|----------------------|---|---|----------------------|

COUNCIL CHAMBER:

| | | | | | | | |
|----------------------|-------|---|---|----------------------|---|---|----------------------|
| <input type="text"/> | Hours | X | £ | <input type="text"/> | = | £ | <input type="text"/> |
|----------------------|-------|---|---|----------------------|---|---|----------------------|

TEA & COFFEE:

| | | | | | | |
|----------------------|---|---|----------------------|-----------|----------------------|-----------|
| <input type="text"/> | X | £ | <input type="text"/> | = GROSS £ | <input type="text"/> | + Inc VAT |
|----------------------|---|---|----------------------|-----------|----------------------|-----------|

TOTAL AMOUNT PAYABLE

£ _____



SALTASH GUILDHALL
REGULATIONS & CONDITIONS OF HIRE
(this sheet is to be kept by Hirer)

1. All lettings are at the discretion of the Council. All bookings must be paid for in full in order for your event to be secure.
2. Cancellation Policy:
Cancellations prior to 14 calendar days before the event - full refund.
7-14 calendar days before the event – 50% refund
Less than 7 calendar days before the event – no refund
3. To become a regular booker, 3 months need to be booked and paid for at the standard rate after which a regular bookings discount will be applied. Regular bookings will be invoiced in advance every month and will need to be settled by the 1st for the bookings in that month. If payment is not received, access to the building will be refused.
4. Premises are not available for hire on bank or public holidays.
5. The right to cancel any letting is reserved should the premises be required for any public meeting convened by the Town Council or, in the opinion of the Council, the premises are required for any other purpose in the interests of the public or Council.
6. The charges include lighting and heating. If any addition or alteration to the existing electric lighting is required, application must be made at the time the booking is confirmed.
7. Any electrical equipment brought into the building must have an up-to-date PAT test. Permission to use the equipment will be refused if it does not comply. All disco equipment must meet the Environmental Health guidelines for noise standards. Pyrotechnics, other special effects, hazardous materials and bouncy castles are not allowed in accordance with the premises licence.
8. The premises are licensed for music until 2300 hours and the building must be cleared by 2359 hours.
9. Sub-letting is forbidden.

10. It is the responsibility of hirer/s to ensure that their activities are insured for public liability and personal accident, where appropriate.
11. Saltash Town Council accepts no responsibility for personal injury or damage to clothing or property sustained during any hiring of the premises.
12. It is the responsibility of the hirer for the fire safety registration and evacuation of their guests. The Fire Assembly Point is Alexandra Square Car Park, just around the corner from the Guildhall.
13. It is the responsibility of the hirer to remove any waste (food, paper, etc.) from the building after an event.
14. All damage to the Council building or property will be assessed by the Council, whose assessment shall be final and binding and paid for accordingly by the hirer.
15. All appropriate doors must be kept unlocked and unbolted when the premises are in use, and main gangways be kept clear. No movable lights are permitted without prior permission of the Council staff.
16. Hirers of the Guildhall premises must make their own cloakroom arrangements.
17. It is the responsibility of the hirer to make their own arrangements for obtaining a Temporary Events Notice (TEN) Licence for dispensing alcoholic drinks and a copy of the license is to be presented to the Town Council and a copy displayed on the main noticeboard, throughout the function. Details of the licensee/bar operator are required for display on the premises *for the duration of the event*.
18. No alcohol whatsoever shall be taken onto the premises without prior permission being granted by the Town Council.
19. If, in the opinion of the Town Council, there have been any cases of drunkenness, excessive noise or unruly behavior during any letting, the hirer will be barred from hiring Council accommodation on future occasions and the function may be terminated.
20. Wall displays and decorations must not be put up without the permission of a member of staff.
21. A member of staff will be on duty to unlock accommodation and will remain on the premises for the duration of the hired booking times.
22. At least two adults shall be at the main entrance door at all times when admission to the Guildhall premises is restricted to admission by payment or by invitation, i.e. party.

23. It is a condition of the letting of the premises, that the organisers and performers are held responsible for the completion of returns and payment required by the Performing Rights Society and PPL (Phonographic Performance Ltd.), of all performances of music in any form. Any organisation, through its organiser, officials or performers, failing to comply with this requirement will be barred from future use of the Council's facilities. A copy of this form must be returned to the Town Council.
24. Stiletto heels are not to be worn or sticks with points to be used to preserve the wooden floor of the Guildhall.
25. For commercial bookings, at least one adult (over 18 years of age) must be present and remain on the premises for the duration of any booking. For private bookings, this must be the hirer (the person who signed the booking form).
26. The Town Council reserve the right to require a damages and additional cost deposit bond whenever considered appropriate.
27. All bookings for groups, businesses and organisations must have their own Public Liability insurance of £10m in place however, this is not a requirement if the hirer is an individual using the space for a private function.
28. When you hire a room at the Guildhall, the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and to respond to your correspondence, provide information, send invoices and receipts relating to your hire. Your personal information will not be shared with any third party without your prior consent. For further information please refer to the privacy notice, which is available in the Guildhall, on the Town Council website or on request.
30. Saltash Town Council reserve the right to cancel your booking with immediate notice and for an undetermined amount of time. A refund or credit note will be issued.
31. Social distancing and track and trace requirements are the responsibility of the hirer.
32. The Guildhall has a maximum seating capacity of 120 people and standing capacity of 80 and the Council Chamber has a seating capacity of 40 people and standing capacity of 30.

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

enquiries@saltash.gov.uk

01752 844846

Hire of Town Council Premises and Events

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 | 2025 | Approved by | P&F |
| Date | 11.03.2025 | | |
| Responsible Officer | AJT | Minute no. | 164/24/25c(6) |
| Next review date | Annual or as required | | |

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| Date | Version | Author/ editor | Committee/ date | Minute no. | Notes |
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| 05.2024 | 2024 | AJT | ATM 02.05.2024 | 64/24/25c(8) | Readopted |
| 03.2025 | 2025 | AJT | P&F 11.03.2025 | 164/24/25c(6) | Reviewed |

| Document Retention Period |
|---------------------------|
| Until superseded |

Hire of Town Council Premises and Events

This policy sets out the guidelines for the administration of events and hire of Saltash Town Council premises to outside organisations, businesses and individuals.

