



# ***Saltash Town Council***

***Konsel An Dre Essa***



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

4 March 2026

Dear Councillor

I write to summon you to the **Meeting of Policy and Finance Committee** to be held at the Guildhall on **Tuesday 10th March 2026 at 6.30 pm.**

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

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

Yours sincerely,

S Burrows  
Town Clerk/ RFO

To:

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

## 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 13 January 2026 as a true and correct record. (Pages 5 - 13)
6. To note that all accounts and bank accounts are reconciled up to January 2026.
7. To note that petty cash is reconciled up to February 2026.
8. To receive and note a report on VAT. (Page 14)
9. To review the Policy and Finance Business Plan Deliverables and consider any actions and associated expenditure. (Page 15)
10. To receive and note a report on investments and consider any actions and associated expenditure. (Page 16)
11. 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.
12. To receive the current STC Committee budget statements and consider any actions and associated expenditure. (Pages 17 - 30)
13. To receive a report from the Finance Officer and consider any actions and associated expenditure. (Pages 31 - 33)

14. To receive a report on insurance claims and consider any actions and associated expenditure. (Pages 34 - 35)
15. To receive a report on the Town Council Fleet Insurance renewal and consider any actions and associated expenditure (Pages 36 - 43)  
**(Pursuant to P&F held on 13 .01.2025 minute nr. 289/25/26)**
16. To receive a report on Assertion 10 Compliance and consider any actions and associated expenditure. (Pages 44 - 103)
17. To consider Risk Management reports as may be received.
18. To consider Community Chest applications:
  - a. CC290 Tamar Trotters; (Pages 104 - 134)
19. To consider Festival Fund applications;
  - a. FF132 Saltash May Fair (Pages 135 - 159)
  - b. FF133 Saltash Regatta (Pages 160 - 215)
20. To receive a report on Town Council Grant Funding and consider any actions and associated expenditure;
  - a. CC285 Oaklands Community Centre; (Pages 216 - 220)
  - b. FF131 Christmas Festival 2025. (Pages 221 - 223)
21. To receive amendments to the Receiving Public Questions, Representations and Evidence at Meetings procedure and consider any actions. (Pages 224 - 233)
22. To receive an updated report on Town Council policies and processes and consider any actions and associated expenditure. (Pages 234 - 239)  
**(Pursuant to P&F Held on 11.11.25 minute nr. 252/25/26)**
23. To receive an updated report on Civica Modern.Gov and phone infrastructure and consider any actions and associated expenditure. (Pages 240 - 242)  
**(Pursuant to P&F held on 11.11.25 minute nr. 247/25/26 and 248/25/26)**
24. To receive and note quarterly reports for the Commissioning of Professional Youth Work in Saltash:
  - a. The Core; (Pages 243 - 246)

- b. Livewire. (Pages 247 - 255)
25. To receive reports from Working Groups and Outside Bodies:
- a. Neighbourhood Plan Steering Group.
  - b. Saltash Team For Youth.
  - c. Section 106 Panel.
26. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.
27. To receive a report on the findings from the appointment of the Local Council Consultancy and consider any actions and associated expenditure.
28. To consider any items referred from the main part of the agenda.
29. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that the public and press be re-admitted to the meeting.
30. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of Next Meeting: Tuesday 12 May 2026 at 6.30 pm

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 13th January 2026 at 6.30 pm

**PRESENT:** Councillors: A Ashburn, R Bickford, 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:** None.

**APOLOGIES:** J Brady, S Martin and L Mortimore.

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#### **276/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **277/25/26 DECLARATIONS OF INTEREST:**

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

None.

Councillor Ashburn joined the meeting.

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

None.

#### **278/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None received.

#### **279/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE EXTRAORDINARY POLICY AND FINANCE COMMITTEE HELD ON 25 NOVEMBER 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.

Following a unanimous vote (12 in favour, 0 against, 0 abstentions), it was proposed by Councillor P Samuels, seconded by Councillor Suter and **RESOLVED** that the minutes of the Extraordinary, Policy and Finance Committee held on 25 November 2025 were confirmed as a true and correct record.

**280/25/26 TO NOTE THAT ALL ACCOUNTS AND BANK ACCOUNTS ARE RECONCILED UP TO NOVEMBER 2025.**

It was **RESOLVED** to note.

**281/25/26 TO NOTE THAT PETTY CASH IS RECONCILED UP TO DECEMBER 2025.**

It was **RESOLVED** to note.

**282/25/26 TO RECEIVE AND NOTE A REPORT ON VAT.**

It was **RESOLVED** to note.

**283/25/26 TO REVIEW THE POLICY AND FINANCE BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor P Samuels referred to the draft deliverables included in the reports pack and recommended that rows 2 and 3 be interchanged, as row 3 relates to policies that underpin the work of the Policy and Finance Committee.

Following a vote of 11 in favour, 0 against, and 1 abstention, it was proposed by Councillor P Samuels, seconded by Councillor Suter, and **RESOLVED** to approve the Policy and Finance Business Plan Deliverables, incorporating the above amendment (as attached), and to progress delivery with updates to be reported at a future Town Vision Sub-Committee meeting.

**284/25/26 TO RECEIVE AND NOTE A REPORT ON INVESTMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**285/25/26 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.

**286/25/26 TO RECEIVE THE CURRENT STC COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**287/25/26 TO RECEIVE A REPORT FROM THE FINANCE OFFICER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**288/25/26 TO RATIFY THE TOWN COUNCIL PONTOON AND CYBER INSURANCE RENEWALS.**

Following a unanimous vote (12 in favour, 0 against, 0 abstentions), it was proposed by Councillor P Samuels, seconded by Councillor Stoyel, and **RESOLVED** to ratify the Town Council Pontoon Insurance for 2026/27 at a cost of £2,485.31 including taxes and fees and Cyber Insurance renewal for 2026/27 at a cost of £1,716.49 including taxes and fees allocated to budget code 6205 Insurance.

**289/25/26 TO RECEIVE A REPORT ON THE TOWN COUNCIL FLEET INSURANCE RENEWAL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Following a unanimous vote (12 in favour, 0 against, 0 abstentions), it was proposed by Councillor P Samuels, seconded by Councillor Stoyel, and **RESOLVED** to delegate to the Finance Officer to obtain renewal quotations for the Town Council's fleet insurance. The renewals will be reviewed and given final approval by the Town Clerk/RFO in consultation with the Chairman and Vice Chairman of Policy and Finance and Councillor Gillies. This process will be carried out within budget code 6205 Insurance, reporting back to a future Policy and Finance Committee meeting.

**290/25/26 TO RECEIVE AN UPDATED REPORT ON THE TOWN COUNCIL'S PROPERTY VALUATION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk reported that, following a review of the Town Council's assets conducted by Bailey Partnership, it was identified that some properties were significantly underinsured, while Saltash Library and the Cemetery Boundary Wall were over insured.

Following a unanimous vote (12 in favour, 0 against, 0 abstentions), it was proposed by Councillor B Samuels, seconded by Councillor Bullock, and **RESOLVED** that the Bailey Partnership report be shared with the Town Council's insurer for adjustment purposes, and that the sums insured be amended as follows:

- Saltash Library: £2,000,000
  - Cemetery Boundary Wall: £100,000
- with all other property valuations remaining unchanged.

**291/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**292/25/26 TO RECEIVE A REPORT ON THE TOWN COUNCIL PRECEPT LEAFLET FOR THE YEAR 2026/27 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Following a unanimous vote (12 in favour, 0 against, 0 abstentions), it was proposed by Councillor P Samuels, seconded by Councillor Nolan, and **RESOLVED** to:

1. Approve the design content, including photographs, precept figures, and strategic priorities information (as attached).
2. Delegate authority to the Communication and Engagement Officer to deliver the project.
3. Delegate authority to Councillor P Samuels, as Chairman of Policy and Finance, and Councillor Bullock, as Chairman of the Town Council, to approve the final proof.

**293/25/26 TO RECEIVE A COMMUNITY CHEST APPLICATION FROM BURRATON COMMUNITY PRIMARY SCHOOL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the application at length, highlighting the importance of supporting local schools, and sought advice from the Town Clerk regarding its compliance with the Grants Policy.

The Town Clerk advised that the application did not meet the criteria set out in section 8.7 of the Grants Policy:

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

On that basis, the application was not scored and proceeded to a vote.

Following a vote of 10 in favour, 1 against, and 1 abstention, it was proposed by Councillor Nowlan, seconded by Councillor B Samuels, and **RESOLVED** to refuse the application on the grounds of non-compliance with the Grants Policy.

Further to the vote, Councillor Nowlan offered to liaise with the school, given his experience in this area, as Members expressed a strong desire to ensure the school receives appropriate support.

**294/25/26 TO RECEIVE AND NOTE A REPORT ON CIVICA MODERN.GOV.**

It was **RESOLVED** to note.

Councillor Stoyel gave his apologies and left the meeting.

**295/25/26 TO RECEIVE A REPORT FROM SALTASH PLOUGASTEL TWINNING ASSOCIATION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman referred to the report contained and circulated in the reports pack.

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor B Samuels, seconded by Councillor McCaw, and **RESOLVED** to:

1. Approve the offer for the incumbent Mayor to hold an honorary position on the Association's Committee, attend key celebrations and events during the French group's biennial visits in May, and

attend the Association's Annual General Meeting in January;

2. Approve participation by the incumbent Mayor and their family in the Association's biennial trips to France (visiting Plougastel) and in hosting reciprocal visits;
3. Note that costs associated with the Mayor's visit to France will be covered by the Association, with meals and activities provided by the host family. The Mayor and family will be responsible for holding valid passports and medical insurance. Incidental costs such as insurance for the Mayoral Chain and Saltash Town Council gifts will be met from the Town Council's Twinning budget;
4. Request the Administration Department to receive and circulate minutes of future Association meetings for Members' information;
5. Approve requesting Town Council representation at scheduled Association meetings;
6. Delegate authority to the Mayor's Secretary/Receptionist, in collaboration with the incumbent Mayor and the Association Committee, to reaffirm the Friendship Charter, subject to the Town Clerk's final approval and confirmation of any legal or ceremonial protocols for signing such charters;
7. Approve that gifts received from Plougastel be displayed in the Guildhall cabinet;
8. Request Saltash Heritage to gift the original oath to the Town Council for display alongside the Saltash-Plougastel Friendship Charter;
9. Approve free ongoing room hire for biennial welcome reception events and for the 2026 40th Anniversary reaffirmation;
10. Direct the Administration Department to update the Civic Handbook to reflect this decision.

**296/25/26 TO RECEIVE A REPORT ON TOWN COUNCIL POLICIES AND PROCESSES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**297/25/26 TO RECEIVE AMENDMENTS TO THE CIVIC HANDBOOK AND**

## **CONSIDER ANY ACTIONS.**

The Town Clerk outlined the recommended amendments to ensure Members were fully informed of the reasons for the changes.

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor P Samuels, seconded by Councillor Peggs, and resolved to **RECOMMEND** to Full Council to be held on 15 January 2026, the amendments to the Civic Handbook, incorporating the additional changes raised by Members during the meeting (as attached).

### **298/25/26 TO RECEIVE A REPORT ON THE REVISED TOWN COUNCIL DELIVERY OF PROFESSIONAL YOUTH WORK TENDER SPECIFICATION FOR 2026/27 AND CONSIDER ANY ACTIONS.**

The Town Clerk provided an overview of the report contained and circulated in the reports pack.

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor Peggs, seconded by Councillor Bullock, and **RESOLVED** to approve the Town Council Delivery of Professional Youth Work Tender Specification for 2026 to 2029 together with the workflow (as attached).

### **299/25/26 TO RECEIVE AND NOTE QUARTERLY REPORTS FOR THE COMMISSIONING OF PROFESSIONAL YOUTH WORK IN SALTASH:**

a. The Core;

It was **RESOLVED** to note.

b. Livewire;

Councillor Peggs informed Members that no report had been

received from Livewire due to staff sickness.

**300/25/26 TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:**

a. Neighbourhood Plan Steering Group

Nothing to report.

b. Saltash Team for Youth

Nothing to report.

c. Section 106 Panel

Nothing to report.

**301/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**302/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**303/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**304/25/26 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor Peggs, seconded by Councillor Bullock, and **RESOLVED** to issue the following press and social media releases:

1. Policy and Finance Business Plan Deliverables;

2. Precept leaflet for the year 2026/27;
3. Saltash Plougastel Twinning Association (in conjunction with the Association) ;
4. Delivery of Professional Youth Work Tender.

**DATE OF NEXT MEETING**

Tuesday 10 March 2026 at 6.30 pm

Rising at: 7.53 pm

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

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

## To receive a report on VAT

**Report to:** Policy and Finance

**Date of Report:** 24 February 2026

**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 October 2025 – 31 December 2025 and submitted on 3 February 2026. A refund of £22,294.47 was received on 11 February 2026, including interest of £3.36 for late payment received.

The next VAT Return for the period 1 January 2026 – 31 March 2026 is due on 7 May 2026.

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

Objective	What we will deliver	Lead Officer	Resources	Ongoing	Year				What we achieved	Completed	Already do
To encourage and deliver an annual budget supported by financial stability that is both resilient and responsible in order to support STC Expenditure that is either planned, unexpected or of an emergency nature.	High level of services that benefit local residents and wider community by means of improved facilities and better quality of life Maintaining quality services, supporting events, programs and initiatives that enhance the attractiveness and economic activity of the Town	RFO / Finance Officer	Finance								
To further develop policies that support the smooth running of the Council and promote efficiencies which will ultimately benefit the Town.	To monitor and deliver policies that are fit for purpose in an ever changing and challenging environment. Enable a clear sense of direction to follow Communicating effectively with the local community for better understanding of the value the Town Council delivers	Administration Dept	Administration						Improved policy work: Civic Handbook, Scheme of Delegation, Receiving Public Questions, Complaints Policy		
To support the delivery of professional youth work	Set a reasonable budget for organisations to tender Create clear and transparent tender documents for bid submissions providing a fair and reasonable timeframe Advertise the tender widely to ensure those who meet the criteria have the opportunity to bid Promote awareness for youth work organisations, enabling collaboration and best practice and use of resources.	Administration Officer	Administration						Increased budget to £100k and extended period to 3 years to support PYW. Clear and transparent tender documents for PYW submissions created and advertised on STC website, socials, noticeboards. Emails informing key stakeholders and via Saltash Team for Youth		
To provide Community Chest and Festival Fund Grants	Continue to provide grants and funding opportunities that benefit the community Set a reasonable budget for organisations to submit an application for their project or event Provide 1:1 support to ensure the application is fully complete prior to receiving at Committee Improve the current Town Council Grant Policy (if necessary) by making it more accessible for the end user Advertise the Grant opportunity widely	P&F Committee P&F Committee Receptionist Cllrs Gillies, Bickford, Suter, Peggs Communications and Engagement Officer	Administration / Members						1:1 support offered to those wishing to submit a grant application. Applicants are encouraged to ask for help and supported through any queries with application at point of checking.		
To further strengthen relationships with Saltash Plougastel Twinning.	Reaffirm friendship charter Mayor in office to hold honorary position on the Saltash Plougastel Twinning Associations Committee Provide the Association free room hire for meetings and events	Mayors Secretary	Administration		1	2	3	4	Reaffirm friendship charter to be held 15 May at the Guildhall. Approved for Mayor to hold honorary position. Free room to be provided to the Twinning Association		

# Agenda Item 10

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

**Report to:** Policy and Finance

**Date of Report:** 2 March 2026

**Officer Writing the Report:** Finance Officer

**Officer Recommendations:**

To note the following information with regards to Investment Balances Held at 28 February 2026

<b>Investment Description</b>	<b>Amount</b>	<b>Limit of Investment</b>	<b>Required Period to Withdraw</b>	<b>Maturity Date</b>	<b>Percentage Rate</b>
CCLA Public Sector Deposit Fund	£500,000	£500,000	Next Day	N/A	3.83% - February 2026
Barclays Active Saver	£25	£10,000,000+	Instant	N/A	1.10% - November 2025
Nationwide 95 day Notice Account – Issue 11	£865,650	£1,000,000	95 days' notice	N/A	3.25% - January 2026
Cornwall Council Deposit Fund	£832,082	£1,000,000	Before 9:30am, same day. After 9:30am, next day	N/A	4.34% - February 2026