Hire of Town Council premises

Hirers must be over the age of 18.

Use of the premises must be for legal activities only.

Premises are available for hire on bank or public holidays subject to agreement. Additional charges may apply.

There is a minimum hire of two hours.

All hirers should refer to the terms and conditions of hire attached to the booking form. To book a premises, the Town Council booking form must be used and this is available on the Town Council website or by contacting the Guildhall. Completed forms should be sent to enquiries@saltash.gov.uk or to the Guildhall.

All bookings are at the discretion of the Town Council.

Charges

Current charges for hire of premises can be found in the Town Councils fees and charges, on the Town Council website <https://www.saltash.gov.uk/facilitiesforhire.php> or by contacting the Guildhall.

Community rate charges are only applicable to Saltash based volunteer organisations, all other bookings will be charged at the commercial rate.

The room hire fee and any other charges should be paid in full and in advance by the hirer within 7 days of receipt of the invoice from Saltash Town Council, unless prior arrangement with the Town Clerk has been agreed. If payment has not been received prior to a booking, the booking may be cancelled.

Refunds and cancellations

Room hire bookings are offered on a no refund basis unless circumstances dictate that Saltash Town Council has to cancel the booking then a full refund will be offered.

The Town Clerk has delegated authority to offer full or partial refunds in exceptional circumstances, reporting back to the Policy and Finance Committee. The decision of the Town Clerk is final.

Free use of Town Council premises

There is a cost involving public money to providing facilities for hire and Saltash Town Council normally charges external organisations for the use of Town Council premises.

This policy lays out the approach of the Town Council to request for free use of Town Council Premises by external organisations.

Eligibility

Saltash Town Council will consider applications for free use of Council Premises from groups which are underpinning the strategic priorities of Saltash Town Council, as laid out in their Business Plan, where no other body is able to pay for the facility. The policy is not intended to support normal meetings of Saltash based groups, although the Town Council acknowledge they carry out vital roles in our community.

Meetings should, where possible, be held during operational hours to avoid incurring additional staffing costs, and where they can be accommodated. Where there is an extra direct cost to the Town Council (e.g. staff required for attending facilities, heating and lighting costs out of normal operating hours) this may be charged.

Other community or voluntary groups, who do not qualify for free use, will be directed to the Library Hub where meetings can be held during operational opening hours, or to make use of the Community rates for room hire found in the fees and charges.

Applications

Applications for free use of council premises should be submitted in writing as early as possible, prior to the requested booking date. These will be assessed subject to availability. Applications should outline the reasons for the request for free use of a Town Council premises.

This should be submitted to enquiries@saltash.gov.uk or by post to The Town Clerk, The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX.

General guidelines

- Free use will not usually be offered on Saturday, Sunday or public holidays except in exceptional circumstances.
- A suitable room/venue will be allocated by the administration team subject to operational requirements and availability, whilst working with the hirer.
- Bookings will be for a maximum of 3 hours but may be limited by operational requirements.
- All requests approved must conform with the general conditions of hire, as detailed in the Town Council facilities for hire booking form.
- Refreshments are not included as part of free hire. If requested, they will usually be charged at normal rates (see Fees and Charges on the STC website).
- Free use will not be offered for charitable events, religious or party political purposes.
- If a request for a paid booking is received by the Town Council for the same time as the authorised free booking, the free hirer may be asked to move the booking to an alternative Town Council venue or date, subject to the Town Clerks review and final decision.

Decisions

Delegated authority to decide on all requests for free bookings is given to the Town Clerk (or in their absence the Assistant Town Clerk) in conjunction with the Chairman of the Town Council, reporting back to the Policy and Finance Committee.

The decision of the Town Council is final.

Events

Town Council events

Tickets for events run by the Town Council will be offered for sale on a no refund basis, except in the case of cancellation or rescheduling of the event.

Cancellation

If a Town Council organised event is cancelled or rescheduled, a refund will be issued if required, ticket purchasers will be notified of the cancellation or reschedule.

Events run by third parties

The Town Council is not responsible for refunding tickets sold for events run by a third party and accept no liability for any loss.

Data

The Town Council will collect and retain personal data in order to contact you about any booking or purchase, in order to process refunds in the event of cancellation or reschedule (where applicable).

Please refer to the privacy notice on the Town Council website for how we use your data. Please visits the policy page of the Town Council website to view

<https://www.saltash.gov.uk/policies.php>

Hire of Town Council Premises and Events

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 | 2025 | Approved by | P&F |
| Date | 11.03.2025 | | |
| Responsible Officer | AJT | Minute no. | 164/24/25c(6) |
| Next review date | Annual or as required | | |

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|-----------------|------------|----------------|-------------------|---------------|---|
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| 02.2024 | 2024 DRAFT | AJT | P&F 12.03.2024 | 177/23/24 | New policy. Recommendation to FTC 04.04.2024 |
| 04.2024 | 2024 | AJT | FTC 04.04.2024 | 08/24/25 | Recommendation from P&F. Approved. |
| 05.2024 | 2024 | AJT | ATM 02.05.2024 | 64/24/25c(8) | Readopted |
| 03.2025 | 2025 | AJT | P&F 11.03.2025 | 164/24/25c(6) | Reviewed |

| Document Retention Period |
|---------------------------|
| Until superseded |

Hire of Town Council Premises

This policy sets out the guidelines for the hire of Saltash Town Council premises to outside organisations, businesses and individuals.

1. General Information

Hirers must be over the age of 18.

Use of the premises must be for legal activities only.

Premises are available for hire on bank or public holidays subject to agreement. Additional charges may apply.

There is a minimum hire of two hours.

All hirers are advised to review the Terms and Conditions of Hire, which are provided with the Booking Form.

Please refer to **Appendix A** for the Booking Form and **Appendix B** for the Terms and Conditions of Hire.

To make a booking, the official Town Council Booking Form must be completed. This form is available in Appendix A, can be downloaded from the Town Council website, or requested directly from the Guildhall.

Completed forms should be sent to enquiries@saltash.gov.uk or to the Guildhall.

All bookings are at the discretion of the Town Council.