Interest rate reductions announced

- Barclays Active Saver reducing to 1.05% from 24 March 2026

**Signature of Officer:**

Finance Officer

## Policy & Finance (P&F) Committee - P & F Budget 2025-26

Saltash Town Council

For the 10 months to January 2026

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26	Precept Budget 2026/27
<b>P&amp;F Operating Income</b>					
4901 PF Bank Interest Received	111,088	38,255	50,402	(12,147)	58,700
4908 PF Misc Income	135	0	0	0	0
4902 PF Insurance Claim	0	0	37,563	(37,563)	0
<b>Total P&amp;F Operating Income</b>	<b>111,223</b>	<b>38,255</b>	<b>87,965</b>	<b>(49,710)</b>	<b>58,700</b>
<b>P &amp; F Operating Expenditure</b>					
6200 PF Bank Charges	1,187	1,522	742	780	1,995
6201 PF Audit	3,300	4,000	600	3,400	4,000
6202 PF Civic Occasions (including Road Closures)	4,182	8,000	7,258	742	5,000
6203 PF Mayors' Allowance	5,418	5,581	4,465	1,116	5,912
6204 PF Councillors' Allowance	1,679	3,946	0	3,946	4,096
6205 PF Insurance	17,642	36,510	32,720	3,790	27,836
6206 PF Youth Council	4,726	4,000	4,000	0	6,000
6208 PF Subscriptions	15,980	16,869	18,878	(2,009)	37,650
6210 PF Community Chest	4,015	10,300	3,280	7,020	10,300
6211 PF Website Maintenance	746	1,030	201	829	1,069
6213 PF Councillor Training & Expenses	274	2,600	2,273	327	1,142
6214 PF Health & Safety	6,462	8,127	5,208	2,919	9,474
6217 PF Data Protection	80	206	73	133	1,700
6220 PF Festival Fund	15,088	15,450	13,919	1,531	15,450
6221 PF Town Messenger	3,630	4,378	2,640	1,738	4,544
6222 PF Commissioning Youth Work	59,069	60,842	40,560	20,282	100,000
6224 PF Legal & Professional Fees	5,969	12,900	12,275	625	10,000
P&F IT/Office Costs	37,361	33,776	26,323	7,453	40,245
6650 ST PF Parking Space	286	320	284	36	332
6653 ST PF Staff ID Badges	36	252	39	213	50
6655 ST PF Staff Travelling Expenses	209	652	346	306	750
6230 PF Social Media Advertising	0	1,000	45	955	1,000
<b>Total P &amp; F Operating Expenditure</b>	<b>187,342</b>	<b>232,261</b>	<b>176,129</b>	<b>56,132</b>	<b>288,545</b>
<b>Total P&amp;F Operating Surplus/ (Deficit)</b>	<b>(76,119)</b>	<b>(194,006)</b>	<b>(88,164)</b>	<b>(105,842)</b>	<b>(229,845)</b>
<b>P&amp;F EMF Expenditure</b>					
6271 PF EMF Election	450	54,409	19,036	35,373	20,000
6272 PF EMF Robes & Civic Regalia	1,624	9,719	3,905	5,814	3,000
6273 PF EMF Legal Fees	0	201	0	201	6,000
6275 PF EMF Neighbourhood Plan	195	8,150	187	7,963	15,000
6278 PF EMF CIL Planning Income	0	21,731	0	21,731	0
6280 PF EMF Town Vision	430	9,665	0	9,665	0
6281 PF EMF Town Vitality Funding Grant	58,617	29,444	29,444	0	0
6282 PF EMF Funding Bids (Consultancy Fees)	9,880	10,201	0	10,201	0
6284 PF EMF Consultations	0	2,000	0	2,000	1,000
6285 PF EMF Twinning	0	500	0	500	1,000
6287 PF EMF Website (Capital Expenditure)	0	6,000	0	6,000	6,000
6288 PF EMF Waterside Feasibility project	0	7,480	7,480	0	0

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26	Precept Budget 2026/27
6289 PF EMF TRIP funding	0	13,065	13,825	(760)	0
6370 PF EMF Computer & Office Equipment Renewal	3,771	15,597	13,780	1,817	3,000
<b>Total P&amp;F EMF Expenditure</b>	<b>74,967</b>	<b>188,162</b>	<b>87,658</b>	<b>100,504</b>	<b>55,000</b>
<b>Total P&amp;F Expenditure (Operational &amp; EMF)</b>	<b>262,308</b>	<b>420,423</b>	<b>263,787</b>	<b>156,636</b>	<b>343,545</b>
<b>Total P&amp;F Budget Surplus/ (Deficit)</b>	<b>(151,085)</b>	<b>(382,168)</b>	<b>(175,822)</b>	<b>(206,346)</b>	<b>(284,845)</b>

### To/From Reserves & Budget Virements

- 6278 PF EMF CIL Planning Income includes income received in April 25 for £4,568 and October 25 £2,908
- 6281 PF EMF Town Vitality Funding Grant includes S106 funding from CC for £33,585
- 4902 PF Insurance Claim includes income received for damage to Pontoon - £37,563
- 6288 PF EMF Waterside Feasibility project includes income received from CC Community Capacity Grant for £7,480
- 6289 PF EMF TRIP funding includes income received from CC for TRIP funding £3,734
- Virement from 6202 PF Civic Occasions to 6224 PF Professional Fees - £1,000 - P&F 207/25/26
- Virement from 6271 PF EMF Election to 6213 PF Councillor Training & Expenses - £1,000 - P&F 210/25/26
- Virement from 6202 PF Civic Occasions to 6224 PF Professional Fees - £1,500 - P&F 210/25/26
- Virement from General Reserves to 6205 PF Insurance - £6,000 - FTC 219/25/26
- Virement from 6214 PF Health and Safety to 6202 PF Civic Occasions (including Road Closures) - £1,000 -
- Virement from 6273 PF EMF Legal Fees to 6224 PF Professional Costs - £5,400 - P&F 246/25/26

6208 PF Subscriptions overspent by £2,009 due to including prorata annual costs for 2026/27 which will be adjusted at the year end

6305 Finance Software overspent by £281 due to including prorata annual costs for 2026/27 which will be adjusted at the year end

### Planned Virements for 2025/26

- 6202 PF Civic Occasions (including Road Closures) to 6272 PF EMF Robes & Civic Regalia - Vire unspent balance at year end 25/26

### **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	Precept Budget 2026/27
6300 Telephone	4,019	3,046	2,389	657	8,691
6301 Stationery/Postage/Printing	4,239	3,090	974	2,116	3,506
6303 Copier Maintenance	4,823	4,754	4,358	396	5,200
6305 Finance Software	3,793	4,362	4,643	(281)	3,620
6306 IT Maintenance	19,444	18,524	13,996	4,528	19,228
<b>TOTALS</b>	<b>36,318</b>	<b>33,776</b>	<b>26,359</b>	<b>7,417</b>	<b>40,245</b>

### Key

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

Spending is higher than anticipated and needs to be monitored closely

Budget is overspent - requires investigation and recommend virement

**Saltash Town Council Summary Budget Report 2025-26**

Saltash Town Council

For the 10 months ending January 2026

<b>Account</b>	<b>Prior Year 2024/25</b>	<b>Budget Including Virements 2025/26</b>	<b>Actual YTD 2025/26</b>	<b>Budget Available 2025/26</b>	<b>Precept Budget 2026/27</b>
<b>Operating Income</b>					
Burial Authority Income	21,557	16,473	19,398	(2,925)	16,184
Burial Board Income	8,734	7,109	3,436	3,673	3,666
Guildhall Income	2,204	2,311	2,196	115	2,331
Library Income	1,085	1,130	1,173	(43)	780
Maurice Huggins Income	1,230	1,600	1,065	535	1,400
P&F Income	111,223	38,255	87,965	(49,710)	58,700
Service Delivery Income	24,797	23,453	21,854	1,599	22,881
Station Income	8,173	6,620	5,211	1,409	6,620
<b>Total Operating Income</b>	<b>179,002</b>	<b>96,951</b>	<b>142,299</b>	<b>(45,348)</b>	<b>112,562</b>
<b>Operating Expenditure</b>					
Burial Authority Expenditure	24,255	15,407	13,855	1,552	4,716
Burial Board Expenditure	2,620	7,413	2,631	4,782	5,058
Guildhall Expenditure	30,059	42,890	23,546	19,344	45,693
Library Expenditure	53,343	61,603	48,469	13,134	56,009
Maurice Huggins Expenses	2,433	5,546	1,812	3,734	4,759
Personnel Expenditure	12,766	14,565	11,174	3,391	19,024
Personnel Staffing Cost	804,545	965,345	686,418	278,927	1,006,848
P&F Expenditure	187,342	232,261	176,129	56,132	288,545
Service Delivery Expenditure	109,213	181,850	108,342	73,508	141,682
Station Expenditure	15,571	23,243	9,586	13,657	19,041
<b>Total Operating Expenditure</b>	<b>1,242,147</b>	<b>1,550,123</b>	<b>1,081,964</b>	<b>468,159</b>	<b>1,591,375</b>
<b>Total Operating Surplus/ (Deficit)</b>	<b>(1,063,145)</b>	<b>(1,453,172)</b>	<b>(939,665)</b>	<b>(513,507)</b>	<b>(1,478,813)</b>
<b>EMF Expenditure</b>					
Burial Authority EMF Expenditure	133	23,484	0	23,484	1,500
Burial Board EMF Expenditure	0	9,952	0	9,952	3,000
Guildhall EMF Expenditure	87,135	27,840	8,187	19,653	20,488
Library EMF Expenditure	68,104	181,120	25,001	156,119	3,200
Maurice Huggins EMF Expenditure	0	5,429	0	5,429	0
Personnel EMF Expenditure	12,699	134,852	20,833	114,019	4,480
P&F EMF Expenditure	74,967	188,162	87,658	100,504	55,000
Service Delivery EMF Expenditure	191,697	509,898	199,273	310,625	93,400
Station EMF Expenditure	31,962	65,963	10,922	55,041	2,000
<b>Total EMF Expenditure</b>	<b>466,697</b>	<b>1,146,700</b>	<b>351,874</b>	<b>794,826</b>	<b>183,068</b>
<b>Total Overall Expenditure (Operational &amp; EMF)</b>	<b>1,708,844</b>	<b>2,696,823</b>	<b>1,433,838</b>	<b>1,262,985</b>	<b>1,774,443</b>
<b>Total Overall Budget Surplus/ Defecit</b>	<b>(1,529,842)</b>	<b>(2,599,872)</b>	<b>(1,291,539)</b>	<b>(1,308,333)</b>	<b>(1,661,881)</b>

**Notes**

All budget virements are detailed on the individual committee budget sheets

## Personnel Committee - Personnel Budget 2025-26

Saltash Town Council

For the 10 months to January 2026

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26	Precept Budget 2026/27
<b>Personnel Operating Expenditure</b>					
<b>Personnel Expenditure</b>					
6654 ST PE Staff Welfare	1,621	2,000	801	1,199	7,222
6660 ST PE Staff Recognition	25	250	75	175	250
6662 ST PE HR Professional Fees	11,119	12,315	9,557	2,758	11,552
<b>Total Personnel Expenditure</b>	<b>12,766</b>	<b>14,565</b>	<b>10,433</b>	<b>4,132</b>	<b>19,024</b>
<b>Training Costs</b>					
6682 ST PE Staff Training (Library)	281	1,218	648	571	600
6656 ST PE Staff Training (P&F)	1,977	5,000	5,546	(546)	5,177
6676 ST PE Staff Training (Service Delivery)	6,552	6,695	2,438	4,257	7,987
<b>Total Training Costs</b>	<b>8,811</b>	<b>12,913</b>	<b>8,631</b>	<b>4,282</b>	<b>13,764</b>
<b>Staffing Costs</b>					
Library Staffing Costs	138,632	165,056	109,697	55,359	169,564
P&F Staffing Costs	348,399	441,897	325,694	116,203	531,901
Services Staffing Costs	307,696	344,379	241,221	103,158	290,819
<b>Total Staffing Costs</b>	<b>794,727</b>	<b>951,332</b>	<b>676,612</b>	<b>274,720</b>	<b>992,284</b>
<b>Other Staffing Cost</b>					
6652 ST PE Employers Pension - Monthly Fee	500	500	500	0	0
6659 ST PE Town Sergeant & Mace Bearer Fees	507	600	675	(75)	800
<b>Total Other Staffing Cost</b>	<b>1,007</b>	<b>1,100</b>	<b>1,175</b>	<b>(75)</b>	<b>800</b>
<b>Total Personnel Operating Expenditure</b>	<b>817,310</b>	<b>979,910</b>	<b>696,851</b>	<b>283,059</b>	<b>1,025,872</b>
<b>Total Personnel Operating Surplus/ (Deficit)</b>	<b>(817,310)</b>	<b>(979,910)</b>	<b>(696,851)</b>	<b>(283,059)</b>	<b>(1,025,872)</b>
<b>Personnel EMF Expenditure</b>					
6691 ST PE EMF Legal Fees (Staffing)	0	10,162	0	10,162	0
6694 ST PE EMF Staff Contingency (P&F)	12,056	54,108	16,045	38,063	15,208
6698 ST PE EMF Staff Contingency (Library)	0	17,553	0	17,553	0
6700 ST PE EMF Staff Contingency (Services)	0	39,854	0	39,854	(10,728)
6701 ST PE EMF Staff Recruitment	643	13,175	4,788	8,388	0
<b>Total Personnel EMF Expenditure</b>	<b>12,699</b>	<b>134,852</b>	<b>20,833</b>	<b>114,019</b>	<b>4,480</b>
<b>Total Personnel Expenditure (Operational &amp; EMF)</b>	<b>830,010</b>	<b>1,114,762</b>	<b>717,684</b>	<b>397,078</b>	<b>1,030,352</b>
<b>Total Personnel Budget Surplus/ (Deficit)</b>	<b>(830,010)</b>	<b>(1,114,762)</b>	<b>(717,684)</b>	<b>(397,078)</b>	<b>(1,030,352)</b>

### 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
3. Virement from 6676 ST PE Staff Training (Services) to 6656 ST PE Staff Training (P&F) - £1,000 - PE 61/25/26

4. 6659 ST PF Town Sergeant & Mace Bearer Fees overspent by £75. Virement to be recommended at next committee meeting

6656 ST PE Staff Training (P&F) is overspent by -£546. This is due to costs relating to 2026/27 included in Actual YTD 2025/26. £1,395 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 - Service Delivery Budget 2025-26

Saltash Town Council

For the 10 months to January 2026

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26	Precept Budget 2026/27
<b>Service Delivery Operating Income</b>					
<b>Grounds &amp; Premises Income</b>					
4500 SE Allotment Rents	5,359	5,000	6,729	(1,729)	3,413
4510 SE Grass Cutting & Planting	806	1,226	1,226	(0)	426
4512 SE National Grid Wayleave Income	15	0	1	(1)	0
4513 SE Water Rates Income	755	1,113	268	845	262
<b>Total Grounds &amp; Premises Income</b>	<b>6,935</b>	<b>7,339</b>	<b>8,224</b>	<b>(885)</b>	<b>4,101</b>
<b>Town &amp; Waterfront Income</b>					
4520 SE Waterside Income - Trusted Boat Scheme	2,037	2,000	1,250	750	1,250
4521 SE Waterside Income - Annual Mooring Fees	8,614	13,364	11,605	1,759	16,880
4522 SE Waterside Income - Daily Mooring Fees	7,200	750	775	(25)	650
<b>Total Town &amp; Waterfront Income</b>	<b>17,851</b>	<b>16,114</b>	<b>13,630</b>	<b>2,484</b>	<b>18,780</b>
<b>Total Service Delivery Operating Income</b>	<b>24,787</b>	<b>23,453</b>	<b>21,854</b>	<b>1,599</b>	<b>22,881</b>
<b>Service Delivery Operating Expenditure</b>					
<b>Grounds &amp; Premises Expenditure</b>					
6209 SE Oyster Beds	0	1	3	(2)	1
6500 SE Tree Survey and Tree Maintenance	8,262	17,600	3,450	14,150	10,000
6503 SE Allotments - Churchtown	1,324	1,000	0	1,000	500
6532 SE Allotments - Grenfell	0	3,500	120	3,380	500
6533 SE Allotments - Fairmead	0	2,000	145	1,855	750
6506 SE Grounds Maintenance & Watering	10,721	20,450	16,290	4,160	12,000
6508 SE Public Toilets (Operational Costs)	6,533	7,051	5,664	1,387	7,319
6517 SE Cornish Cross (Maintenance)	328	400	219	181	415
6525 SE Public Toilets (Repairs & Maintenance Costs)	1,441	3,043	1,125	1,918	3,159
6526 SE Tools, Equipment & Materials (Store & All Areas)	4,747	5,318	4,412	906	5,520
6529 SE Refuse Disposal	6,181	6,694	5,176	1,518	6,948
6530 SE Allotment Software Subscription	669	462	840	(378)	508
6531 SE Public Toilet Commercial Cleaning	34,370	38,469	31,573	6,896	42,175
<b>Total Grounds &amp; Premises Expenditure</b>	<b>74,575</b>	<b>105,988</b>	<b>69,018</b>	<b>36,970</b>	<b>89,795</b>
<b>Longstone Expenditure</b>					
7101 LO Water Rates - Longstone	2,345	4,382	3,260	1,122	2,434
7103 LO Electricity - Longstone	1,580	1,629	742	887	1,691
7104 LO Fire & Security Alarm & CCTV - Longstone	89	1,117	954	163	1,159
7107 LO Rent - Longstone	4,680	4,684	3,900	784	4,680
7108 LO Cleaning Materials & Equipment - Longstone	650	363	316	47	377
7110 LO General Repairs & Maintenance - Longstone	1,194	2,500	779	1,721	5,595
7114 LO Equipment - Longstone	0	1,700	1,223	477	500
7121 LO IT & Office Costs - Longstone	616	1,723	1,379	344	1,290
7123 LO Annual Keyholding Service	0	0	0	0	184
6673 ST SE Services Delivery - Clothing	1,374	2,504	1,075	1,429	2,599
6674 ST SE Services Delivery - Mobiles	904	2,060	1,635	425	2,244
6675 ST SE Services Delivery Staff Travelling Expenses	1,874	1,721	747	974	2,160
<b>Total Longstone Expenditure</b>	<b>9,169</b>	<b>24,383</b>	<b>16,010</b>	<b>8,373</b>	<b>24,913</b>
<b>Town &amp; Waterfront Expenditure</b>					