Premises are available for hire from 0800 until 2359 Monday to Saturday and 0800 to 2200 on Sunday. (Please refer to the Premises Licence for licensable activities that are not permitted on a Sunday in the Guildhall.)

Any costs incurred by the Town Council from your failure to vacate the premises at the agreed time will be charged to you.

The Town Council is committed to making its facilities accessible to everyone with properties offering step-free access, accessible toilets and hearing loop systems.

If you have specific access needs or require additional support, please contact enquiries@saltash.gov.uk or call 01752 844846 to discuss.

2. Room Hire Charges and Payment Terms

Current charges for the hire of premises are listed in the Town Council's Fees and Charges, available on the Saltash Town Council website or by contacting the Guildhall directly.

The room hire fee and any additional charges must be paid in full and in advance by the hirer within 7 days of receiving the invoice from Saltash Town Council, unless a prior arrangement has been agreed with the Town Clerk. If payment is not received before the booking date, the booking may be cancelled.

Community Rate Qualification

Community rate charges apply only to Saltash-based volunteer organisations. All other bookings will be charged at the commercial rate. The Town Council's decision regarding the applicable rate is final.

Regular Booking Rate

A regular booking discount of 20% is available for evening and weekend bookings, as outlined in the Town Council's Fees and Charges. To qualify, bookings must cover a minimum of three months and be paid in advance at the standard rate. Once this condition is met, subsequent bookings will be eligible for the discount. Regular bookings are invoiced monthly in advance and must be settled by the 1st of each month. If payment is not received, access to the building will be refused.

Refunds and Cancellations

Room hire bookings are offered on a no refund basis unless circumstances dictate that Saltash Town Council has to cancel the booking then a full refund will be offered.

The Town Council retains the right to cancel any booking should the premises be required for any public meeting convened by the Town Council or if, in the opinion of the Town Council, the premises are needed for any other purpose in the interests of the public or Town Council.

The Town Clerk has delegated authority to offer full or partial refunds in exceptional circumstances, reporting back to the Policy and Finance Committee. The decision of the Town Clerk is final.

Where a booking and related event is run by a third party The Town Council is not responsible for refunding tickets sold for events and accepts no liability for any loss.

3. Admission and Vacating the Premises

During Office Hours: A member of the Town Council team will be on site to admit you.

Outside Office Hours: Admission arrangements will be confirmed with you at the time of booking.

For all bookings, at least one responsible adult (aged 18 or over) must be present at the start of the hire period and always remain on the premises.

If a booking ends earlier than the scheduled finish time, the hirer—or their representative in the case of a commercial booking—must remain on site until a member of the Town Council team arrives to secure the premises. This will be at the originally agreed finish time.

Please note: Town Council staff retain the right to access and exit all buildings and facilities freely at any time.

4. Responsibilities During the Period of Hire

Access

All doors must remain unlocked during the hire period, and all passageways, stairwells, and fire exits must be always kept clear to ensure safe access and egress.

Admission Control

The hirer is responsible for managing and monitoring admission to the event, ensuring only authorised attendees are permitted entry.

Conduct

The hirer must ensure the event is conducted in an orderly manner and does not cause nuisance or disruption. It is the hirer's responsibility to exclude or remove any individuals who are intoxicated or behaving in a disorderly manner.

Saltash Town Council reserves the right to terminate any event immediately in cases of excessive noise, drunkenness, or unruly behaviour. Future bookings may be declined as a result.

Noise and Nuisance

The hirer must ensure that noise levels do not disturb neighbouring properties. The Town Council may monitor sound levels and request adjustments to music or amplified sound (e.g. bands or discos) to maintain acceptable levels.

Smoking Policy

Saltash Town Council operates a strict no-smoking policy across all premises, including external porches and surrounding areas. This includes the use of electronic cigarette devices.

Vacating the Premises

At the end of the hire period, the room(s) must be left in the same condition as they were at the start. All waste—including food, paper, and other materials—must be cleaned and removed by the hirer.

5. Health and Safety

Fire Safety

The hirer is responsible for registering attendees for fire safety purposes and ensuring an orderly evacuation in the event of an emergency.

Hirers must familiarise themselves with the location of emergency exits, fire extinguishers, and designated fire assembly points.

The use of naked flames, smoke machines, fog or dry ice machines, lasers, or pyrotechnics is strictly prohibited. (See also: Items Not Permitted.)

Safeguarding

Events involving children under 18 or vulnerable adults must have an appropriate number of responsible adults present at all times.

Safeguarding is the sole responsibility of the hirer. Where appropriate, a copy of the organisation's Safeguarding Policy may be requested at the time of booking, along with the name of the designated safeguarding lead for events involving children or vulnerable adults.

Risk Assessment

Where applicable, a comprehensive risk assessment must be completed by the hirer and submitted with the booking form.

Dogs

Dogs are not permitted on Town Council premises, with the exception of registered assistance dogs.

6. Damage and Liability

The hirer is responsible for ensuring that no damage occurs to any Saltash Town Council property during the hire period. This includes the building itself, fixtures, fittings, furniture, equipment, and any other items belonging to the Town Council.

No alterations to any room are permitted, and nothing may be affixed to floors, walls, ceilings, or any part of the interior or exterior of the building using nails, screws, drawing pins, Blu Tack, glue, or any other method—unless prior written permission has been granted by the Town Council.

All users must wear appropriate footwear that will not damage the flooring. In particular, stiletto heels and pointed sticks are strictly prohibited to preserve the wooden floors of the Guildhall.

Any damage caused during the hire will be assessed by the Town Council. This assessment will be final and binding, and the hirer will be liable for the full cost of repair or replacement of any damaged property.

Saltash Town Council accepts no responsibility for personal injury, or damage to clothing or personal property, sustained during the hire of its premises.

7. Items Not Permitted

The following items and activities are strictly prohibited on Saltash Town Council premises:

- Pyrotechnics and any form of special effects.
- Candles or any item involving open flames.
- Hazardous materials or substances.
- Bouncy castles or inflatable structures.
- Electrical equipment without a valid Portable Appliance Testing (PAT) certificate, which must be provided at the time of booking.

Please note: When booking the Guildhall or Isambard House, exclusive access to kitchen and toilet facilities is not guaranteed. These areas may be required during the day by Town Council staff or service providers.

8. Use of Premises Licence

Hirers must indicate at the time of booking if they wish to use the Town Council's Premises Licence. Please note: the Premises Licence is only available for bookings at the Guildhall, Monday to Saturday, between 09:00 and 23:59.

9. Music Licensing

Organisers and performers are responsible for obtaining and managing any required licences, returns, and payments to the Performing Rights Society (PRS) and Phonographic Performance Ltd (PPL) for the public performance of music in any form. Where applicable, a copy of the licence must be submitted to the Town Council with the booking application.

10. Excluded Activities

The following activities are not permitted on Town Council premises:

- Commercial bingo sessions
- Performances involving acts of hypnotism
- Shows involving live animals or creatures

11. Equipment, Refreshments and Licensing

Sound Equipment

All disco or amplified sound equipment must comply with Environmental Health noise regulations.

Alcohol Licensing

If alcohol is to be sold or supplied at an event, the hirer is responsible for obtaining a Temporary Event Notice (TEN) licence. A copy of the licence must be provided to the Town Council prior to the event and displayed on-site during the function, along with the details of the licensee or bar operator.

No alcohol may be served or knowingly supplied to persons under the age of 18. Bringing alcohol onto the premises without prior written approval from the Town Council will result in immediate cancellation of the booking.

Late Night Refreshment

No hot food or hot drinks may be served on Town Council premises between 23:00 and 08:00.

Plastic-Free Commitment

Saltash Town Council supports plastic-free initiatives and kindly requests that single-use plastics are not used during events held on its premises, the Town Council encourage hirers to use local suppliers or sustainable materials where possible.

12. Compliance and Legal

Copyright Compliance

Any performance of copyrighted material must have the appropriate consent from the copyright holder. The hirer is solely responsible for any fees, penalties, or legal consequences resulting from copyright infringement.

Insurance and Liability

It is the hirer's responsibility to ensure that appropriate insurance cover is in place for their activities, including public liability and personal accident insurance where applicable. Proof of insurance must be provided to Saltash Town Council at the time of booking.

Saltash Town Council accepts no liability for personal injury, loss, or damage arising from or occurring during any event held on Town Council premises.

All bookings made by groups, businesses, or organisations must hold Public Liability Insurance with a minimum cover of £5,000,000. This requirement does not apply to individuals hiring the facilities for private functions; however, they do so at their own risk.

Misuse of Premises

If the premises are used for a purpose other than that stated at the time of booking, Saltash Town Council reserves the right to cancel the booking and/or terminate the event immediately.

Data Protection

The personal information provided during the booking process will be used solely for the purpose of managing your booking, including issuing invoices and receipts. Your data will not be shared with third parties.

To find out how the Town Council manages your data please find a copy of Saltash Town Council's Privacy Notice is available at the Guildhall or on the Town Council website.

13. Free use of Town Council premises

There is a cost involving public money to providing facilities for hire and Saltash Town Council normally charges external organisations for the use of Town Council premises.

This policy lays out the approach of the Town Council to request for free use of Town Council Premises by external organisations.

Eligibility

Saltash Town Council will consider applications for free use of Council Premises from groups which are underpinning the strategic priorities of Saltash Town Council, as laid out in their Business Plan, where no other body is able to pay for the facility. The policy is not intended to support normal meetings of Saltash based groups, although the Town Council acknowledge they carry out vital roles in our community.

Meetings should, where possible, be held during operational hours to avoid incurring additional staffing costs, and where they can be accommodated. Where there is an extra direct cost to the Town Council (e.g. staff required for attending facilities, heating and lighting costs out of normal operating hours) this may be charged.

Other community or voluntary groups, who do not qualify for free use, will be directed to the Library Hub where meetings can be held during operational opening hours, or to make use of the Community rates for room hire found in the fees and charges.

Applications

Applications for free use of council premises should be submitted in writing as early as possible, prior to the requested booking date. These will be assessed subject to availability. Applications should outline the reasons for the request for free use of a Town Council premises.

This should be submitted to enquiries@saltash.gov.uk or by post to The Town Clerk, The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX.

General guidelines for free use

- Free use will not usually be offered on Saturday, Sunday or public holidays except in exceptional circumstances.
- A suitable room/venue will be allocated by the administration team subject to operational requirements and availability, whilst working with the hirer.
- Bookings will be for a maximum of 3 hours but may be limited by operational requirements.
- All requests approved must conform with the general conditions of hire, as detailed in the Town Council facilities for hire booking form.
- Refreshments are not included as part of free hire. If requested, they will usually be charged at normal rates (see Fees and Charges on the STC website).
- Free use will not be offered for charitable events, religious or party political purposes.
- If a request for a paid booking is received by the Town Council for the same time as the authorised free booking, the free hirer may be asked to move the booking to an alternative Town Council venue or date, subject to the Town Clerks review and final decision.

Decisions

Delegated authority to decide on all requests for free bookings is given to the Town Clerk (or in their absence the Assistant Town Clerk) in conjunction with the Chairman of the Town Council, reporting back to the Policy and Finance Committee.

The decision of the Town Council is final.

Events

Town Council events

Tickets for events run by the Town Council will be offered for sale on a no refund basis, except in the case of cancellation or rescheduling of the event.

Cancellation

If a Town Council organised event is cancelled or rescheduled, a refund will be issued if required, ticket purchasers will be notified of the cancellation or reschedule.

Events run by third parties

The Town Council is not responsible for refunding tickets sold for events run by a third party and accept no liability for any loss.

Data

The Town Council will collect and retain personal data in order to contact you about any booking or purchase, in order to process refunds in the event of cancellation or reschedule (where applicable).

Please refer to the privacy notice on the Town Council website for how we use your data. Please visit the policy page of the Town Council website to view

<https://www.saltash.gov.uk/policies.php>

APPENDIX C



Hire of Town Council Premises Booking Form

Please return this form with any required documents via post - Saltash Town Council, The Guildhall, 12 Lower Fore Street, Saltash, Cornwall PL12 6JX or via email: enquiries@saltash.gov.uk

Payment is due within 7 days of receiving your invoice, unless agreed otherwise with the Town Clerk. Bookings are only confirmed once you receive confirmation from Saltash Town Council. Unpaid bookings may be cancelled.