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26	Precept Budget 2026/27
6504 SE Street Furniture (Maintenance)	1,394	2,575	767	1,808	2,673
6505 SE Street Lighting	501	773	175	598	802
6511 SE Tourism & Signage	60	15,000	0	15,000	0
6512 SE Bus Shelters (Maintenance)	0	582	0	582	604
6515 SE Festive Lights Maintenance & Electricity	3,751	8,069	7,142	927	4,016
6519 SE Flags & Bunting	2,378	3,043	897	2,146	2,000
6522 SE Pontoon (Maintenance Costs)	2,250	3,090	2,030	1,060	3,207
6524 SE Vehicle Maintenance and Repair Costs	9,332	10,815	6,289	4,526	11,226
6527 SE Salt Bins Refill	0	554	495	59	575
6528 SE Pontoon Accommodation	5,496	6,656	5,260	1,396	1,388
6534 SE Pontoon Broadband	0	322	260	62	299
6535 SE Annual Keyholding Service	0	0	0	0	184
<b>Total Town &amp; Waterfront Expenditure</b>	<b>25,162</b>	<b>51,479</b>	<b>23,314</b>	<b>28,165</b>	<b>26,974</b>
<b>Total Service Delivery Operating Expenditure</b>	<b>108,905</b>	<b>181,850</b>	<b>108,342</b>	<b>73,508</b>	<b>141,682</b>
<b>Total Service Delivery Operating Surplus/ (Deficit)</b>	<b>(84,118)</b>	<b>(158,397)</b>	<b>(86,488)</b>	<b>(71,909)</b>	<b>(118,801)</b>
<b>Service Delivery EMF Expenditure</b>					
<b>Grounds &amp; Premises EMF Expenditure</b>					
6471 SE EMF Heritage Centre	250	35,966	8,009	27,957	19,400
6571 SE EMF Saltash Recreation Areas	2,014	52,791	0	52,791	25,000
6580 SE EMF Public Toilets (Capital Works)	1,686	26,398	0	26,398	0
6588 SE EMF Victoria Gardens	519	14,481	0	14,481	0
6589 SE EMF Community Tree Planting Initiatives	0	3,145	39	3,106	0
6591 SE EMF Tree Maintenance	0	16,212	0	16,212	3,000
6592 SE EMF Pilmere Play Parks	94,955	0	0	0	0
6593 SE EMF Cornish Cross (Maintenance)	0	5,217	0	5,217	0
6595 SE EMF Legal & Professional Fees (Grounds & Premises)	0	6,800	2,711	4,089	1,000
<b>Total Grounds &amp; Premises EMF Expenditure</b>	<b>99,424</b>	<b>161,010</b>	<b>10,759</b>	<b>150,251</b>	<b>48,400</b>
<b>Longstone EMF Expenditure</b>					
7122 SE EMF Legal & Professional Fees (Longstone)	0	0	0	0	1,000
7170 LO EMF Longstone Depot Capital Works	1,212	17,038	0	17,038	0
<b>Total Longstone EMF Expenditure</b>	<b>1,212</b>	<b>17,038</b>	<b>0</b>	<b>17,038</b>	<b>1,000</b>
<b>Town &amp; Waterside EMF Expenditure</b>					
6569 SE EMF Tourism & Signage	0	0	0	0	15,000
6570 SE EMF Notice Boards (Repair & Replace)	550	956	(47)	1,003	0
6572 SE EMF Festive Lights	12,421	50,568	30,778	19,790	12,000
6573 SE EMF Public Art & Maintenance	0	1,443	0	1,443	0
6574 SE EMF Salt Bins	96	2,272	396	1,876	0
6575 SE EMF Street Furniture (New & Replace)	133	1,367	0	1,367	0
6578 SE EMF Equipment and Vehicles (Capital Works)	34,286	68,500	0	68,500	0
6582 SE EMF Town War Memorial	14,540	1,978	0	1,978	15,000
6584 SE EMF Pontoon Maintenance Costs	29,035	118,902	110,942	7,960	2,000
6590 SE EMF Utilities & Rates	0	2,157	0	2,157	0
6598 SE EMF Crime Reduction (CCTV)	0	83,705	46,445	37,260	0
<b>Total Town &amp; Waterside EMF Expenditure</b>	<b>91,061</b>	<b>331,848</b>	<b>188,514</b>	<b>143,334</b>	<b>44,000</b>
<b>Total Service Delivery EMF Expenditure</b>	<b>191,697</b>	<b>509,896</b>	<b>199,273</b>	<b>310,623</b>	<b>93,400</b>
<b>Total Service Delivery Expenditure (Operational &amp; EMF)</b>	<b>300,602</b>	<b>691,746</b>	<b>307,615</b>	<b>384,131</b>	<b>235,082</b>

Account	Prior Year 2024/25	Budget Including Actual YTD Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26	Precept Budget 2026/27
<b>Total Service Delivery Budget Surplus/ (Deficit)</b>	<b>(275,815)</b>	<b>(668,293)</b>	<b>(285,761)</b>	<b>(382,532)</b>	<b>(212,201)</b>

### **To/From Reserves & Budget Virements**

1. 6598 SE EMF Crime Reduction (CCTV) includes income received from S106 funding for £17,966
2. Virement from General Reserves to 6471 SE EMF Heritage Centre - £20,000 - FTC 113/25/26
3. Virement from General Reserves to 6595 SE EMF Legal and Professional Fees (Grounds & Premises) - £5,000 - FTC 113/25/26
4. Virement from General Reserves to 6506 SE Grounds Maintenance & Watering for Albert Road yellow lines - £5,000 - FTC 113/25/26
5. Virement from 6506 SE Grounds Maintenance & Watering to 6515 SE Festive Lights Maintenance & Electricity - £3,000 - SE 113/25/26
6. Virement from 7121 LO IT Office Costs Longstone to 6534 SE Pontoon Broadband - £50 - SE 53/25/26
7. Virement from 6500 SE Tree Survey and Tree Maintenance to 6515 SE Festive Lights Maintenance and Electricity - £1,200 - SE 84/25/26
8. Virement from 6500 SE Tree Survey and Tree Maintenance to 7101 LO Water Rates - £1,200 - SE 102/25/26

6530 SE Allotment Software Subscription is overspent by £378 which is due to annual costs of £420 relating to 2026/27 and will be adjusted at year end

### **Planned Virements for 2025/26**

1. 6500 SE Tree Survey and Tree Maintenance to 6591 SE EMF Open Spaces & Trees - Vire unspent balance at year end 25/26
2. 6532 SE Allotments - Grenfell to 6599 SE EMF Allotments - Vire unspent balance at year end 25/26
3. 6533 SE Allotments - Fairmead to 6599 SE EMF Allotments - Vire unspent balance at year end 25/26
4. 6511 SE Tourism & Signage to 6569 SE EMF Tourism & Signage - Vire unspent balance at year end 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 and will be used to partially credit allotment holders for invoicing for 2026/27

#### **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

**Burial Authority Committee - Burial Authority Budget 2025-26**

Saltash Town Council

For the 10 months ended 30 January 2026

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26	Precept Budget 2026/27
<b>Burial Authority Operating Income</b>					
4612 BA Cemetery Fees	21,390	15,000	18,684	(3,684)	15,570
4614 BA Memorial Bench Income	167	458	250	208	600
4615 BA National Grid Wayleave Income	0	15	464	(449)	14
4616 BA Churchtown Carpark Income	0	1,000	0	1,000	0
<b>Total Burial Authority Operating Income</b>	<b>21,557</b>	<b>16,473</b>	<b>19,398</b>	<b>(2,925)</b>	<b>16,184</b>
<b>Burial Authority Operating Expenditure</b>					
6000 BA Petrol	360	250	31	219	260
6001 BA Machinery Maintenance Costs	287	305	127	178	317
6004 BA General Site Maintenance	608	1,000	864	136	1,038
6005 BA Fire Extinguishers	0	100	0	100	0
6008 BA Tree Survey & Tree Maintenance	0	875	464	411	908
6009 BA Electricity Costs	345	406	284	122	421
6010 BA PWLB Loan Repayment & Interest	21,385	10,693	10,692	1	0
6011 BA Water	0	403	0	403	0
6012 BA Memorial (Expenditure)	173	408	116	292	518
6013 BA Security Alarm Maintenance	186	241	230	11	344
6014 BA Cemetery Software Subscription	912	726	1,047	(321)	726
6015 BA Annual Keyholding Service	0	0	0	0	184
<b>Total Burial Authority Operating Expenditure</b>	<b>24,255</b>	<b>15,407</b>	<b>13,855</b>	<b>1,552</b>	<b>4,716</b>
<b>Total Burial Authority Operating Surplus/ (Deficit)</b>	<b>(2,699)</b>	<b>1,066</b>	<b>5,543</b>	<b>(4,477)</b>	<b>11,468</b>
<b>Burial Authority EMF Expenditure</b>					
6070 BA EMF Churchtown Cemetery Capital Works	(20)	5,972	0	5,972	1,500
6071 BA EMF Replace Machinery & Equipment	0	13,942	0	13,942	0
6073 BA EMF Memorial Garden	154	3,570	0	3,570	0
<b>Total Burial Authority EMF Expenditure</b>	<b>133</b>	<b>23,484</b>	<b>0</b>	<b>23,484</b>	<b>1,500</b>
<b>Total Burial Authority Expenditure (Operational &amp; EMF)</b>	<b>24,389</b>	<b>38,891</b>	<b>13,855</b>	<b>25,036</b>	<b>6,216</b>
<b>Total Burial Authority Budget Surplus/ Deficit</b>	<b>(2,832)</b>	<b>(22,418)</b>	<b>5,543</b>	<b>(27,961)</b>	<b>9,968</b>

**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

**Planned Virements for 2025/26**

From 6011 BA Water - Burial Authority to 6074 BA EMF Water - Vire unspent balance at year end 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

**Joint Burial Board Committee - Burial Board Budget 2025-26**

Saltash Town Council

For the 10 Months to January 2026

Account	Prior YTD 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26	Precept Budget 2026/27
<b>Burial Board Operating Income</b>					
4600 BB Cemetery Fees (St. Stephens)	8,075	6,000	2,770	3,230	3,000
4605 BB SLA Payment Grass Cutting	659	659	666	(7)	666
4607 BB Memorial Bench Income (St Stephens)	0	450	0	450	0
<b>Total Burial Board Operating Income</b>	<b>8,734</b>	<b>7,109</b>	<b>3,436</b>	<b>3,673</b>	<b>3,666</b>
<b>Burial Board Operating Expenditure</b>					
6100 BB Petrol	257	200	72	128	208
6101 BB Machinery Maintenance Costs	746	793	296	497	774
6104 BB General Site Maintenance	1,137	2,000	614	1,386	2,076
6108 BB Tree Survey & Tree Maintenance	480	4,032	1,650	2,382	2,000
6109 BB Memorial Bench (Expenditure)	0	388	0	388	0
<b>Total Burial Board Operating Expenditure</b>	<b>2,620</b>	<b>7,413</b>	<b>2,631</b>	<b>4,782</b>	<b>5,058</b>
<b>Total Burial Board Operating Surplus/ (Deficit)</b>	<b>6,114</b>	<b>(304)</b>	<b>805</b>	<b>(1,109)</b>	<b>(1,392)</b>
<b>Burial Board EMF Expenditure</b>					
6170 BB EMF General Maintenance	0	9,952	0	9,952	3,000
<b>Total Burial Board EMF Expenditure</b>	<b>0</b>	<b>9,952</b>	<b>0</b>	<b>9,952</b>	<b>3,000</b>
<b>Total Burial Board Expenditure (Operational &amp; EMF)</b>	<b>2,620</b>	<b>17,365</b>	<b>2,631</b>	<b>14,734</b>	<b>8,058</b>
<b>Total Burial Board Budget Surplus/Deficit</b>	<b>6,114</b>	<b>(10,256)</b>	<b>805</b>	<b>(11,061)</b>	<b>(4,392)</b>

**Planned Virements for 2025/26**

1. 6108 BB Tree Survey & Tree Maintenance to 6170 BB EMF General Maintenance - Vire unspent balance at year end 25/26

**Key**

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

Spending is higher than anticipated and needs to be monitored closely

Budget is overspent - requires investigation and recommend virement

## Services Committee - Guildhall Budget 2025-26

Saltash Town Council

For the year 10 months to January 2026

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26	Precept Budget 2026/27
<b>Guildhall Operating Income</b>					
4200 GH Income - Guildhall Bookings	1,916	2,000	1,894	106	2,076
4201 GH Income - Guildhall Refreshments	228	242	232	10	251
4206 GH Income - Guildhall Photocopying Income	59	69	69	(0)	4
<b>Total Guildhall Operating Income</b>	<b>2,204</b>	<b>2,311</b>	<b>2,196</b>	<b>115</b>	<b>2,331</b>
<b>Guildhall Operating Expenditure</b>					
6400 GH Rates - Guildhall	10,729	11,051	10,729	323	11,136
6401 GH Water Rates - Guildhall	765	827	404	423	859
6402 GH Gas - Guildhall	3,502	5,718	846	4,872	5,935
6403 GH Electricity - Guildhall	5,041	9,728	3,289	6,439	6,000
6404 GH Fire, Security Alarm & CCTV - Guildhall	1,229	1,012	950	62	1,050
6408 GH Cleaning Materials & Equipment - Guildhall	1,176	1,385	1,273	112	1,438
6409 GH Boiler Service & Maintenance	677	1,255	0	1,255	1,303
6410 GH General Repairs & Maintenance	3,003	3,203	1,507	1,696	2,000
6412 GH Lift Service & Maintenance	2,852	3,741	1,997	1,744	5,156
6413 GH Refreshment Costs - Guildhall	428	245	143	102	254
6414 GH Equipment - Guildhall	658	4,725	2,379	2,346	10,378
6421 GH Annual Keyholding Service	0	0	0	0	184
<b>Total Operating Expenditure</b>	<b>30,059</b>	<b>42,890</b>	<b>23,517</b>	<b>19,373</b>	<b>45,693</b>
<b>Total Guildhall Operating Surplus/ Deficit</b>	<b>(27,855)</b>	<b>(40,579)</b>	<b>(21,321)</b>	<b>(19,258)</b>	<b>(43,362)</b>
<b>Guildhall EMF Expenditure</b>					
6418 GH EMF Legal & Professional Fees	9,603	0	0	0	2,088
6470 GH EMF Guildhall Maintenance	77,531	27,840	8,187	19,653	18,400
<b>Total Guildhall EMF Expenditure</b>	<b>87,135</b>	<b>27,840</b>	<b>8,187</b>	<b>19,653</b>	<b>20,488</b>
<b>Total Guildhall Expenditure (Operational &amp; EMF)</b>	<b>117,193</b>	<b>70,730</b>	<b>31,704</b>	<b>39,026</b>	<b>66,181</b>
<b>Total Guildhall Budget Surplus/ (Deficit)</b>	<b>(114,990)</b>	<b>(68,419)</b>	<b>(29,508)</b>	<b>(38,911)</b>	<b>(63,850)</b>

### To/From Reserves & Budget Virements

1. 6410 GH General Maintenance & Repairs includes income received for resale of shelving £65

### Planned Virements for 2025/26

1. From 6414 GH Equipment - Guildhall to 6470 GH EMF Guildhall Maintenance - Vire unspent balance at year end 2025/26

### Key

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

Spending is higher than anticipated and needs to be monitored closely

Budget is overspent - requires investigation and recommend virement

## Services Committee - Library Budget 2025-26

Saltash Town Council

For the 10 Months ended 30 January 2026

Account	Prior YTD 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26	Precept Budget 2026/27
<b>Library Operating Income</b>					
4517 LI Library - Replacement Membership Cards	13	50	25	25	50
4518 LI Library - Photocopying Fees	941	600	941	(341)	600
4524 LI Library Book Sales	131	300	207	93	130
4526 LI Library Activity Income	0	180	0	180	0
<b>Total Library Operating Income</b>	<b>1,085</b>	<b>1,130</b>	<b>1,173</b>	<b>(43)</b>	<b>780</b>
<b>Library Operating Expenditure</b>					
6900 LI Rates - Library	13,099	13,492	13,099	393	13,597
6901 LI Water Rates - Library	327	403	254	149	418
6902 LI Gas - Library	3,196	6,216	1,025	5,191	4,500
6903 LI Electricity - Library	3,414	4,946	1,938	3,008	4,000
6904 LI Fire, Security Alarm & CCTV - Library	788	1,143	1,243	(100)	1,186
6908 LI Cleaning Materials & Equipment - Library	739	983	869	114	1,700
6909 LI Boiler Service & Maintenance - Library	292	905	794	111	939
6910 LI General Repairs & Maintenance - Library	2,326	2,510	1,813	697	2,605
6911 LI TV License & PRS - Library	291	474	42	432	0
6913 LI Refreshment Costs - Library	49	315	58	257	150
6914 LI Equipment - Library	734	830	492	338	500
6921 LI IT & Office Costs - Library	1,558	1,827	920	907	1,869
6922 LI Library Activities	2,465	3,000	2,370	630	1,070
6975 LI Home Library Service	20	550	0	550	200
6923 LI PWLB Loan Repayment & Interest	23,993	23,509	23,509	0	23,025
6680 ST LI Staff Clothing (Library)	0	250	0	250	0
6681 ST LI Staff Travelling Expenses (Library)	53	250	33	217	250
<b>Total Operating Expenditure</b>	<b>53,343</b>	<b>61,603</b>	<b>48,459</b>	<b>13,144</b>	<b>56,009</b>
<b>Total Library Operating Surplus/ Deficit</b>	<b>(52,258)</b>	<b>(60,473)</b>	<b>(47,286)</b>	<b>(13,187)</b>	<b>(55,229)</b>
<b>Library EMF Expenditure</b>					
6918 LI EMF Legal & Professional Fees (Private Contractors)	600	13,105	224	12,881	0
6971 LI EMF Saltash Library Property Refurbishment	64,455	155,909	24,476	131,433	0
6972 LI EMF Library Equipment & Furniture	3,050	5,575	0	5,575	0
6974 LI EMF Library Funding	0	1,430	0	1,430	0
6976 LI EMF Library General Maintenance	0	5,100	300	4,800	3,200
<b>Total Library EMF Expenditure</b>	<b>68,104</b>	<b>181,119</b>	<b>25,001</b>	<b>156,118</b>	<b>3,200</b>
<b>Total Library Expenditure (Operational &amp; EMF)</b>	<b>121,447</b>	<b>242,722</b>	<b>73,460</b>	<b>169,262</b>	<b>59,209</b>
<b>Total Library Budget Surplus/ (Deficit)</b>	<b>(120,362)</b>	<b>(241,592)</b>	<b>(72,286)</b>	<b>(169,306)</b>	<b>(58,429)</b>