Please read the conditions of hire carefully and complete all sections to help confirm your booking without delay.

Premises (including capacity)

Please confirm which Town Council premises you wish to book and approximately how many people will be attending:

| Premises | | Seated Capacity | Approx. Attendance |
|--------------------------|---------------------------|--------------------------|--------------------|
| <input type="checkbox"/> | Isambard House | 82 | |
| <input type="checkbox"/> | Guildhall Council Chamber | 37 | |
| <input type="checkbox"/> | Guildhall Long Room | 110 | |
| <input type="checkbox"/> | Maurice Huggins Room | Information upon request | |

Room capacity depends on the chosen layout — Town Council staff will advise you when you make your request.

Booking

☐ Commercial

☐ Community

Community rate charges are only applicable to Saltash based volunteer organisations, all other bookings will be charged at the commercial rate.

Hire fees can be found in the Town Councils fees and charges, by [clicking this hyperlink to view and download on the Town Council website](#) or by contacting the Guildhall. **For details about fees and payment terms, please see the Terms and Conditions of Hire.**

APPENDIX C

Please fill in all sections to help us confirm your booking without delay.

| Contact Information | |
|---|--|
| Hirers Name Company / Group | |
| Name of appointed person | |
| Invoice to be F.A.O | |
| Invoice Address including postcode | |
| Contact Telephone Number | |
| Email Address | |
| For office use only: Purchase Order Number | |

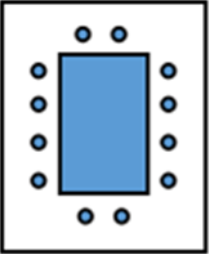

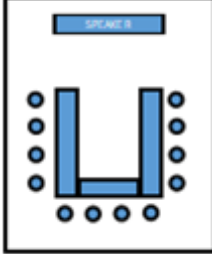
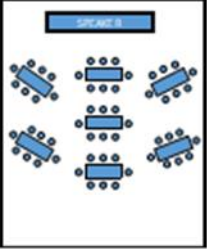
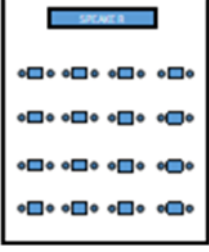
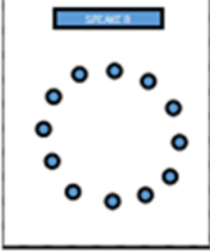
☐ I understand that my booking is not confirmed until I receive written confirmation from Saltash Town Council.

APPENDIX C

| Booking Information | |
|--|--|
| Purpose of Room Hire | |
| Date(s) of Function / Event | |
| Time of arrival and departure: Setup and cleanup time (including catering or bar services) must be included in your booking and will be charged. | |
| Total Booking Time Requested: | |
| Number of attendees | |
| Do you or any attendees have accessibility requirements? If yes, please specify | |
| Will there be a licensed bar? | |
| Is there use of external caterers? | |
| If you're using a licensed bar or an external caterer, have you included Public Liability Insurance certificates for those services? | |
| Do you require use of kitchen? | |
| Do you require tea / coffee or biscuits? If yes, please provide quantities | |

APPENDIX C

| Equipment Required | |
|---|--|
| Hearing Loop (Free of Charge) | |
| Flip Chart (Free of Charge) | |
| HDMI Lead (Free of Charge) | |
| Display Boards (Free of Charge) | |
| Smart TV (Available in the Guildhall Chamber and Isambard House free of Charge) | |

| Room Layout | | |
|---|---|--|
| <input type="checkbox"/> Boardroom  | <input type="checkbox"/> Theatre Style  | <input type="checkbox"/> U Shape  |
| <input type="checkbox"/> Cabaret  | <input type="checkbox"/> Classroom  | <input type="checkbox"/> Circle of Chairs  |
| <p>Other: If you're booking multiple rooms or days and require different layouts, please provide details.</p> | | |

APPENDIX C

Please place a tick next to any applicable document you're including as part of your application.

| | |
|--|--|
| I enclose a copy of my risk assessment for this booking | |
| I enclose a copy of my organisations Safeguarding Policy if working with children, young people or vulnerable adults | |
| I enclose copies of PAT testing certificates for any electrical equipment being brought onto the premises | |
| I enclose a copy of TheMusicLicence from PPL/PRS | |
| I enclose a copy of the TEN (temporary event notice) for display during the event | |
| I enclose a copy of Public Liability Insurance | |

Please note: Where a function is licensed for the sale of intoxicating liquor, it is the responsibility of the hirer that no person under the age of 18 is to be served or knowingly supplied with alcohol. The hirer must inform the licensee of this fact and include how they will manage the sale of alcohol within their risk assessment.

When you apply to hire facilities from Saltash Town Council the information you provide will be processed and stored in order to contact you about the booking, send invoices and receipts. Your personal information will not be shared.

For further information please see the privacy notice available on request at the Guildhall or via [clicking on this link to view and download via the Town Council website](#).

| Declaration | |
|---|--|
| I confirm that the named person attending on the booking date is suitably trained and experienced to manage the event on behalf of the organisation. By signing, I agree to follow the attached terms and conditions of hire. | |
| Signature (If providing digitally please provide a typed name as confirmation) | |
| Name (please print) | |
| Date | |

APPENDIX D



Terms and Conditions of Hire

By submitting a booking form, you agree to comply with the following key terms and conditions.

Full details are available in the Saltash Town Council Hire of Town Council Premises and Events Policy, accessible via the Town Council website or upon request.

General Conditions

- Hirers must be aged 18 or over.
- Premises may only be used for lawful activities.
- Minimum hire period is 2 hours.
- Bookings are subject to approval and availability.
- Premises are available Monday–Saturday (08:00–23:59) and Sunday (08:00–22:00).

Payment and Charges

- Full payment is required within 7 days of invoice and prior to the booking date.
- Community rates apply only to Saltash-based volunteer groups.
- Regular bookings (min. 3 months) may qualify for a 20% discount.
- No refunds unless the Town Council cancels the booking.