### 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

**Planned Virements for 2025/26**

1. 6910 LI General Repairs & Maintenance - Library to 6971 LI EMF Saltash Library Property Refurbishment - Vire unspent balance at year end 25/26
2. 6914 LI Equipment - Library to 6972 LI EMF Library Equipment & Furniture - Vire unspent balance at year end 25/26
3. 6974 LI EMF Library Funding to 6922 LI Library Activities- Vire unspent balance at year end 25/26

**Key**

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

## Services Committee - Isambard House (Station Building) Budget 2025-26

Saltash Town Council

For the 10 months ended 30 January 2026

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26	Precept Budget 2026/27
<b>Isambard House Operating Income</b>					
4301 SA Isambard House - Bookings	8,043	6,500	4,815	1,685	4,925
4302 SA Isambard House - Refreshment Income	130	120	396	(276)	120
4305 SA Isambard House - Event Ticket Sales	0	0	0	0	1,575
<b>Total Isambard House Operating Income</b>	<b>8,173</b>	<b>6,620</b>	<b>5,211</b>	<b>1,409</b>	<b>6,620</b>

### Isambard House Operating Expenditure

6800 SA Rates - Isambard House	3,842	3,958	3,842	116	4,108
6801 SA Water Rates - Isambard House	693	714	(912)	1,626	741
6802 SA Gas - Isambard House	438	3,000	250	2,750	650
6803 SA Electricity - Isambard House	4,817	7,494	3,613	3,881	6,000
6804 SA Fire & Security Alarm - Isambard House	473	967	638	329	1,004
6808 SA Cleaning Materials & Equipment - Isambard House	1,026	1,350	975	375	1,350
6810 SA General Repairs & Maintenance - Isambard House	1,889	2,560	251	2,309	2,000
6813 SA Refreshments Costs - Isambard House	81	500	367	133	519
6814 SA Equipment - Isambard House	426	1,094	58	1,036	1,094
6821 SA IT & Office Costs - Isambard House	0	500	0	500	0
6822 SA Activities & Events	1,886	1,106	494	612	1,575
<b>Total Operating Expenditure</b>	<b>15,571</b>	<b>23,243</b>	<b>9,576</b>	<b>13,667</b>	<b>19,041</b>

<b>Total Isambard House Operating Surplus/ (Deficit)</b>	<b>(7,398)</b>	<b>(16,623)</b>	<b>(4,365)</b>	<b>(12,258)</b>	<b>(12,421)</b>
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### Isambard House EMF Expenditure

6473 SA EMF Station Building (Purchase & Capital Works)	31,822	41,566	1,076	40,490	0
6818 SA EMF Professional Costs - Isambard House	105	3,211	0	3,211	0
6870 SA EMF Isambard House Retention Fund	0	18,492	8,625	9,867	0
6871 SA EMF Tresorys Kernow Funding	35	562	562	0	0
6872 SA EMF Entertainment Licenses	0	2,132	660	1,472	0
6873 SA EMF General Repairs & Maintenance	0	0	0	0	2,000
<b>Total Isambard House EMF Expenditure</b>	<b>31,962</b>	<b>65,963</b>	<b>10,922</b>	<b>55,041</b>	<b>2,000</b>

<b>Total Isambard House Expenditure (Operational &amp; EMF)</b>	<b>47,533</b>	<b>89,206</b>	<b>20,498</b>	<b>68,708</b>	<b>21,041</b>
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<b>Total Isambard House Budget Surplus/ (Deficit)</b>	<b>(39,360)</b>	<b>(82,586)</b>	<b>(15,287)</b>	<b>(67,299)</b>	<b>(14,421)</b>
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### Planned Virements for 2025/26

1. From 6810 SA General Repairs & Maintenance - Isambard House to 6473 SA EMF Station Building (Purchase & Capital Works) - Vire unspent balance at year end 25/26
2. 6821 SA IT & Office Costs - Isambard House to 6873 SA EMF General Repairs & Maintenance- Vire unspent balance at year end 25/26
3. 6473 SA EMF Station Building (Purchase & Capital Works) to 6873 SA EMF General Repairs & Maintenance - Vire unspent balance at year end 25/26

### Key

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

**Services Committee - Maurice Huggins Budget 2025-26**

Saltash Town Council

For the 10 Months ended January 2026

<b>Account</b>	<b>Prior Year 2024/25</b>	<b>Budget Including Virements 2025/26</b>	<b>Actual YTD 2025/26</b>	<b>Budget Available 2025/26</b>	<b>Precept Budget 2026/27</b>
<b>Maurice Huggins Operating Income</b>					
4207 MA Maurice Huggins Room Income	1,230	1,400	1,065	335	1,400
4208 MA Maurice Huggins Room Refreshments	0	200	0	200	0
<b>Total Maurice Huggins Operating Income</b>	<b>1,230</b>	<b>1,600</b>	<b>1,065</b>	<b>535</b>	<b>1,400</b>
<b>Maurice Huggins Operating Expenditure</b>					
7000 MA Rates	429	443	429	14	445
7001 MA Water Rates	339	437	245	192	454
7003 MA Electricity	963	2,251	434	1,817	1,200
7004 MA Fire & Security Alarm	235	243	219	24	377
7008 MA Cleaning Materials & Equipment	310	366	342	24	380
7010 MA General Repairs & Maintenance	156	1,656	143	1,513	1,719
7019 MA Refreshment Costs - Maurice Huggins	0	150	0	150	0
7021 MA Annual Keyholding Service	0	0	0	0	184
<b>Total Maurice Huggins Operating Expenditure</b>	<b>2,433</b>	<b>5,546</b>	<b>1,812</b>	<b>3,734</b>	<b>4,759</b>
<b>Total Maurice Huggins Operating Surplus/ (Deficit)</b>	<b>(1,203)</b>	<b>(3,946)</b>	<b>(747)</b>	<b>(3,199)</b>	<b>(3,359)</b>
<b>Maurice Huggins EMF Expenditure</b>					
6472 MA EMF Maurice Huggins Room	0	4,823	0	4,823	0
7071 MA EMF Maurice Huggins (Furniture & Sundry Items)	0	606	0	606	0
<b>Total Maurice Huggins EMF Expenditure</b>	<b>0</b>	<b>5,429</b>	<b>0</b>	<b>5,429</b>	<b>0</b>
<b>Total Maurice Huggins Expenditure (Operational &amp; EMF)</b>	<b>2,433</b>	<b>10,975</b>	<b>1,812</b>	<b>9,163</b>	<b>4,759</b>
<b>Total Maurice Huggins Budget Surplus/ (Deficit)</b>	<b>(1,203)</b>	<b>(9,375)</b>	<b>(747)</b>	<b>(8,628)</b>	<b>(3,359)</b>

**Key**

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

Spending is higher than anticipated and needs to be monitored closely

Budget is overspent - requires investigation and recommend virement

**To receive a report from the Finance Officer and consider any actions and associated expenditure.**

**Report to:** Policy and Finance

**Date of Report:** 5 January 2026

**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 below.

**Report Summary:**

**1. Debtors**

Below is a list of the current outstanding invoices at 27 February 2026.

All outstanding invoices have been issued within the last 8 days and reporting in the Less than 1 Month column. All are regular customers and there are no concerns regarding payment.

Contact	Invoice Date	Total	Less than 1 Month	1 Month	2 Months & Older	Notes
Pengelley Funeral Services	19/02/2026	<b>£1,477.00</b>	£1,477.00	£0.00	£0.00	Burial Services
Saltash Probus	24/02/2026	<b>£21.00</b>	£21.00	£0.00	£0.00	Refreshments for February meeting
We Are With You	26/02/2026	<b>£97.50</b>	£97.50	£0.00	£0.00	Maurice Huggins room booking March 2026
Westcountry Funeral Services	25/02/2026	<b>£1,033.00</b>	£1,033.00	£0.00	£0.00	Burial Services
<b>TOTAL</b>		<b>£2,628.50</b>	<b>£2,628.50</b>	<b>£0.00</b>	<b>£0.00</b>	

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

The table below summarises the CIL income received from Cornwall Council. The total amount received from 2021 to date is £21,731.22.

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
	<b>£21,731.22</b>	<b>£10,000.00</b>	<b>£11,731.22</b>			

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 due to matters outside of the Town Council's control (sea defence works). However, they have appropriately requested an update on the anticipated delivery timeline for the project, which has now been provided.

**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 a report on insurance claims and consider any actions and associated expenditure**

**Report to:** Policy & Finance Committee

**Date of Report:** 27 February 2026

**Officer Writing the Report:** Finance Officer

**Purpose of the report:**

To inform members of any insurance claims made against any of the Town Council insurance policies.

**Officers Recommendations**

Members are asked to note the information in the report summary below.

**Report Summary**

On 19 January 2026, damage occurred to the driver's side window of a Saltash Town Council vehicle BX15 HWJ (Citroen Tipper) while strimming works were being undertaken along the side road of Silver Street. After completing the task, it was noticed the window had been smashed. The incident was reported.

Because the broken window impaired driver visibility, the vehicle was taken out of service. The insurer was contacted and provided details of the approved glass repairer, who quoted £277.20 + VAT. As the vehicle could not be driven, the repairer attended the depot on the earliest available date, 27 January. The glass replacement was covered by the fleet policy, subject to a £75 excess.

The claim is now closed and an email received from James Hallam dated Friday 13 February 2026, stating the following:

*We have been advised by your insurers that this claim has now been settled for a total of £277.20 for glass damage to the above vehicle.*

## **Budgets**

**Budget Code:** 6524 SE Vehicle Maintenance and Repair Costs

**Budget Availability:** £4,486

**Committed Spend:** £75 (insurance excess only)

**Budget After Committed Spend:** £4,411

**Signature of Officer:**

Finance Officer

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

**Report to:** Policy & Finance Committee

**Date of Report:** 26 February 2026

**Officer Writing the Report:** Finance Officer

**Pursuant to:** P&F held on 13 January 2026, minute nr 289/25/26

**Purpose of the report:**

To inform members of the insurance policy renewal for fleet insurance.

**Officers Recommendations**

Members are asked to ratify the fleet insurance renewal for 2026/27 by the appointment of James Hallam Brokers working on behalf of the insurer ERS, to insure the Town Council vehicles at a cost of £2,578.88 including taxes and fees, allocating to budget code 6205 PF Insurance.

**Report Summary**

The Town Council Fleet Insurance renewal was not available at the last Policy and Finance Committee meeting due to quotes not being received in time, leaving the renewal to be reviewed and approved by the Town Clerk/RFO working with the Finance Officer, Chairman and Vice Chairman of Policy and Finance and Cllr Gilles.

Three competitive quotes were received for consideration, all showing an increase in premium compared to last year.

**Key Points to Note:**

- **Company A** and **Company B** are both brokers recommending the same insurance provider: MSIG Europe.
- **James Hallam** is a broker recommending the insurance provider ERS

Excess:

- **Company A:** £100
- **Company B:** £100
- **James Hallam:** £250

This table provides an overview of total annual premiums and excess levels.

Vehicle Reg No	Vehicle Description	Company A Premium	Company B Premium	James Hallam Premium	Last Year's Premium
RO20OTG	Kubota F3890 Lawn Mower	£165.62	£2,572.05	£256.00	<b>£248.00</b>
WA17PPX	Westwood V25 50HE Lawn Mower	£91.56		£134.00	<b>£130.00</b>
WK59DNE	Kubota RTV 900 Sprayer	£98.58		£134.00	<b>£130.00</b>
BX15HWJ	Citroen RELAY 35 L3 HDI	£672.47		£575.00	<b>£544.00</b>
EA14ZCZ	Ford TRANSIT CUSTOM 270 ECO-TECH	£657.81		£575.00	<b>£544.00</b>
WG23VDL	Ford E-TRANSIT 350 LEADER	£1,025.77		£575.00	<b>£544.00</b>
<b>Excess</b>		<b>£100.00</b>	<b>£100.00</b>	<b>£250.00</b>	<b>£250.00</b>
Premium		£2,711.79	£2,572.05	£2,249.00	<b>£2,140.00</b>
IPT @12%		£325.42	£308.65	£269.88	<b>£256.80</b>
Admin Fee		£50.00	£50.00	£60.00	<b>£50.00</b>
		<b>£3,087.21</b>	<b>£2,930.70</b>	<b>£2,578.88</b>	<b>£2,446.80</b>
	<b>£ Increase on Last Year's Premium</b>	<b>£640.41</b>	<b>£483.90</b>	<b>£132.08</b>	
	<b>% Increase on Last Year's Premium</b>	<b>26.2%</b>	<b>19.8%</b>	<b>5.4%</b>	

Each quotation was reviewed by the Town Clerk/RFO working with the Finance Officer, Chairman and Vice Chairman of Policy and Finance and Cllr Gilles. Following this review, the decision was made to approve James Hallam (Company C) as the preferred provider. This recommendation was based on the most cost-effective option for the fleet, with the lowest overall premium and minimal increase compared to last year. While the excess is higher, the significant savings make James Hallam the strongest recommendation for renewal.

The final approval was made outside of the committee to ensure the Town Council's insurance coverage did not lapse.

See **Appendix A** for insurance documents.

### **Budgets**

**Budget Codes:** 6205 PF Insurance

**Budget Availability:** £4,226

**Committed Spend:** None

**Budget After Committed Spend:** £4,226

**Signature of Officer:**

Finance Officer

## Certificate of Motor Insurance



Policy number 50068626

**1. Description of vehicle(s)**

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

**2. Name of policyholder**

Saltash Town Council

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

06 March 2026 00:01

**4. Date of expiry of insurance**

05 March 2027

**5. Persons or classes of persons entitled to drive**

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

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

**6. Limitations as to use**

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

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

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

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

Authorised Insurer

Scott Tillbrook  
Active Underwriter

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

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

# Certificate of Motor Insurance



**Policy number** 50068626

**1. Description of vehicle(s)**

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

**2. Name of policyholder**

Saltash Town Council

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

06 March 2026 00:01

**4. Date of expiry of insurance**

05 March 2027

**5. Persons or classes of persons entitled to drive**

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

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

**6. Limitations as to use**

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

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

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

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

Authorised Insurer

A handwritten signature in black ink, appearing to read 'Scott Tillbrook'.

Scott Tillbrook  
Active Underwriter

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

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



# Farmers Plan

## Renewal Invite



Policy number 50068626  
Broker agency number 12534 Scheme 954

### Broker Instructions

Please send your renewal instructions to agricultureuw@ers.com

### Policy details

Policyholder Saltash Town Council  
Address 12 Lower Fore Street, Saltash, PL12 6JX  
Commencement date and time 06 March 2026 00:01  
Expiry date 05 March 2027

### Premium

Premium (excluding IPT) £2,249.00  
IPT £269.88  
Total premium due £2,518.88

### Vehicle details

Make & model	Vehicle Type	Numbers	Registration / Chassis number	Year of manufacture	CC	GVW	Value	Cover	Class of use	Annual rate per vehicle (excl. IPT)
KUBOTA F3890 RIDE ON MOWER	Agricultural	1	RO200TG	202	0		£11,000	Comprehensive	Agricultural	£256.00
WESTWARD V25 50H RIDE-ON-MOWER	Agricultural	1	WA17PPX	2017	1		£4,500	Comprehensive	Agricultural	£134.00
KUBOTA RTV 900 + SPRAY TANK	Agricultural	1	WK59DNE	2009	1	1	£4,000	Comprehensive	Agricultural	£134.00
CITROEN RELAY 35 L3 HDI 150 C/CAB	LCV	1	BX15HWJ	2015	2198	3500	£4,500	Comprehensive	Carriage Of Own Goods	£575.00
FORD TRANSIT CUSTOM 270 L1 100	LCV	1	EA14ZCZ	2014	2198	2700	£3,300	Comprehensive	Carriage Of Own Goods	£575.00
FORD E-TRANSIT 350 LEADER L2H2 184	LCV	1	WG23 VDL	2023		3500	£29,000	Comprehensive	Carriage Of Own Goods	£575.00
GREENMECK CS100E CHIPPER TRAILER	Trailer	1	160523	2016			£4,000	Comprehensive	Agricultural	£0.00

### Permitted drivers

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

## Vehicle excess details

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

Registration / Chassis number	Total excess		Windscreen excess			
	Accidental damage	Fire & theft	Repair by ERS approved supplier	Replacement by ERS approved supplier	Use of non-approved ERS supplier	Agricultural vehicles*
RO200TG	£250	£250	£10	£75	£125	£50
WA17PPX	£250	£250	£10	£75	£125	£50
WK59DNE	£250	£250	£10	£75	£125	£50
BX15HWJ	£250	£250	£10	£75	£125	£50
EA14ZCZ	£250	£250	£10	£75	£125	£50
WG23VDL	£250	£250	£10	£75	£125	£50
160523	£100	£100	£10	£75	£125	£50

\*regardless of which company carries out the repair or replacement

## Additional excesses for young or inexperienced drivers

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

Drivers	Amount
Under 21	£300
Aged 21 to 24	£200
25 or over who has a provisional driving licence or has not held, for 12 months or more, a full driving licence issued by the UK or any country which is a member of the European Union	£200

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

## Important notes

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

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

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

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

# APPENDIX A

## Farmers Plan Schedule of Endorsements



Policy number 50068626  
Effective date and time 06 March 2026 00:01

### ENDORSEMENTS APPLICABLE

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

### ENDORSEMENTS APPLICABLE TO SPECIFIC VEHICLES

Vehicle type	Registration / Chassis number	Endorsement number	Description	Value	Specified driver(s)
Agricultural, Agricultural, LCV, LCV, Agricultural, LCV	WA17PPX, WK59DNE, EA14ZCZ, BX15HWJ, RO200TG, WG23 VDL	001	Damage, fire and theft excess	250.0	
Trailer	160523	001	Damage, fire and theft excess	100.0	
LCV, LCV, LCV	EA14ZCZ, BX15HWJ, WG23 VDL	012	Driving exclusion	25	
Agricultural, Agricultural, LCV, LCV, Agricultural, Trailer, LCV	WA17PPX, WK59DNE, EA14ZCZ, BX15HWJ, RO200TG, 160523, WG23 VDL	525	Trailer limit amended	15000	
Agricultural, Agricultural, LCV, LCV, Agricultural, Trailer, LCV	WA17PPX, WK59DNE, EA14ZCZ, BX15HWJ, RO200TG, 160523, WG23 VDL	530	Legal expenses insurance		
Agricultural, Agricultural, LCV, LCV, Agricultural, Trailer, LCV	WA17PPX, WK59DNE, EA14ZCZ, BX15HWJ, RO200TG, 160523, WG23 VDL	D77	Trailer cover attached or detached		

### ENDORSEMENT APPENDIX

#### 001 - Damage, fire and theft excess

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

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

#### 012 - Driving exclusion

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

#### 525 - Trailer limit amended

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

#### 530 - Legal expenses insurance

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

## To receive a report on Assertion 10 Compliance and consider any actions and associated expenditure.

### Report to:

Policy and Finance

### Date of Report:

3 March 2026

### Officer Writing the Report:

Office manager / Assistant to the Town Clerk

### Purpose of the report:

To ensure Members are aware of the Town Councils duty to comply with the 2025 Practitioners Guide for Assertion 10, Digital and Data Compliance.

### Officer's Recommendations:

Members are advised to confirm that Saltash Town Council is meeting the requirements of Assertion 10 by ensuring that, and approving appendices attached:

- The Council's website meets the Web Content Accessibility Guidelines (WCAG) 2.2 AA standard. **Appendix A.**
- The Council's website publishes all information required under the Freedom of Information Act 2000 and the Local Government Transparency Code 2015.
- A council-owned domain is used for all email communications.
- The Council complies with the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018. **Appendix B.**
- An IT Policy is in place that governs the secure and lawful use of digital systems and data subject to approval at the meeting. **Appendix C.**

Members are also asked to note that, while Saltash Town Council is not yet able to meet all accessibility requirements for its website, compliance will be achieved from 2026. In the meantime, where an accessible version of a document is required, members of the public are asked to contact the Council office so that an accessible format can be provided subject to approval at the meeting. **Appendix D.**

## **Report Summary:**

The 2025 Practitioners' Guide issued by the Smaller Authorities Proper Practices Panel (SAPPP), formerly JPAG, introduces a new requirement — Assertion 10: Digital and Data Compliance, which must be completed as part of the 2025/26 AGAR. This represents a significant strengthening of expectations relating to digital governance, data protection, website accessibility, and online publishing obligations.

Assertion 10 consolidates and expands responsibilities previously included under other assertions. From the year ending 31 March 2026, councils must demonstrate compliance with several mandatory requirements.

## **Key Mandatory Requirements for Compliance:**

### **1. Council-owned domain email**

The guidance states that Councils must operate generic email accounts hosted on a council-owned domain. Free services such as Gmail or Outlook can no longer be used. This ensures data security, ownership, and authenticity of communications.

Saltash Town Council does not use free or generic email accounts therefore fully complies with the standards. All councillors, officers and shared inboxes operate under.gov.uk email addresses.

### **2. Website legal & accessibility requirements**

The guidance states that all Council websites must meet the Web Content Accessibility Guidelines (WCAG) 2.2 AA standard. The Accessibility Statement must be updated to reflect compliance.

Saltash Town Council has received the outcome of an external website accessibility audit. The audit recommendations will be implemented as soon as practicable, with an amended Accessibility Statement reflecting the outcome of the audit attached as **Appendix D**.

It is acknowledged that some Saltash Town Council digital documents may not yet fully meet accessibility standards. Until full compliance is achieved, Saltash Town Council will provide accessible versions of any documents upon request.

The Town Council publishes all required documentation, including financial information, agendas, minutes, and policy documents.

### **3. Data protection and GDPR compliance**

The guidance states that Councils must explicitly confirm compliance with:

- UK GDPR (2016)
- Data Protection Act 2018

The 2025 Practitioners' Guide strengthens expectations around data governance, including secure email management, accessible digital content, and robust data protection practices. Councils must understand the personal data they hold, apply appropriate security measures, and provide suitable training for staff and councillors.

In September 2025, Saltash Town Council appointed a Data Protection Officer (DPO) to undertake a comprehensive audit of all personal data held. **Appendix B**

### **4. Mandatory IT policy**

The guidance states that all Councils (except parish meetings) must adopt an IT Policy that sets out expectations for the secure and lawful use of IT systems, including personal and council-owned devices.

Saltash Town Council has an existing IT Policy, which has been reviewed to ensure full compliance with Assertion 10 and alignment with NALC and CALC guidance.

**Appendix C.**

### **5. Recommended website domain naming**

The guidance states, although not legally required, Councils are encouraged to use a.gov.uk website domain to ensure a secure, professional, and authoritative online presence.

Saltash Town Council operates its official services through a.gov.uk domain, [www.saltash.gov.uk](http://www.saltash.gov.uk)

## **6. Risk of non-compliance**

The guidance states, if a Council cannot meet all requirements, it must answer “No” to Assertion 10. Internal and external auditors may then highlight this as:

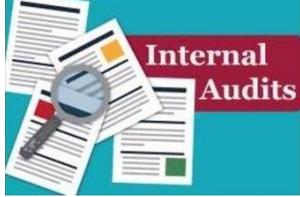
- an “Other Matter” in the audit report, or
- an “Except For” qualification if a council incorrectly declares compliance.

This increases public scrutiny and may require corrective action.

Saltash Town Council has prioritised preparation to ensure full compliance by 31 March 2026.

### **Signature of Officer:**

Office Manager / Assistant to the Town Clerk



## APPENDIX B

# SALTASH TOWN COUNCIL

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GDPR INSPECTION REPORT SEPTEMBER 2025

Paul Russell

PATAS | 2 SCHOOL VILLAS, CROSSLANDS, TONEDALE, WELLINGTON SOMERSET TA21 0AF

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## **1. INTRODUCTION**

- 1.1 The Data Protection Act 2018 required organisation that collected personal data, including local authorities, to implement a range of requirements to carry out their services.
- 1.2 The Act has recently been updated through both the UK GDPR Regulations and The Data (Use and Access) Act 2025 (DUAA) which was passed into law on 19<sup>th</sup> June 2025.
- 1.3 The Key changes being made under the DUAA that affect local authorities are as follows:
  - Data Subject Access Requests: Searches only need to be reasonable and proportionate, and response deadlines altered. If information is withheld exemption must be explained.
  - New Right to Complain: Complainants can complain directly to the organization about how their data is being used. 30 calendar days allowed to respond. New privacy policy and complaints procedure required.
  - Introduction of certain “Recognised Legitimate Interests”: No longer necessary to balance rights and freedoms of individuals. Focused mainly on safeguarding of vulnerable individuals.
  - Disclosures to other organisations: Organisations requesting information relating to Public Task (e.g. The Police) now responsible for providing the reason rather than the information provider.
  - Special Category Data: Additional categories may be added by Secretary of State but existing ones remain unchanged.
  - Reusing personal information: Information can be reused by second data controller in certain circumstances (archiving for the public interest and safeguarding). Focuses on data shared between organisations.
  - ICO to be replaced by IC. Different structure and new investigative powers
  - Changes will come into force within the next 12 months.
- 1.4 The DUAA amends, but does not replace, the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 (DPA) and the Privacy and Electronic Communications Regulations (PECR).
- 1.5 The audit is in 4 parts and each of the four parts have been reviewed as part of this audit:
  - Identification of what personal data is held
  - Collection of personal data
  - Records management
  - Information sharing

## **2. IDENTIFICATION OF PERSONAL DATA HELD**

- 2.1 In order to carry out its functions and deliver its services Saltash Town Council does collect personal data.
- 2.2 The following areas collect personal data within the Town Council:

- Finance & Administration;
- Councillor information;
- HR, Payroll, Personnel;
- Cemetery Services;
- Allotment Services;
- Civic Functions;
- Facility Hirers;
- Venues and facilities for hire;
- Newsletter;
- Website and Social Media;
- Complaints/enquiries;
- Markets.

2.3 All data storage for Saltash Town Council is located at The Guildhall, Lower Fore Street, Saltash, PL12 6JX. Some additional data is also held at the Council's depot at Longstone Garage and Store, Glebe Avenue, PL12 6DN.

2.4 The Town Council keeps both electronic and paper based records but is working towards a paperless environment. Electronic data is managed by the Council's IT company and there are the appropriate security measures in place. **It is recommended that confirmation of the Council's IT provision is confirmed with the IT company including how often data is backed up during each day and whether monthly backups are taken and kept offsite in a secure location.**

Privacy notices are currently not included on relevant documentation such as booking forms, grant application forms etc. A basic short privacy notice has been provided and this should be included on all forms.

There is a Council Privacy Notice on the website which is available for download and provides information on how data is used by the Council.

A Data Protection Policy and a Data Retention Policy has been adopted and was updated in 2024. Due to the passing into law of the Data (Use & Access) Act 2025 this will need to be reviewed again within the next 12 months.

The Data Retention Policy includes the deletion, erasure and updating/correcting of information.

The Data Breach Policy and Subject Access Request Policy are in place. The SAR Policy can be downloaded but the Data Breach Policy is not available. This needs to be addressed.

All staff are aware of GDPR and it has now become part of the Council culture to consider Data Protection as part of carrying out daily tasks. Regular reminders are sent out and training is provided.

2.5 Biometric data includes technology that identifies employees based on physical characteristics, such as fingerprints, iris colour, or voice recognition.

The most common use of biometric data at present is fingerprints (smartphone access) and voice recognition. The Town Council does not actively collect any biometric information but mobile devices do record this information. In the event of a change of personnel the information is deleted and the mobile device is set back to standard factory settings.

- 2.6 Personal information is updated when up to date personal data is received. The Town Council is aware that personal data needs to be updated regularly and is constantly reviewing its procedures to ensure that data retained is as accurate as possible. Each department deals with the updating of personal information based on the way it delivers the service and departmental processes are reviewed.

A process to update Cemetery records regularly to ensure contacts are correct needs to be developed.

Allotment records are updated annually.

Civic lists are updated annually and consent sought where required.

Pontoon information is updated on an ad-hoc basis.

Event information is updated as required.

Booking of venues contact information is retained according to the Retention Policy and updated on an ad-hoc basis.

Email lists are managed by the Officer in charge. The Council does not hold many mailing lists except for Civic functions and some events. These are updated as required.

The majority of data collection is undertaken electronically and there are processes in place to update and delete information in line with GDPR requirements.

### 3. COLLECTION OF PERSONAL DATA

3.1 The Town Council collects personal data as identified below

<b>Class of Record</b>	<b>Purpose</b>
Personnel Records	<ul style="list-style-type: none"> <li>• To keep a record of all staff employed by the Town Council;</li> <li>• Contract requirement;</li> <li>• Health &amp; Safety;</li> <li>• Insurance;</li> <li>• Legal requirement.</li> </ul>
Councillor personal information	<ul style="list-style-type: none"> <li>• To deliver democratic representation to the local community;</li> <li>• To provide open and transparent governance;</li> <li>• Health &amp; Safety;</li> <li>• Insurance</li> </ul>
Contractor information	<ul style="list-style-type: none"> <li>• To keep a record of all contractors providing services for and on behalf of the Town Council;</li> <li>• To pay outstanding accounts;</li> <li>• Contract requirement;</li> <li>• Health &amp; Safety;</li> <li>• Insurance;</li> <li>• Legal requirement.</li> </ul>
Residents	<ul style="list-style-type: none"> <li>• Service delivery;</li> <li>• Improving, developing and addressing service issues;</li> <li>• Electoral role;</li> <li>• Improving the Town Council.</li> </ul>
Businesses	<ul style="list-style-type: none"> <li>• Service delivery;</li> <li>• Improving and investing in the Town</li> </ul>
Hirers	<ul style="list-style-type: none"> <li>• Service delivery;</li> <li>• Contract requirement</li> <li>• Health &amp; Safety;</li> <li>• Insurance;</li> <li>• Legal requirement.</li> </ul>
Complaints	<ul style="list-style-type: none"> <li>• Service delivery;</li> <li>• Improving, developing and addressing service issues;</li> <li>• Improving the Town Council.</li> </ul>
Volunteers	<ul style="list-style-type: none"> <li>• To keep a record of all volunteers providing voluntary services to enable a range of services to be delivered;</li> </ul>

	<ul style="list-style-type: none"> <li>• Contract requirement;</li> <li>• Health &amp; Safety;</li> <li>• Insurance;</li> <li>• Legal requirement.</li> </ul>
Cemetery	<ul style="list-style-type: none"> <li>• Legal requirement to maintain burial records;</li> <li>• Contract requirement with regard to leasing plots;</li> <li>• Service delivery;</li> <li>• Health &amp; Safety;</li> <li>• Insurance.</li> </ul>
Allotments	<ul style="list-style-type: none"> <li>• Legal requirement to maintain allotment register;</li> <li>• Contract requirement with regard to leasing plots;</li> <li>• Service delivery;</li> <li>• Health &amp; Safety;</li> <li>• Insurance.</li> </ul>
Events	<ul style="list-style-type: none"> <li>• Risk Assessment;</li> <li>• Health &amp; Safety;</li> <li>• Insurance;</li> <li>• Legal requirement.</li> </ul>

3.2 The Town Council includes one or more of the lawful basis for collecting information in its privacy notices. These are outlined below:

- (a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose.
- (b) Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.
- (c) Legal obligation: the processing is necessary for you to comply with the law (not including contractual obligations).
- (d) Vital interests: the processing is necessary to protect someone's life.
- (e) Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.
- (f) Legitimate interests: the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.)

Note that the Data (Use & Access) Act 2025 may have an effect on the above lawful basis reasons

3.3 The legal basis for collecting the personal information has not altered and is as follows:

<b>Class of Record</b>	<b>Legal Basis</b>
Personnel Records	<ul style="list-style-type: none"> <li>• Contractual necessity;</li> <li>• Compliance with legal obligation;</li> <li>• Vital Interests.</li> </ul>
Councillor personal information	<ul style="list-style-type: none"> <li>• Explicit Consent;</li> <li>• Public Interest;</li> <li>• Contractual necessity;</li> <li>• Compliance with legal obligation.</li> </ul>
Contractor information	<ul style="list-style-type: none"> <li>• Contractual necessity;</li> <li>• Compliance with legal obligation.</li> </ul>
Residents	<ul style="list-style-type: none"> <li>• Public Interest;</li> <li>• Compliance with legal obligation;</li> <li>• Explicit Consent.</li> </ul>
Businesses	<ul style="list-style-type: none"> <li>• Contractual necessity;</li> <li>• Compliance with legal obligation;</li> </ul>
Hirers	<ul style="list-style-type: none"> <li>• Contractual necessity;</li> <li>• Compliance with legal obligation;</li> <li>• Explicit Consent.</li> </ul>
Complaints	<ul style="list-style-type: none"> <li>• Public Interest;</li> <li>• Compliance with legal obligation;</li> <li>• Explicit Consent.</li> </ul>
Cemetery	<ul style="list-style-type: none"> <li>• Contractual necessity;</li> <li>• Compliance with legal obligation.</li> </ul>
Allotments	<ul style="list-style-type: none"> <li>• Contractual necessity;</li> <li>• Compliance with legal obligation;</li> <li>• Explicit consent.</li> </ul>
Events	<ul style="list-style-type: none"> <li>• Contractual necessity;</li> <li>• Compliance with legal obligation;</li> <li>• Explicit Consent.</li> </ul>

All Privacy Notices contain the legal basis outlining the reason why the Town Council is collecting the information.

Privacy notices are in place for data collection requirements but they do need to be updated in some areas.

An email response privacy notice is included on all emails outlining the Town Council's commitment to Data Protection.

The website includes data protection information, the rights of the individual to access their information and contact information of the ICO.

3.4 Consent, where required, is normally sought and obtained verbally. Consent is recorded where necessary. General enquiries are managed under the Data Protection Act 2018 requirements.

#### **4. RECORD MANAGEMENT**

4.1 Records are stored at the Town Council Offices. A range and variety of records are stored, some of which contain sensitive personal information. Council has a Cloud based IT infrastructure in place.

4.2 Storage of electronic files are held on the Cloud and back-up is carried out offsite. This is managed by the Council's IT consultant. Ensure that all files are securely protected and backed up on a daily basis by the IT company to help reduce any data lost through possible ransom attacks and other virus attacks.

4.3 Access to records are based on the sensitivity of the records being stored. The Council has two restricted drives and a shared drive. It is good practice to protect some sensitive files with passwords to help protect very sensitive information.

4.4 The following electronic access controls are in place:

- Password protected computer access;
- Restricted physical access to the Council Offices;
- Payroll is on a restricted drive which has password protection in place;
- All computers and software access are password protected;
- Sensitive files and folders have restricted access.

All computers have antivirus protection;  
The IT infrastructure is being transferred to a new Cloud based system provided by a Sector acknowledged service provider;  
Ensure that there continues to be restricted access drives for sensitive information and services

4.5 The following manual access controls are in place:

- The main Council Offices are locked and alarmed when not in use;
- Restricted access to the Offices and storage areas;
- The building has an alarm fitted;
- All offices can be locked when not in use.