Access and Supervision

- A responsible adult must be present throughout the hire.
- Admission arrangements vary depending on office hours.
- Premises must be vacated promptly at the agreed time.

Conduct and Safety

- Hirers are responsible for orderly conduct and managing attendees.
- Excessive noise, intoxication, or disorderly behaviour may result in termination.
- Smoking (including e-cigarettes) is prohibited.
- Hirers must clean and restore the premises after use.

APPENDIX D

Health & Safety

- Fire safety and safeguarding responsibilities rest with the hirer.
- Risk assessments may be required.
- No open flames, hazardous materials, or untested electrical equipment allowed.

Liability and Insurance

- Hirers are liable for any damage caused.
- Public Liability Insurance (£5 million minimum) is required for organisations.
- The Town Council accepts no liability for personal injury or property loss.

Licensing and Permissions

- Alcohol sales require a Temporary Event Notice (TEN).
- Music licensing is the hirer's responsibility.
- Use of the Premises Licence is limited to Guildhall bookings (Mon–Sat only).

Prohibited Activities

- No commercial bingo, hypnotism acts, or live animal shows.
- No bouncy castles or inflatable structures.

Data Protection

- Personal data is used solely for booking management.
- See the Town Council Privacy Notice for full details.

For full terms and conditions, please refer to the Saltash Town Council Hire of Town Council Premises and Events Policy available at www.saltash.gov.uk or contact enquiries@saltash.gov.uk.

**To receive a report on the Town Council Precept leaflet for the year 2026/27
and consider any actions and associated expenditure**

Report to: Policy and Finance

Date of Report: 28/10/2025

Officer Writing the Report: Development and Engagement Manager

Purpose of the Report

Each year, a precept leaflet is produced to communicate key precept information to Saltash residents. This report presents the proposed design concepts and distribution options for the 2026/2027 precept communications, for Members' consideration and approval.

To note: It is a legal requirement for Town and Parish Councils to upload their precept statement to Cornwall Councils Website: <https://www.cornwall.gov.uk/council-tax/your-council-tax-bill/council-tax-2023/parish-councils-with-a-precept-over-140-000-in-2023/>

Officer Recommendations

Members are asked to consider and approve the following:

1. Approve the design of the bus stop advertisement, double-page newspaper spread, and accompanying social media graphics. Please refer to **Appendix 1** for the proposed designs relating to the above options.
2. Approve the proposed distribution through the following channels: bus stop advertisement, double-page newspaper spread, social media platforms, the Guildhall, Library, public noticeboards, and the Saltash Town Council website.
3. Delegate authority to the Development and Engagement Manager and the Communications and Engagement Officer to finalise the approved designs and oversee distribution, with a progress report (to include final designs) to be presented at a future meeting.

4. To approve payment for the precept leaflet, with £1,800 allocated from 6301 PF Stationery/Postage/Printing and £210 from 6230 PF Social Media Advertising. Please refer to the budget section of this report.

Report Summary

Last year's precept design was distributed through a range of channels to ensure wide community engagement. The following methods were used:

1. Saltash Observer – The Precept Information Leaflet was featured as a two-page centre spread. This option continues to be a great avenue to advertise the precept leaflet and is available for collection at the Guildhall, the Library, and to view online via the Town Council website. This can be captured in the monthly Town Messenger with a small QR code to direct readers to the Town Council website.
2. Social Media – The leaflet was promoted across social media platforms at a cost of £60. Advertising through this method has been proven to reach various audiences through its targeted approach. It is a vital tool that could be used in various ways to reach multiple audiences if used appropriately.
3. Library Display – The leaflet was displayed on the library's digital screen and as printed copies (produced in-house).
4. Guildhall and Meet Your Councillor Events – Printed leaflets were made available at the Guildhall and during Meet Your Councillor events.
5. Digital Access – A digital version was published on the Town Council website, with posters on Council noticeboards directing residents to collection points and online access.
6. Bus Shelters – Posters featuring a QR code were displayed at Gilston Road and Burraton Cross bus shelters.

How Does This Meet the Business Plan?

Sharing precept information with Saltash residents helps deliver the business plan's strategic priorities because it builds transparency, accountability, and trust.

Overall, communicating precept information helps residents see the value of their contributions, strengthens confidence in the Town Council, and encourages community participation, supporting all of Saltash's business plan priorities.

Budget Overview

| Item | Cost | Proposal | Start Dates (Approximate Dates – TBC to match with Cornwall Council) |
|-----------------------|---|--|---|
| Facebook Advertising | £60 | Individual design for each Town Council strategic priority Two Facebook adverts per week over a three-week period | 11 th March – 5 th April |
| Bus Shelters | £220 per panel, per two-week period. £35 per poster to print for bus stop panel. | Use Gilston Road and Burraton Cross bus stops. | 11 th March – 5 th April |
| The Library | N/A | N/A | 11 th March – 5 th April on TV. Leaflets on display until following March 2027. |
| The Guildhall | N/A | N/A | 11 th March Leaflets on display until following March 2027. |
| Noticeboards | N/A | N/A | 11 th March – 5 th April |
| The Observer | £1,500 (she is happy to honour the same price as last year) | Produce the same as 2025/2026 and use a two-page centre spread. | March 2026 edition of Town Messenger |
| Website | N/A | N/A | Tuesday 11 th March 2026 until March 2027 |
| Meet Your Councillors | Additional Leaflets may wish to be printed | N/A | TBC |
| Total Cost | £2,070 | | |

Budget Codes: 6301 PF Stationery/Postage/Printing

Budget Availability: £2,444

Committed Spend: £600 estimate for stationery for 2025/26

Budget Left: £1,844

Alternative Budget Code: 6230 PF Social Media Advertising

Budget Available: £955

Signature of Officer:

A handwritten signature in black ink, appearing to be a stylized 'K' followed by a flourish.

Example of the two-page centre spread (design used for 2025/2026)

Please note, the design will be updated with new precept figures, images, and current examples of investment.

Saltash Town Council Working for the people of Saltash



To be able to continue to preserve and maintain services for the community of Saltash it is necessary to increase your Council Tax for 2025/2026 by 11%.

This equates to £27.34 per year which is just **53 pence per week**

for a typical Band D property.

The larger portion of your Council Tax is set by Cornwall Council, Devon and Cornwall Police, and Adult Social Care.

The Saltash Town Council portion of council tax is used to support the community in many ways.

Here are just a few examples of how your Saltash portion of council tax money has been reinvested in the community during 2023-2024:

- £59,069 for professional youth work commissioning
- £25,000 for Community Chest and Festival funds
- £20,000 for Saltash Play Park upgrades
- £4,726 for Saltash Youth Network
- Kitchen refurbishment at Isambard House for venue hire purposes
- Devolution of assets, including Victoria Gardens
- Installation of new stone memorial benches
- Grounds maintenance and floral display management
- Refurbishment of library windows
- Christmas lighting display installation
- St Stephens Churchyard upkeep
- Organisation of civic events and parades
- Tree planting initiatives
- Maintenance and management of public conveniences
- Library services provision
- Street furniture installation and maintenance
- Allotment management and development

Funding Streams

The Town Council has been successful in securing various funding during the year 2023-2024.

Funds have been received from Town Vitality (Working in partnership with Town Team), Cornwall Council's Community Infrastructure Fund, and Community Levelling Up, to be able to start reinvesting into the community.

Business Plan

Saltash Town Council has officially launched the new Business Plan for the period 2024-2027, setting out a road-map for the town's development over the next few years.

Deliverables

The Town Council has been focused on advancing key strategic priorities, with significant progress already made in several key areas. A summary of some of these achievements are highlighted in the following section.



Boosting Jobs and Economic Prosperity

Saltash Town Council has made a commitment to growth and has successfully recruited for new positions within the council to support the needs of the community.



Travel and Transport

A successful connectivity trial at Waterside has fostered a strong partnership with Plymouth Boat Trips, resulting in new water transport options for both residents and tourists to enjoy.



Health and Wellbeing

Saltash Town Council installed Happy Plaques on Town Council benches, creating welcoming spaces where residents and visitors can sit and engage in open, safe conversations to support mental health and well-being.



Climate Emergency

Saltash Town Council is dedicated to transitioning its fleet to 100% electric vehicles in order to reduce its carbon footprint.



Housing

Saltash Town Council is committed to improving housing access for all by considering all housing types, including rental and affordable options, and providing support input to the Treledan developments for the town's benefit.



Recreation and Leisure

Upgrades to Saltash Play Parks funded with £75,000 from Cornwall Council's CIL fund and £20,000 from Saltash Town Council, have been a great success for the Saltash community.

Facebook Advert Example - DRAFTS

This Facebook advert would be a video that can be viewed here: [Example video for STC Precept FB.mp4](#). Please note, this design was used last year and will be updated to reflect 2026/2027.



Bus Stop Design - DRAFT

Please note, this design will be updated with the new precept figures once approved.



SALTASH TOWN COUNCIL

WORKING FOR THE PEOPLE OF SALTASH

To be able to continue to preserve and maintain services for the community of Saltash it is necessary to increase your Council Tax for 2025/2026 by **11%**.

This equates to **£27.34 per year** which is just **53 pence per week** for a typical Band D property.

Saltash Town Council has launched its **Business Plan for 2024-2027**, and being focused on key strategic priorities, significant progress has been made, with notable achievements highlighted below.



Boosting Jobs and Economic Prosperity

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Here are just a few more examples of how your Saltash portion of council tax money has been **reinvested** in the community during 2023-2024:

£59,069 for professional youth work commissioning
£25,000 for Community Chest and Festival funds
£20,000 for Saltash Play Park upgrades
£4,726 for Saltash Youth Network



Scan the QR code, or please visit the Guildhall or Library for further information



THE GUILDHALL,
12 LOWER FORE STREET
SALTASH PL126JX



ENQUIRIES@SALTASH.GOV.UK



WWW.SALTASH.GOV.UK



@SALTASHTOWNCOUNCILOFFICIAL



01752844846

Report to Saltash Town Council from Livewire Youth Project

July, Aug and Sept, 2025

Open Access Sessions

Number of open access sessions run during this period: 28

During sessions young people have been able to access music lessons (guitar, bass, drums, keyboard, vocals, live sound, music technology and stage lighting), rehearsal spaces, live performances on stage, taken part in single issue programmes, received youth work support or counselling, volunteered, socialised and taken part in our development group. On Wednesday evenings, our junior members have taken part in Art workshops and older young people have volunteered.

In addition to our open access sessions, we have also had a young women's music session on Tuesday evenings. There have been 11 sessions in total. During these sessions young women are encouraged to come along and make music with 3 musicians. These sessions are run by a JNC qualified youth worker so young women have been able to access youth work support. We also have a counsellor working on a Tuesday evening, so young people have also been able to receive counselling on Tuesday evenings.

Our wellbeing sessions on Friday evenings have also continued this quarter, 10 in total; these sessions are designed to cater for young people that might be too anxious for open access sessions by being quieter and far less busy. Young people attending these sessions can access art workshops, receive support from a counsellor or JNC qualified youth worker, or make music with a musician. We also have a wellbeing volunteer at these sessions as well as a therapy dog. Although we don't have formal counselling on Friday evenings at wellbeing sessions, we attendees plenty of opportunity for support; if they feel the need for more formal support, they can fill in a form and self-refer into our counselling service.

On Saturday we also run a recording session for bands and individual young people to record their music in our studio. There have been 11 sessions in total during this period.

Detached & Outreach Youth Work

The number of detached/outreach youth work sessions number 8 in total during this period. We have concentrated our efforts around the waterside area of the town. At these sessions we have engaged with 14 young people.

There have been 3 single issue programmes during this period. We are still waiting for the report from University of Plymouth, but violence against women and girls has been a topic for a considerable amount of time now. This topic shows no signs of letting up soon so we will continue to run with it while it's relevant. Other topics have centred around mental health and positive relationships.

Approximately 423 individual young people have been engaged with through open access sessions, young women's music making sessions, well-being group sessions, counselling, daytime referral sessions, Saturday recording sessions, and outreach sessions. This is approximate because one individual young person could attend up to 6 times a week.

Support

All young people engaged with have received or are currently receiving individual or group support.