4.6 The following manual storage systems are in place:

- Secured filing cabinets;
- Secured filing cabinets;
- Secured desk drawers;
- Secured cupboards.

4.7 Data retention processes are now being implemented.

- The Data Retention policy has been adopted but needs to be reviewed;
- Records no longer required are disposal of and electronic records are erased as required;
- Personal information is updated on a regular basis depending on the service being delivered;
- Service Level Agreements are GDPR compliant;
- All computers are running on Windows 11. Note that support for Windows 10 comes to an end in October 2025.

4.8 Town Council emails are stored on the Cloud in the UK. All staff and Councillor emails are xxx@saltash.gov.uk.

4.9 Assertion 10 of the Practitioners Guide requires Councils to have their own domain name for emails as well as some other requirements.

4.9 The Council uses the Outlook email client for its emails. Each staff member manages their emails differently but they all delete emails that are no longer required and only store emails that are essential for the delivery of Council services.

## **5. INFORMATION SHARING**

5.1 The Town Council shares some of its information with various contractors and agencies to enable it to deliver its services and operate efficiently. The sharing of data is outlined in its Data Protection policy and the relevant privacy notices.

5.2 There are data sharing agreements in place for the sharing of personal data with Council agents, suppliers and contractors as well as other data controllers, such as local authorities, community groups, charities and credit reference agencies.

## **6. CONCLUSION**

6.1 The Town Council proactively reviews its responsibilities under the Data Protection Act 2018 and undertakes regular Data Audit Reviews.

6.2 It also contracts an external DPO and Data Protection Advisor to help it meet all its data protection obligations.

6.2 An Action Plan has been provided. The Town Council continues to keep Data Protection under review and has put in place systems to assess compliance in the future, such as a Data Protection Officer, recommended as best practice, and Data Privacy Impact Assessments (DPIA) for new projects.

6.4 The following actions need to be considered:

- The website needs to be updated with the relevant Data Protection Policies;
- All Councillors need to have completed their consent form regarding personal information being publicised;
- A new IT policy under Assertion 10 of the Practitioners Guide needs to be drafted and adopted;
- The Data Protection Policy will need to be reviewed and updated within the next 12 months to ensure it meets the requirements of the DPA 2018 and the DUAA 2025;
- The Data Audit review will need to be considered by the relevant Committee;
- Continue to include privacy notices on all relevant documentation. Ensure that the website privacy notice is reviewed and updated;
- Note that any new service delivery will require a Data Protection Impact Assessment to be carried out.

## APPENDIX B

### DATA PROTECTION AUDIT FORM

Name of Council:	Saltash Town Council
Clerk to the Council:	Sinead Burrows
Date of Audit:	10 <sup>th</sup> September 2025

#### Data Protection Principles:

- Processed fairly, lawfully and in a transparent manner;
- Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with the original purpose;
- Adequate, relevant and limited to what is necessary in relation to the purposes;
- Accurate and kept up to date;
- Kept in a form that permits identification no longer than is necessary;
- Processed in a way that ensures appropriate security of the personal data.

SECTION ONE: OVERVIEW			
DOCUMENT OR PROCEDURE	AUDIT COMMENTS	COMMENT	Town Council Comments
Data collected	<ul style="list-style-type: none"> <li>• Council does collect personal data to carry out its legitimate business.</li> </ul>	Privacy notices need to be updated as required. Privacy impact assessments are in place for all new services.	Privacy Notice is being updated as required.
Data Protection Officer	<ul style="list-style-type: none"> <li>• The Office Manager oversees everyday Data Protection at the Council and sends out regular reminders to all staff to be aware of data protection. An independent DPO has also been appointed to provide support, undertake audits</li> </ul>	DPO has been appointed in line with best practice. Continue to remind staff of data protection obligations	Annual data protection refresher training completed; annual training to be undertaken and annual audits scheduled.

ICO Registration Page 6	<ul style="list-style-type: none"> <li>In place and renewed annually.</li> </ul>	Ensure renewal is on a direct debit for automatic renewal and some cost saving.	Renewal is set up automatically in June.
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SECTION ONE: POLICIES AND PROCEDURES			Town Council Comments
DOCUMENT OR PROCEDURE	ACTION	COMMENT	
Data Protection Policy Policy on the website	<ul style="list-style-type: none"> <li>Policy is on place;</li> <li>Policy reviewed regularly;</li> <li>Uploaded onto website</li> </ul>	Policy available on website. Updated in 2024. May require further update once the Data (Use and Access) Act 2025 is fully implemented.	Data Protection and Retention Policy under review following data protection reforms that took effect on 5 February 2026
Privacy notices in place Privacy notices being used Evidence of privacy notices reviewed	<ul style="list-style-type: none"> <li>Privacy notices in place;</li> <li>Privacy notices being implemented via website but they need to be included on all hard copy forms;</li> <li>A review of the privacy notices in place has been undertaken.</li> </ul>	Most of the Council's documents have a reference to the way data is used and stored. Recommend that the privacy notices be updated and included on all documents that require personal information to be provided.	All privacy notices are reviewed and updated annually to ensure they remain accurate, compliant, and easy to understand.
Staff training available Staff training records in place Councillor training	<ul style="list-style-type: none"> <li>Training for staff is available;</li> <li>Councillor training is available.</li> </ul>	Recommend that annual training updates and refresher sessions are provided for both staff and Councillors. Ensure that data protection training is provided to every new Councillor following elections.	This is already carried out. Annual data protection training and refresher sessions are provided for staff and Councillors, and all newly elected Councillors receive training as part of their induction.

<b>SECTION ONE: POLICIES AND PROCEDURES</b>			<b>Town Council Comments</b>
<b>DOCUMENT OR PROCEDURE</b>	<b>ACTION</b>	<b>COMMENT</b>	
Procedure to handle Subject Access Requests Plan to handle requests Rights of Access Procedure	<ul style="list-style-type: none"> <li>In place</li> <li>SAR form in place.</li> </ul>	Recommend that the SAR procedure continues to be reviewed regularly.	SAR forms reviewed regularly
Procedure to undertake a Data Privacy Impact Assessment when new services are taken on.	<ul style="list-style-type: none"> <li>Currently DPIAs are being undertaken for two new services.</li> </ul>	Recommend that the DPIA assessments continue to be reviewed regularly.	DPIA's reviewed regularly
Protection of children's personal data policy and/or Safeguarding Statement	<ul style="list-style-type: none"> <li>No specific services are provided for children under 16 years of age.</li> <li>Safeguarding Policy is in place and information to key support contacts provided.</li> </ul>	Continue to keep this area under review.	Ongoing / Actioned
Does your organisation contact any EU member states (twinning associations etc)	<ul style="list-style-type: none"> <li>The town is twinned but the Council does not appear to have any involvement in the Association.</li> </ul>		Auditor will be informed of increased involvement planned for 2026

<b>SECTION TWO: DEMOCRATIC AND ADMINISTRATION</b>				<b>Town Council Comments</b>
<b>DOCUMENT OR PROCEDURE</b>	<b>PAPER/ELECTRONIC</b>	<b>AUDIT COMMENTS</b>	<b>COMMENT</b>	
<b>Democracy</b>				
Official Councillor Emails	Electronic	<ul style="list-style-type: none"> <li>All Councillors are provided with an official Town Council email;</li> <li>Councillor emails are publicised on the website;</li> <li>Councillors mainly contacted by Town Council Officers, local parishioners and local organisations.</li> </ul>	Ensure that all staff and Councillors are using their official email addresses for Council related business.	Ongoing / Actioned

SECTION TWO: DEMOCRATIC AND ADMINISTRATION				Town Council Comments
DOCUMENT OR PROCEDURE	PAPER/ELECTRONIC	AUDIT COMMENTS	COMMENT	
<b>Democracy</b>				
Councillor Privacy Notice Consent	Paper and electronic	<ul style="list-style-type: none"> <li>Consent notice is in place at present. Councillor details obtained are as follows: <ul style="list-style-type: none"> <li>Name (essential)</li> <li>Address (optional)</li> <li>Telephone number (optional)</li> <li>Email address (official)</li> <li>Photo (optional)</li> <li>Personal statement</li> <li>Any specific requirements</li> </ul> </li> </ul>	Ensure that all Councillors complete a Councillor privacy consent notice to allow personal details and photographs to be published.	Ongoing / Actioned
Storage method of Councillor Information	Paper and electronic	<ul style="list-style-type: none"> <li>Electronic storage of personal details of Councillors in specific electronic folder;</li> <li>Email storage is on the main server.</li> </ul>	Ensure that all Councillor personal information is properly deleted in line with retention policy once they have stepped down from their position.	Ongoing / Actioned
Retention of Councillor Information	Paper and electronic	<ul style="list-style-type: none"> <li>Retention Policy reference to allowance register and has an appendix B outlining deletion of certain Councillor related information.</li> <li>Process to delete information is in place</li> </ul>	Retain as outlined in retention policy and then delete as required.	Ongoing / Actioned
<b>General</b>				
Public consultations	Paper and electronic	<ul style="list-style-type: none"> <li>Publicised on website, social media, noticeboards. No personal data collected</li> </ul>	Consider review of Data Retention Policy to ensure that consultations	Review of data retention policy is being actioned to

SECTION TWO: DEMOCRATIC AND ADMINISTRATION				Town Council Comments
DOCUMENT OR PROCEDURE	PAPER/ELECTRONIC	AUDIT COMMENTS	COMMENT	
<b>Democracy</b>				
Page 63		<ul style="list-style-type: none"> <li>except in exceptional circumstances;</li> <li>No specific mention in retention policy;</li> <li>This time limit should be included in the document retention policy</li> <li>Process to delete information in place.</li> </ul>	and other areas that may need to be included are addressed.	include auditors comments
Complaints	Paper and electronic	<ul style="list-style-type: none"> <li>Mainly received at enquiries@ email and forwarded on to relevant officer. Email then deleted;</li> <li>As per retention policy. Helda song as required then deleted.</li> <li>Time limit is included in the document retention policy</li> <li>Process to delete information in place.</li> </ul>	Council also has a GDPR@ and FOI@ email address in place. Ensure that a specific complaints item is included in the data retention policy.	Review of data retention policy is being actioned to include auditors comments
Newsletter		<ul style="list-style-type: none"> <li>Not currently published</li> <li>Electronic news stories published on website with updates</li> <li>Town Mayor provides a regular update</li> </ul>	Keep under review. Publications are covered in the data retention policy.	Ongoing / Actioned
Grant forms	Paper and electronic	<ul style="list-style-type: none"> <li>Community Chest</li> <li>Festival Fund</li> <li>Grant policy in place</li> </ul>	Recommend that a short Privacy Notice is included on the grant forms.	Ongoing / Actioned

SECTION TWO: DEMOCRATIC AND ADMINISTRATION				Town Council Comments
DOCUMENT OR PROCEDURE	PAPER/ELECTRONIC	AUDIT COMMENTS	COMMENT	
<b>Democracy</b>				
<b>Corporate including Financials</b>				
Accounts	Paper and electronic	<ul style="list-style-type: none"> <li>Zahara and Zero IT packages are in place;</li> <li>Records are mainly electronic with aim to be a paper free, clear desk department;</li> <li>6 years from the end of the relevant financial year. Reason: Required by legislation;</li> <li>Process to delete information in place;</li> <li>Storage in the Cloud mainly with any hard copies stored in locked cabinets and secure room.</li> </ul>	IT packages are backed up in the Cloud. Clear desk policy in operation. Robust processes are in place.	Ongoing / Actioned
Existing contractor compliance verification	Paper and electronic	<ul style="list-style-type: none"> <li>Contractors need to be compliant with the Data Protection Act 2018.</li> </ul>	Ensure contractors are checked for compliance.	Ongoing / Actioned
Invoicing	Paper and electronic	<ul style="list-style-type: none"> <li>Some invoices include personal information from suppliers due to the size and nature of their business;</li> <li>Records and invoices are scanned on stored in electronic form;</li> <li>Secure storage of paper copies in place where required;</li> </ul>	Ensure adequate protection and backup is in place for all electronic information.	Ongoing / Actioned

SECTION TWO: DEMOCRATIC AND ADMINISTRATION				Town Council Comments
DOCUMENT OR PROCEDURE	PAPER/ELECTRONIC	AUDIT COMMENTS	COMMENT	
<b>Democracy</b>				
		<ul style="list-style-type: none"> <li>Electronic records are protected.</li> </ul>		
Payment to suppliers	Paper and electronic	<ul style="list-style-type: none"> <li>Invoices are received in both paper and electronic format. Invoices include bank details etc;</li> <li>The majority of payments are made by BACS and direct debit;</li> <li>Credit cards are in place for electronic purchases etc;</li> <li>Secure process in place for payments by credit card;</li> <li>Cards are kept in secure place.</li> </ul>	<p>Robust processes are in place. Continue to monitor that processes are being observed and implemented.</p> <p>Financial Regulations are in place and are followed.</p>	Ongoing / Actioned.
Payroll	Paper and electronic	<ul style="list-style-type: none"> <li>All payroll information is kept in both paper and electronic format;</li> <li>Brightpay software used for processing payroll;</li> <li>HR system in place for rotas and holidays;</li> <li>Electronic format backed up by the IT company;</li> </ul>	<p>Robust processes are in place. Continue to monitor that processes are being observed and implemented.</p> <p>Understood that every application pack for council vacancies includes a Data Protection Privacy Notice.</p>	Ongoing / Actioned.
Personnel Records	Paper and electronic	<ul style="list-style-type: none"> <li>Retained in both a secured filing cabinet and electronically;</li> <li>Office is locked at end of use.</li> </ul>	<p>Robust processes are in place. Continue to monitor that processes are being observed and implemented.</p>	Ongoing / Actioned.

SECTION TWO: DEMOCRATIC AND ADMINISTRATION				Town Council Comments
DOCUMENT OR PROCEDURE	PAPER/ELECTRONIC	AUDIT COMMENTS	COMMENT	
<b>Democracy</b>				
Recruitment	Paper and electronic	<ul style="list-style-type: none"> <li>• Successful applicants information will be retained during their employment;</li> <li>• Unsuccessful applicant information deleted after six months.</li> </ul>	Robust processes are in place. Continue to monitor that processes are being observed and implemented.	Ongoing / Actioned.
<b>Services</b>				
Facilities	Paper and electronic	<ul style="list-style-type: none"> <li>• Personal information collected from all hirers;</li> <li>• Mainly electronic forms submitted;</li> <li>• Word documents are available online via the website.</li> </ul>	Recommend that a short privacy notice is included on the hirer forms.	Ongoing / Actioned
Bookings	Paper and electronic	<ul style="list-style-type: none"> <li>• Bookings package used</li> <li>• All bookings uploaded onto package and includes personal contact information.</li> </ul>	Recommend that the short privacy notice included on hire forms is updated.	Ongoing / Actioned.
Allotments	Paper and electronic	<ul style="list-style-type: none"> <li>• Personal information obtained to record allotment plot holder information and to send invoice</li> <li>• Allotment records are kept for a minimum of six years;</li> <li>• No privacy notice is in place.</li> </ul>	Recommend that a short privacy notice is included on the allotment agreement.	Ongoing / Actioned
Cemetery	Paper and electronic	<ul style="list-style-type: none"> <li>• Council manages one operational cemetery and maintains additional cemeteries.</li> </ul>	Recommend that a short privacy notice is included on all cemetery and memorial forms.	Ongoing / Actioned

SECTION TWO: DEMOCRATIC AND ADMINISTRATION				Town Council Comments
DOCUMENT OR PROCEDURE	PAPER/ELECTRONIC	AUDIT COMMENTS	COMMENT	
<b>Democracy</b>				
Page 67		<ul style="list-style-type: none"> <li>Personal information collected;</li> <li>Details of grave owners needs to be proactively updated on a regular basis;</li> <li>Personal details relating to Memorial information needs to be updated regularly.</li> </ul>	<p>Recommend that personal information relating to grave owners and memorial owners is updated every three to five years via letter or email.</p> <p>Recommend that email addresses of all memorial owners are collected.</p>	
Twinning	None	<ul style="list-style-type: none"> <li>No involvement by the Council</li> </ul>	N/A	To inform auditor of Town Council and Twinning 2026
Parks and Open Spaces		<ul style="list-style-type: none"> <li>No personal or sensitive information is obtained to manage this service.</li> </ul>	Continue to monitor that processes are being observed and implemented.	Ongoing / Actioned
<b>Disposal</b>				
Disposal of IT assets	Electronic	<ul style="list-style-type: none"> <li>External contractor is in place;</li> <li>Old hard drives extracted from old computers need to be securely disposed of.</li> </ul>	Recommend that written confirmation is requested from external contractors that all end of life storage devices have been erased/destroyed.	Ongoing / Actioned
Disposal of sensitive hard copy information	Paper	<ul style="list-style-type: none"> <li>External contractor in place;</li> <li>Sensitive information and documentation is shredded when disposed of.</li> </ul>	Continue to monitor that processes are being observed and implemented.	Ongoing / Actioned

<b>SECTION TWO: DEMOCRATIC AND ADMINISTRATION</b>				<b>Town Council Comments</b>
<b>DOCUMENT OR PROCEDURE</b>	<b>PAPER/ELECTRONIC</b>	<b>AUDIT COMMENTS</b>	<b>COMMENT</b>	
<b>Democracy</b>				
Photocopier/scanner	Electronic	<ul style="list-style-type: none"> <li>Hard drive in old photocopiers should be fully deleted or destroyed.</li> </ul>	Ensure copiers that are replaced have their hard drives wiped.	Ongoing / Actioned