1 young person has been supported in getting into employment in this period and 3 young people have been supported in going back to school. 6 young people have been supported in starting college during this period.

22 young people have measurable distance travelled. By this we mean that they have progressed positively over the period and shown real change.

This period we have had 34 young people have been referred to Livewire during this period from other agencies: 9 from schools, 7 through social care, 3 from CAMHS, 2 from youth offending team, 14 from GPs, and 1 from The Zone. These young people have been referred for counselling, daytime sessions, youth support sessions and open access sessions. Others have come through self-referral or their parents/carers referral.

220 volunteer support worker hours have taken place during this period.

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

Youth Participation

We currently have a group of 7 young people making up our development group who meet regularly to discuss issues and young people's desires for developments at Livewire.

Funding

This year we have been very fortunate to receive £30,400 from Saltash Town Council for youth work. The match funding secured to date includes the Big Lottery funding of £219,000 over 5 years of which £15,000 per year is towards youth work (we are currently in year 3). Plus £12,000 this year as a gift from AC/DC for youth work. £3,000 in gifts and donations have also been received from members of the public.

Community Engagement

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

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

Case Study

In April, a young male started attending open access sessions at Livewire to see if they might connect with what we do. They had few meaningful relationships besides mum and siblings, and due to physical and learning difficulties they found it difficult to engage with their education and people within their age bracket. The young male's connection to music was immediately apparent; they quickly began returning twice a week (Mondays & Thursdays) to engage in regular bass lessons. Other young people from his local area who also attend Livewire began developing positive relationships with him. Over time his confidence has grown to such a degree that he has begun performing on stage, both alone and with other young people. A recent performance of 'Highway To Hell' put smiles on all our faces because of the sheer joy it obviously brought him. Currently the young man is meeting regularly with one of our youth workers to explore how to navigate mental health issues that he struggles with. It is an incredibly positive outcome for this young person, and we are excited for the future engagement we have with them.

Report to Saltash Town Council

The Core continues to uphold its commitment to supporting youth work in Saltash. Despite ongoing financial pressures, we have taken decisive and responsible steps to ensure the sustainability of the centre without compromising our core mission.

Current Financial Position:

The Core remains committed to the agreement in place with the youth work tender regarding match funding, below is a list of the funding we have received this year;

Awards for All = £20,000 over 2 years from January 2024

Cornwall Community Foundation (Worval Foundation) = £6000

Police and Crime Commissioner Fund = £500

Cecily Baker = £500

St James Place = £2775

National Citizenship Service = £3000

Total Match Funding = £32,775

However, due to rising operational costs and reduced external funding, we have had to implement several cost-saving measures to safeguard the future of the centre.

Sustainability Measures Implemented:

1. **Voluntary Redundancy:** Our Admin/Finance Manager staff member has opted for voluntary redundancy, helping to reduce payroll expenses and significantly reducing our outgoings.

2. **Reduced Staffing Hours:** We have adjusted staffing hours to the minimum needed to remain operational, further contributing to cost efficiency.

3. **Increased Room Hire Prices & Hirers:** Room hire rates have been increased, generating additional income to support core services. We have also been proactive in finding new hirers to fill unused rooms and we are also in conversation with a local business who are interested in running their business out of The Core, a move which would be of significant long-term financial benefit to us.

5. We have reluctantly increased the cost of our youth sessions from £1 to £2, making a significant difference to our weekly income.

4. **Decreased Spending Across the Board:** We have reviewed all expenditure and implemented reductions wherever possible, including equipment, supplies, and non-essential services.

Impact on Youth Services:

Importantly, none of the youth sessions have been cut. We have managed these changes while preserving the integrity of our mission statement and the ethos of The Core. Our commitment to providing a safe, inclusive, and empowering space for young people remains unchanged.

We appreciate the continued support of Saltash Town Council and look forward to working together to ensure the long-term viability of The Core.

End of Report

Charlotte Carpenter

Team for Youth November 10, 2025 @The Core

Attendees:

Charlotte Carpenter, The Core
Andy Rance, Livewire
Julia Peggs, STC
Brian Stoyel, STC
Sarah Martin, STC - Chair
Rachel Bullock, STC (arrived late)

1. Chair - Sarah voted in as Chair
2. Update on each organisation

Livewire - Andy Rance

Livewire has become really busy again after the summer with an average of 120 attendees per session.

Youth work sessions and music going well, as well as counselling.

Livewire's financial difficulties have not been promoted on social media while The Core was advertising its financial difficulties too.

In general grants are harder to achieve with more organisations wanting charitable support and some criteria becoming ever more stricter.

All energy prices and energy bills have gone up.

Has been a reluctance to put up the session fee - currently £1. They don't want the financial side of it to be an issue for a young person. They are undertaking a lot more one-to-ones.

A new apprentice is working alongside Andy for the next three years - Joe Day - to secure the future of the project.

School drop-ins are up and running again and going well, but not always sure the children that really need help.

Application in for CIO status which is due to come through on November 28th.

Charlotte, The Core:

No secret they have had significant financial challenges and have had to go back to basics and make cuts to roles (loss of admin PT role) where possible without having to drop any of the sessions/groups they offer.

Putting the prices of sessions up by £1 has made a massive difference; they have also increased the room hire.

Some of the volunteers have taken on responsibilities to help out; they have come together as a team.

Some grants are pending with a few coming through this month. Youth work is continuing as normal through the insecurity with most of the youth work delivered post 3pm.

Education programme for home schooled children is being offered privately now via private tutors. At present 15 children and two tutors use The Core to deliver education.

They have achieved their match-funding for this year.

3. Funding challenges

Money coming to Cornwall via National Youth Agency. It is being used to up-skill youth workers and digital youth work with potentially small pots available for projects dictated by NYA.

Organisations are being asked to constantly reinvent the wheel and create something new, while it's becoming harder to find money to keep things going.

Supporting school children from Plymouth in school sessions, but seems to be a Plymouth/Saltash divide in terms of attracting funding from Devon for that work. The outreach work offered at school is unpaid.

Can offer more if they have more money which will help to reach more people and with more money, less time would need to be spent applying for grants, and more doing the youth work needed.

End of Report