<b>SECTION THREE: DATA SECURITY PROCEDURES</b>				<b>Town Council Comments</b>
<b>DOCUMENT OR PROCEDURE</b>	<b>PAPER/ELECTRONIC</b>	<b>AUDIT COMMENTS</b>	<b>COMMENT</b>	
<b>IT Processes</b>				
Levels of password protection	Electronic	<ul style="list-style-type: none"> <li>Computers require password to access.</li> <li>Passwords are only known by the user;</li> <li>New passwords are generated by IT company if forgotten and changed by user;</li> <li>No paper records are kept of passwords;</li> <li>All computers are password protected.</li> </ul>	Robust processes are in place. Continue to monitor that processes are being observed and implemented.	Ongoing / Actioned
Data back-up procedures	Electronic	<ul style="list-style-type: none"> <li>Office 365 is backed up by IT company;</li> <li>Specific software applications are backed up by the relevant provider.</li> </ul>	<p>Robust processes are in place. Continue to monitor that processes are being observed and implemented.</p> <p>Recommend that no data is stored on personal devices.</p>	Ongoing / Actioned

SECTION THREE: DATA SECURITY PROCEDURES				Town Council Comments
DOCUMENT OR PROCEDURE	PAPER/ELECTRONIC	AUDIT COMMENTS	COMMENT	
<b>IT Processes</b>				
Sensitive Information Access	Electronic	<ul style="list-style-type: none"> <li>There is a secure folder with restricted access for only the Clerk and her assistant;</li> <li>Finance/payroll securely stored.</li> </ul>	Robust processes are in place. Continue to monitor that processes are being observed and implemented.	Ongoing / Actioned
Operating system updates	Electronic	<ul style="list-style-type: none"> <li>All computers in the Town Council are operating on Windows 11;</li> <li>Windows updates are installed automatically on all computers;</li> <li>Other software updated through the relevant IT company.</li> </ul>	Robust processes are in place. Continue to monitor that processes are being observed and implemented.	Ongoing / Actioned
Virus protection and updates	Electronic	<ul style="list-style-type: none"> <li>All town council computers are protected by antivirus software;</li> <li>All computers update regularly.</li> </ul>	Robust processes are in place. Continue to monitor that processes are being observed and implemented.	Ongoing / Actioned
Personal data information storage	Paper and Electronic	<ul style="list-style-type: none"> <li>Currently, storage of personal data is mixed. Council is moving to reduce paper copies and focus on electronic backups.</li> </ul>	<p>Robust processes are in place. Continue to monitor that processes are being observed and implemented.</p> <p>Ensure that no personal data is currently being stored on Council devices.</p>	Ongoing / Actioned

SECTION FOUR: PERSONAL DATA COLLECTED				Town Council Comments
DOCUMENT OR PROCEDURE	PAPER/ELECTRONIC	AUDIT COMMENTS	COMMENT	
<b>Type of Data Collected</b>				
Page 70 Name	Paper and Electronic	<ul style="list-style-type: none"> <li>All personal data acquired normally includes the name of the individual. This is usually recorded electronically either via email or on Council forms. Paper based records are being reduced and any information required is scanned and saved with the hard copy deleted;</li> <li>The Council does not share this information;</li> <li>There is no formal recording of telephone calls where personal data is obtained.</li> </ul>	All Departments observe GDPR requirements for retaining personal data.  Council is compliant with the way it handles all the personal data it retains.  Council aims to delete any personal data it collects as soon as possible if it does not need to retain it to deliver its various services.	Ongoing / Actioned
Contact Details	Paper and Electronic	<ul style="list-style-type: none"> <li>All personal contact data acquired may include the address of the individual. This is normally recorded electronically and is obtained to liaise with the client or respond to a compliant.</li> <li>The Council does not share this information;</li> <li>There is no formal recording of telephone calls where personal data is obtained.</li> </ul>	Council is compliant across its service areas.	Ongoing / Actioned
Email	Paper and Electronic	<ul style="list-style-type: none"> <li>Emails are collected to enable Council to respond</li> </ul>	Council is compliant across its service areas.	Ongoing / Actioned

SECTION FOUR: PERSONAL DATA COLLECTED				Town Council Comments
DOCUMENT OR PROCEDURE	PAPER/ELECTRONIC	AUDIT COMMENTS	COMMENT	
<b>Type of Data Collected</b>				
Page 71		<p>electronically and to develop email contact lists;</p> <ul style="list-style-type: none"> <li>All contact lists for promotional activities obtain consent if required.</li> </ul>		
Date of birth/age	Paper and Electronic	<ul style="list-style-type: none"> <li>This information only collected to deliver specific services such as payroll.</li> </ul>	Council is compliant across its service areas.	Ongoing / Actioned
Religion or belief	Paper and Electronic	<ul style="list-style-type: none"> <li>This information is only collected to deliver cemetery services.</li> </ul>	Council is compliant across its service areas.	Ongoing / Actioned
Financial details	Paper and Electronic	<ul style="list-style-type: none"> <li>This information is collected from staff, Councillors, contractors and users of various council services to enable financial transactions to be completed efficiently;</li> <li>Salary payments are made by BACS;</li> <li>Invoices are normally paid by BACS;</li> <li>Income is collected mainly by electronic payments</li> </ul>	Council is compliant across its service areas.	Ongoing / Actioned
Racial or ethnic origin/nationality	Paper and Electronic	<ul style="list-style-type: none"> <li>This information is collected mainly from employees to ensure they have the right to work.</li> </ul>	Council is compliant across its service areas.	Ongoing / Actioned
Disability status	Paper and Electronic	<ul style="list-style-type: none"> <li>This information is requested from applicants when recruitment is undertaken.</li> </ul>	Council is compliant across its service areas.	Ongoing / Actioned

SECTION FOUR: PERSONAL DATA COLLECTED				Town Council Comments
DOCUMENT OR PROCEDURE	PAPER/ELECTRONIC	AUDIT COMMENTS	COMMENT	
<b>Type of Data Collected</b>				
Page 72		<ul style="list-style-type: none"> <li>This information may be requested from Councillors to ensure that any specific needs are addressed.</li> </ul>		
Physical/mental health info	Paper and Electronic	<ul style="list-style-type: none"> <li>This information is only requested from applicants when recruitment is undertaken.</li> <li>Staff health information is retained in Personnel files to enable Council to meet any specific needs</li> </ul>	Council is compliant across its service areas.	Ongoing / Actioned
Sexual life	Paper and Electronic	<ul style="list-style-type: none"> <li>This information is not normally collected.</li> </ul>	Council is compliant across its service areas.	Ongoing / Actioned
References	Paper and Electronic	<ul style="list-style-type: none"> <li>This information is only requested from applicants when recruitment is undertaken.</li> <li>Reference information is only acted upon if someone is offered a position in the Council.</li> <li>References are retained in staff files.</li> </ul>	Council is compliant across its service areas.	Ongoing / Actioned
Education	Paper and Electronic	<ul style="list-style-type: none"> <li>This information is only requested from applicants when recruitment is undertaken.</li> <li>Staff education information is retained in Personnel files</li> </ul>	Council is compliant across its service areas.	Ongoing / Actioned

SECTION FOUR: PERSONAL DATA COLLECTED				Town Council Comments
DOCUMENT OR PROCEDURE	PAPER/ELECTRONIC	AUDIT COMMENTS	COMMENT	
<b>Type of Data Collected</b>				
Training requirements	Paper and Electronic	<ul style="list-style-type: none"> <li>This information is requested from applicants once recruited to ensure that there is Continuous Professional Development;</li> <li>Staff training records and needs are kept in Personnel files to enable Council to meet any specific needs;</li> <li>Councillor training records are also kept securely.</li> </ul>	Council is compliant across its service areas.	Ongoing / Actioned
Employment details	Paper and Electronic	<ul style="list-style-type: none"> <li>This information is requested from applicants when recruitment is undertaken.</li> <li>Previous employment details are kept in the relevant personnel file</li> <li>Current employment details are kept in relevant personnel files</li> </ul>	Council is compliant across its service areas.	Ongoing / Actioned
Gender/gender reassignment	Paper and Electronic	<ul style="list-style-type: none"> <li>This information is not collected at any time.</li> </ul>	N/A	
Goods or services provided	Paper and Electronic	<ul style="list-style-type: none"> <li>This information is requested from sole traders and companies. No personal information is normally gathered or recorded.</li> </ul>	Council is compliant across its service areas.	Ongoing / Actioned
Offences	Paper and Electronic	<ul style="list-style-type: none"> <li>This information is only requested from applicants when recruitment is undertaken.</li> </ul>	Council is compliant across its service areas.	Ongoing / Actioned

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SECTION FOUR: PERSONAL DATA COLLECTED				Town Council Comments
DOCUMENT OR PROCEDURE	PAPER/ELECTRONIC	AUDIT COMMENTS	COMMENT	
<b>Type of Data Collected</b>				
Page 74		<ul style="list-style-type: none"> <li>Any offences committed whilst in the employment of the town council will be recorded and stored appropriately.</li> </ul>		
Criminal record	Paper and Electronic	<ul style="list-style-type: none"> <li>This information is only requested from applicants when recruitment is undertaken.</li> <li>There are a number of positions within the town council currently require a DBS check</li> </ul>	Council is compliant across its service areas.	Ongoing / Actioned
Marital status	Paper and Electronic	<ul style="list-style-type: none"> <li>This information is collected for pension information;</li> <li>Titles of individuals are collected which may give some indication of marital status.</li> </ul>	Council is compliant across its service areas.	Ongoing / Actioned
Pregnancy/maternity status	Paper and Electronic	<ul style="list-style-type: none"> <li>This information would only be obtained from staff.</li> </ul>	Council is compliant across its service areas.	Ongoing / Actioned
Biometric data	Paper and Electronic	<ul style="list-style-type: none"> <li>This information is not collected at any time.</li> </ul>	N/A	N/A
Trade union membership	Paper and Electronic	<ul style="list-style-type: none"> <li>This information is not collected.</li> </ul>	N/A	N/A
Medical information	Paper and Electronic	<ul style="list-style-type: none"> <li>This information is collected and recorded from staff when required.</li> </ul>	Council is compliant across its service areas.	Ongoing / Actioned
Photographs	Electronic	<ul style="list-style-type: none"> <li>Photos are collected from Councillors and staff;</li> </ul>	Council is compliant across its service areas.	Ongoing / Actioned

SECTION FOUR: PERSONAL DATA COLLECTED				Town Council Comments
DOCUMENT OR PROCEDURE	PAPER/ELECTRONIC	AUDIT COMMENTS	COMMENT	
<b>Type of Data Collected</b>				
Page 75		<ul style="list-style-type: none"> <li>• Photos of events and other Council activities are taken and stored;</li> <li>• Council obtains consent to use photographs.</li> </ul>		

SECTION FIVE: EVENTS				Town Council Comments
DOCUMENT OR PROCEDURE	PAPER/ELECTRONIC	AUDIT COMMENTS	COMMENT	
<b>Type of Data Collected</b>				
Personal Data	Paper and Electronic	<ul style="list-style-type: none"> <li>• All personal data acquired includes the name of the individual. Contact details, financial details and goods and services information;</li> <li>• Data is also collected from the public, volunteers, contractors and suppliers, community organisations and those taking part in events;</li> <li>• Information is updated annually;</li> <li>• Storage of trader information is retained on Shared Drive and Email server;</li> <li>• Sharing of this information is only implemented if consent has been obtained.</li> <li>• There is no formal recording of telephone calls where personal data may be obtained or if verbal consent</li> </ul>	<p>Robust storage processes are in place. Information mainly stored electronically.</p> <p>Continue to monitor that the processes relating to securely storing personal data are being observed and implemented.</p>	Ongoing / Actioned

<b>SECTION FIVE: EVENTS</b>				<b>Town Council Comments</b>
<b>DOCUMENT OR PROCEDURE</b>	<b>PAPER/ELECTRONIC</b>	<b>AUDIT COMMENTS</b>	<b>COMMENT</b>	
<b>Type of Data Collected</b>				
Page 76		<ul style="list-style-type: none"> <li>over the telephone has been requested and obtained;</li> <li>Contact details are stored on Service Team mobile phones. Mobile phones have password/pin protection.</li> </ul>		
Mailing Lists	Electronic	<ul style="list-style-type: none"> <li>Mailing lists are developed using spreadsheets. No specific email package is used such as Survey Monkey.</li> </ul>	Robust process in place to ensure data remains secure.	Ongoing / Actioned
Trader/Performer Forms	Paper and Electronic	<ul style="list-style-type: none"> <li>Website and hard copy;</li> <li>Privacy notice included;</li> <li>Mainly stored electronically.</li> </ul>	Robust process in place to ensure data remains secure.	Ongoing / Actioned
Photographs	Electronic	<ul style="list-style-type: none"> <li>Photos of events taken and stored.</li> <li>Care is taken not to take photos where people can be identified;</li> <li>Consent is sought in writing for the use of any photos taken of individuals that may be used in publicity.</li> </ul>	<p>Robust process in place to ensure data remains secure.</p> <p>Continue to monitor that processes are observed and consent is obtained when photos are used officially.</p>	Ongoing / Actioned

<b>SECTION SIX: OPEN SPACES</b>				<b>Town Council Comments</b>
<b>DOCUMENT OR PROCEDURE</b>	<b>PAPER/ELECTRONIC</b>	<b>AUDIT COMMENTS</b>	<b>COMMENT</b>	
<b>Type of Data Collected</b>				
Personal Data	Paper and Electronic	<ul style="list-style-type: none"> <li>All personal data acquired includes the name of the</li> </ul>	Robust storage processes are in place.	Ongoing / Actioned

		<p>individual, contact details, financial details and goods and services information;</p> <ul style="list-style-type: none"> <li>• Data is also collected from the Councillors, public, volunteers, allotment holders, Cemetery users, payroll, contractors and suppliers, community organisations and those taking part in events;</li> <li>• The department also collects data via surveys and public consultation when undertaken;</li> <li>• Data is collected from representatives of sports teams and hirers of facilities;</li> <li>• Information is updated on an ad-hoc basis as and when required;</li> <li>• Storage of trader information is retained on Shared Drive and Email server;</li> <li>• Sharing of this information is only implemented if consent has been obtained.</li> <li>• There is no formal recording of telephone calls where personal data may be obtained or if verbal consent over the telephone has been requested and obtained;</li> <li>• Contact details are stored on Service Team mobile</li> </ul>	<p>Information mainly stored electronically.</p> <p>Continue to monitor that the processes relating to securely storing personal data are being observed and implemented.</p>	
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phones. Mobile phones have password/pin protection.

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<b>SECTION SEVEN: VENUE AND PONTOON HIRE</b>			
DOCUMENT OR PROCEDURE	PAPER/ELECTRONIC	AUDIT COMMENTS	COMMENT
<b>Type of Data Collected</b>			
Personal Data	Paper and Electronic	<ul style="list-style-type: none"> <li>All personal data acquired includes the name of the individual, contact details and financial details;</li> <li>Data is also collected via surveys and public consultation when undertaken;</li> <li>Data is collected from hirers of facilities;</li> <li>Information is updated either annually or on an ad-hoc basis as and when required.</li> </ul>	<p>Robust storage processes are in place. Information mainly stored electronically.</p> <p>Continue to monitor that the processes relating to securely storing personal data are being observed and implemented.</p>
Storage	Paper and Electronic	<ul style="list-style-type: none"> <li>Mainly stored electronically on cloud based applications</li> </ul>	Robust storage processes are in place. Information mainly stored electronically.

<b>SECTION EIGHT: STORAGE</b>				<b>Town Council Comments</b>
DOCUMENT OR PROCEDURE	PAPER/ELECTRONIC	AUDIT COMMENTS	COMMENT	
<b>Storage Locations/Systems</b>				
Main Council Offices	Paper and electronic	<p>All Council records are held at this location. This includes hard copy and electronic data. Electronic data is stored on a Cloud Based system.</p> <p>The following hard storage systems are in place</p> <ul style="list-style-type: none"> <li>Secured cabinets</li> </ul>	<p>Continue to ensure that the building is secure (alarmed) and that computer equipment is password protected.</p> <p>No data should be held on individual computer hard drives.</p>	Ongoing / Actioned

SECTION EIGHT: STORAGE				Town Council Comments
DOCUMENT OR PROCEDURE	PAPER/ELECTRONIC	AUDIT COMMENTS	COMMENT	
<b>Storage Locations/Systems</b>				
Finance Office	Paper and electronic	<ul style="list-style-type: none"> <li>Secured desk drawers</li> <li>Secure safes</li> </ul> <p>The following items are held:</p> <ul style="list-style-type: none"> <li>Personnel records</li> <li>Timesheets</li> <li>Recruitment records/files</li> <li>Finance related paperwork</li> </ul> <p>The following storage systems are in place</p> <ul style="list-style-type: none"> <li>The majority of information is stored electronically</li> <li>Secured filing cabinets/cupboards</li> <li>Safe</li> <li>Secured desk drawers</li> </ul>	Council is compliant across its service areas.	Ongoing / Actioned
Reception	Paper and electronic	<p>The following items are held:</p> <ul style="list-style-type: none"> <li>Customer information</li> <li>Email client information</li> <li>Council related paperwork</li> <li>Financial information (credit card machine)</li> </ul> <p>The following storage systems are in place</p> <ul style="list-style-type: none"> <li>Electronic cloud storage</li> <li>Secured filing cabinets/cupboards</li> <li>Secured desk drawers</li> </ul>	Council is compliant across its service areas.	Ongoing / Actioned

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<b>SECTION EIGHT: STORAGE</b>				<b>Town Council Comments</b>
<b>DOCUMENT OR PROCEDURE</b>	<b>PAPER/ELECTRONIC</b>	<b>AUDIT COMMENTS</b>	<b>COMMENT</b>	
<b>Storage Locations/Systems</b>				
08 Council Offices in general	Paper and electronic	The following items are held: <ul style="list-style-type: none"> <li>• Customer information</li> <li>• Email client information</li> <li>• Consultation and survey information</li> <li>• Recruitment records/files</li> <li>• Council related paperwork</li> <li>• Allotment information</li> <li>• Cemetery information</li> </ul> The following storage systems are in place <ul style="list-style-type: none"> <li>• Electronic storage backup</li> <li>• Secured filing cabinets/cupboards</li> <li>• Secured desk drawers</li> </ul>	Council is compliant across its service areas.	Ongoing / Actioned

## APPENDIX C

# IT POLICY

RESPONSIBLE COMMITTEE: POLICY & FINANCE

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

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Current Document Status			
Version	2026	Approved by	
Date		Responsible Officer	
Minute no.		Next review date	Annual or as required

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
02/2026	1	ELS			New policy/Merged Policy Refers to the following policies: - Social Media - Communications Policy & Strategy - Employee Handbook - Data Protection and Retention

Document Retention Period
Until superseded

## **IT Policy**

### **Introduction:**

Saltash Town Council provides IT equipment to both staff and Town Councillors to enable them to carry out their duties effectively in Town Council buildings and when working from home or in the community.

This policy is in two parts – the provision of IT equipment and the individual's responsibilities when using IT.

### **Purpose:**

The purpose of this IT Policy is to establish clear expectations for how Saltash Town Council's IT equipment, systems and digital resources are to be used by Councillors, staff and other authorised users in the course of their duties. The policy aims to ensure that all users understand their responsibilities when accessing or handling council-provided technology, whether on council premises, at home or in the community.

### **Scope:**

This policy sets out the correct, appropriate and expected use and care of Saltash Town Council computing and networking facilities, to ensure safe and reliable operation.

This extends to all IT facilities including software, hardware, staff computers, Town Councillors devices, telephones (mobile and internal) provided and maintained by Saltash Town Council.

This policy supports compliance with Assertion 10 of the Annual Governance and Accountability Return (AGAR), ensuring the Town Council manages digital systems, data, cybersecurity, email, and website accessibility in accordance with statutory requirements.

## **1. Computer Use and Equipment**

Saltash Town Council provides appropriate IT equipment to employees when they begin their employment, and to Town Councillors upon joining the Town Council. Equipment may include laptops, mobile phones, office computers, or memory devices, depending on the requirements of the role. Councillors are offered a council-owned device for business use only, loaned for the duration of their tenure and capable of accessing council emails, information and virtual meetings.

All devices are procured by the Town Council and licensed and managed by the Town Councils IT consultant. Devices are specified to remain fit for purpose throughout their expected period of use.

Employees and Town Councillors use an authority-owned email domain for all official correspondence. Each user is assigned a unique ID and password, with system access permissions configured according to their role, responsibilities, and authorised areas of the IT system.

Upon termination of an Employees contract or Cessation of Service as a Town Councillor, all Town Council owned IT equipment must be returned immediately, and all associated access rights will be removed.

### **1.1 Hardware**

- 1.1.1 Saltash council computer devices and equipment are provided for council purposes only. Devices must not be shared with other family members or loaned to other individuals.
- 1.1.2 Locking computers when leaving desk, all councillors, staff, and other authorised users must lock their computers when leaving their desks to prevent unauthorised access. This applies to all council and personal devices used for work. Failure to comply may lead to disciplinary action.
- 1.1.3 All computer and other electronic equipment supplied should be treated with good care at all times. Computer equipment is expensive, and any damage sustained to any equipment will have a financial impact on the council.
- 1.1.4 Computer and electronic hardware should be kept clean, and every precaution taken to prevent food and drink being dropped or spilled onto it.

1.1.5 Any faults or necessary repairs must be reported to the Town Clerk and the Town Council IT Consultant.

## **1.2 Portable Devices**

1.2.1 Portable equipment includes laptops, mobile and smart phones with email capability and access to the internet.

1.2.2 Council back up procedures specific to portable equipment should be followed at all times. Information must be protected against loss or compromise when working remotely.

1.2.3 All portable equipment should be stored safely and securely when not in use in the office. They should not be left unattended in public places and not left in sight in a car.

1.2.4 Employees that work remotely must enable a two-factor authentication application (Duo Mobile) on their Town Council/Personal Mobile to access a secure connection when working remotely. Any associated cost is covered by the employer not the employee.

1.2.5 Saltash Town Council has adopted the use of a Mobile Device management (MDM) System to streamline the usage of Town Council issued mobile devices to protect the data of the user and the Town Council. Employees issued with a work phone should ensure it is always switched on during work hours.

## **1.3 Responsibility for Loss or Damaged Equipment**

1.3.1 Employee Responsibility:

- Employees are expected to take reasonable care of the equipment assigned to them.
- Any loss or damage to Town Council equipment must be reported immediately to the Line Manager.
- At the end of the device's lifecycle, all data will be securely erased, and the device will be recycled.
- Employees will be responsible for the repair / replacement of Town Council equipment if the damage or loss is due to negligence, misuse, or failure to follow proper handling and maintenance guidelines.

- In the event of loss or damage Saltash Town Council reserves the right to cover only part or none of the costs for damage or repairs. Please refer to **Appendix B** for the process for reporting loss or damage.

#### 1.3.1 Town Councillor Responsibility:

- Town Councillors are expected to take reasonable care of the equipment assigned to them.
- Any loss or damage to Saltash Town Council equipment must be reported immediately to the Town Clerk or in their absence the Office Manager / Assistant to the Town Clerk.
- At the end of the device's lifecycle, all data will be securely erased, and the device will be recycled.
- Town Councillors will be responsible for repair or replacement costs if the damage or loss is due to negligence, misuse, or failure to follow proper handling and maintenance guidelines.
- In the event of loss or damage Saltash Town Council reserves the right to cover only part or none of the costs for damage or repairs. Please refer to **Appendix B** for the process for reporting loss or damage.

#### 1.3.2 Consequences for Non-Compliance:

- Employees who fail to report damage, misuse, or loss of equipment in a timely manner may be subject to disciplinary action.
- In cases of repeated negligence or intentional damage, Saltash Town Council may seek to recover the costs of repair or replacement.

## **2. Health and Safety**

- 2.1 Councillors, staff and other authorised users who work in council offices will be provided with an appropriate workstation and undertake regular DSE reviews to ensure
- 2.2 The council has a duty to ensure that regular appropriate eye tests, carried out by a competent person, are offered to employees using display screen equipment. Further details are set out in the councils Employee Handbook.
- 2.3 Any VDU user who feels that their workstation requires changes to make it compliant must speak to their line manager.
- 2.4 If any hazards are detected at a workstation, including 'noises' from the IT equipment, this should be reported immediately to the IT Consultant.

## **3. Internet, Teams and Official Email Protocol**

### **3.1 Internet, Teams and Email Conditions of Use**

Use of STC internet, Teams and email is intended for business use. Personal use is not permitted, and all individuals are accountable for their actions on the internet, Teams and email systems.

Individuals must not:

- Use the internet, Teams or email for purposes of harassment or abuse.
- Use profanity, obscenities or derogatory remarks in communications.
- Access, download, send or receive any data (including images), which STC considers offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material.
- Use the internet, Teams or email to make personal gains or conduct a personal business.
- Use the internet or email to gamble.
- Use the emails systems in a way that could affect its reliability or effectiveness, for example distributing chain letters or spam.
- All users must use the council's generic functional email accounts where applicable.

- Personal email accounts must never be used for council business under any circumstances.
- Place any information on the Internet that relates to STC, alter any information about it, or express any opinion about STC, unless they are specifically authorised to do this.
- Send unprotected sensitive or confidential information externally.
- Forward STC mail to personal (non-STC) email accounts.
- Make official commitments through the internet, Teams or email on behalf of STC unless authorised to do so.
- Download copyrighted material such as music media (MP3) files, film and video files (not an exhaustive list) without appropriate approval.
- In any way infringe any copyright, database rights, trademarks or other intellectual property.
- Download any software from the internet without prior approval of the IT Consultant.

### **3.2 Official Email Protocol**

- 3.2.1 Employees: Emails must not be opened on a non STC device. Any employee who opens STC emails or data on a personal device unless they have prior and exceptional written permission from their line manager may be subject to disciplinary action.
- 3.2.2 Personal email accounts must not be accessed on Council-owned devices, nor used for conducting any Town Council business.
- 3.2.3 Town Council email facilities are intended to promote effective and speedy communication on work-related matters. Although we encourage the use of email, it can be risky.
- 3.2.4 Councillors, staff, and other authorised users need to be careful not to introduce viruses onto council systems and should take proper account of the security advice.
- 3.2.5 On occasion, it will be quicker to action an issue by telephone or face to face, rather than via protracted email chains. Emails should not be used as a substitute for face to face or telephone conversations. Councillors, staff, and

other authorised users are expected to decide which is the optimum channel of communication to complete their tasks quickly and effectively.

- 3.2.6 These rules are designed to minimise the legal risks run when using email at work and to guide councillors, staff, and other authorised users as to what may and may not be done. If there is something which is not covered in the policy, councillors, staff, and other authorised users should ask Saltash Town Councils IT Consultant rather than assuming they know the right answer.
- 3.2.7 All councillors, staff, and other authorised users who need to use email as part of their role will be given their own council email address and account. The council may, at any time, withdraw email access, should it feel that this is no longer necessary for the role or that the system is being abused.
- 3.2.8 Email messages sent on the council's account are for council use only. Personal use is not permitted.
- 3.2.9 All email use must comply with relevant legislation including data protection (UK GDPR), computer misuse laws and council policies
- 3.2.10 Email communications cannot be guaranteed as private. The Town Council reserves the right to access, intercept or monitor email usage at any time to ensure compliance with policy, data protection and security requirements.

#### **4. Website Standards and Accessibility (WCAG 2.2)**

- 4.1 Saltash Town Council is committed to providing a website that is accessible, in accordance with the Public Sector Bodies (Website and Mobile Applications) (No.2) Accessibility Regulations 2018.
- 4.2 While Saltash Town Council is not yet able to meet all accessibility requirements for its website, compliance will be achieved from 2026. In the meantime, where an accessible version of a document is required, members of the public are asked to contact the Council office so that an accessible format can be provided.
- 4.3 The Town Council will maintain an up-to-date Accessibility Statement as required by law.
- 4.4 The Town Council recognises that the website is currently partially compliant with WCAG 2.2 AA Standard and shall take reasonable and proportionate measures to achieve and maintain compliance.

- 4.5 The Town Council shall work to ensure that its website is accessible from multiple devices and formats, including desktop, mobile and text-only formats.
- 4.6 Accessibility shall be considered when implementing website changes, upgrades, new functionality and content.
- 4.7 The website shall support user adjustment of font size, colour contrast, and display settings using standard browser and device functionality.
- 4.8 The Town Council shall provide information and documents in alternative accessible formats upon request to the Town Clerk.
- 4.9 The Town Council shall periodically review website accessibility and identify areas for improvement.
- 4.10 Users shall be able to report accessibility issues by contacting the Town Council Office.
- 4.11 Accessibility compliance is subject to oversight by the Equality and Human Rights Commission (EHRC).
- 4.12 The Town Council will ensure all legally required information is published on its website, including FOI publications and Transparency Code items.

## **5. Cybersecurity Basics**

Virus detection is installed and managed centrally by the IT Consultant. Individuals must not remove or disable anti-virus software or attempt to remove virus infected files. These should be immediately referred to the IT Consultant via the helpdesk.

### **5.1 All authorised users of Saltash Town Council computing facilities and network must ensure that:**

- Any breaches or suspected security incidents concerning the Town Council network or computing facilities must be reported immediately.
- Passwords, PINs or any other unique authentication credentials should not be disclosed to anyone under any circumstances.
- Passwords, PINs or any other unique authentication credentials should not be written down anywhere.

- You should change your password immediately if you believe it may have been compromised.
- Always 'screen lock' any device when leaving it unattended.
- Never attempt to perform any unauthorised changes to STC IT systems.
- All data held on STC systems may be subject to Freedom of Information or Subject Access Requests. For this reason, personal use of STC computing and network facilities cannot be deemed to be private.
- Do not use or attempt to use another individual's account.
- Never exceed the limits of your authorisation or specific business need by attempting to access systems or information that you do not need in order to carry out your role. A deliberate and intentional attempt to access unauthorised resources breaches the Computer Misuse Act 1990.
- If you believe you have mistakenly been granted access to IT systems, information or resources which are not appropriate or authorised by you, this should be immediately reported as a possible incident. Under no circumstances should you attempt to further access the information/resources.
- Do not facilitate or attempt to facilitate access for anyone who is not authorised to access specific information or systems.
- Never copy, store or transfer data or software owned by STC to any unmanaged device without the explicit written consent of the asset owner.
- Your login ID identifies you as an individual and holds you directly accountable for all actions which take place under your credentials. A logged in session should not be shared with anyone else.
- All users must complete regular cybersecurity awareness training.
- The Council shall periodically review cyber security arrangements and implement improvements where reasonably practicable.
- All councillors and staff must complete periodic data protection and cybersecurity training.

## **6. Social Media Use and Boundaries**

Refer to Saltash Town Councils Social Media Policy and Communications Policy and Strategy.

## **7. Data Protection, Retention, Storage and GDPR Compliance**

Refer to Saltash Town Councils Data Protection and Retention Policies.

- 7.1 Legal Compliance – All personal data must be processed in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.
- 7.2 Secure Storage – Personal and confidential data must be stored securely, with access restricted to authorised personnel only, granted on a need-to-know basis.
- 7.3 Security Measures – Systems must use strong passwords, multi-factor authentication where available, up to date software, anti-malware protection, and secure, regularly tested backups.
- 7.4 Secure Handling – Sensitive or confidential data must be transmitted and shared using approved methods and securely destroyed when no longer needed.
- 7.5 Data Retention – Data must be retained according to Saltash Town Councils Data Protection and Retention Policy and securely deleted when no longer required.

## **8. Remote Working**

Refer to 1.2 Portable Devices, 3.2 Official Email Protocol and the Employee Handbook.

## **9. Monitoring**

- 9.1 The council reserves the right to monitor and maintain logs of computer usage and inspect any files stored on its network, servers, computers, or associated technology to ensure compliance with this policy as well as relevant legislation. Internet, email, and computer usage is continually monitored as part of the council's protection against computer viruses, ongoing maintenance of the system, and when investigating faults.
- 9.2 The council will monitor the use of electronic communications and use of the internet in line with the Investigatory Powers Regulations 2018.
- 9.3 Monitoring of an employee's email and/or internet use will be conducted in accordance with an impact assessment that the council has carried out to ensure that monitoring is necessary and proportionate. Monitoring is in the council's legitimate interests and is to ensure that this policy is being complied with.
- 9.4 The information obtained through monitoring may be shared internally, including with relevant councillors and IT staff if access to the data is necessary for performance of their roles. The information may also be shared with external HR or legal advisers for the purposes of seeking professional advice. Any external advisers will have appropriate data protection policies and protocols in place.
- 9.5 The information gathered through monitoring will be retained only long enough for any breach of this policy to come to light and for any investigation to be conducted.
- 9.6 Councillors, staff, and other authorised users have a number of rights in relation to their data, including the right to make a subject access request and the right to have data rectified or erased in some circumstances. You can find further details of these rights and how to exercise them in the council's data protection policy.
- 9.7 Such monitoring and the retrieval of the content of any messages may be for the purposes of checking whether the use of the system is legitimate, to find lost messages or to retrieve messages lost due to computer failure, to assist in the investigation of wrongful acts, or to comply with any legal obligation.
- 9.8 The council reserves the right to inspect all files stored on its computer systems in order to assure compliance with this policy. The council also reserves the right to monitor the types of sites being accessed and the extent and frequency

of use of the internet at any time, both inside and outside of working hours to ensure that the system is not being abused and to protect the council from potential damage or disrepute.

9.9 Any use that the council considers to be 'improper', either in terms of the content or the amount of time spent on this, may result in disciplinary proceedings.

9.10 All computers will be periodically checked and scanned for unauthorised programmes and viruses.

## **10. Misuse**

Misuse of IT systems and equipment is not in line with the council's standards of conduct and will be taken seriously. Any inappropriate or unauthorised use may lead to formal action, including disciplinary proceedings or, in serious cases, dismissal.

## **11. Related Policies**

This policy should be read in conjunction with the following:

Information and Data Protection Policy

Management of Transferable Data Policy

UK GDPR and Freedom of Information Act 2000

Data Protection Act 2018

Computer Misuse Act 1990

Members of staff should also refer to the Employee Handbook

Equality and Diversity Policy

Accessibility regulations 2018

Equality Act 2010

WCAG 2.1 AA Minimum – moving to WCAG 2.2

Saltash Town Council Employee Handbook

Saltash Town Council Social Media Policy

Saltash Town Council Communications Policy and Strategy

Saltash Town Council Data Protection and Retention Policies

## **Appendix A**

### **IT Equipment Collection Form**

Name:	Position:
Device:	Model:
Asset Number:	Serial Number:
Condition: <ul style="list-style-type: none"><li>• New</li><li>• Very Good</li><li>• Good</li><li>• Satisfactory</li></ul>	Accessories: <ul style="list-style-type: none"><li>• Wireless mouse</li><li>• Laptop case</li><li>• Charging lead</li></ul>
Details of any concerns with condition:	
Signatory:	
Date:	
Received By:	
Signature of Receiver:	
Date:	

I have read and agree to abide by the Provision of IT and Acceptable Use Policy.

I acknowledge that this device is the property of Saltash Town Council and should be returned immediately if I cease to be a Town Councillor.

I understand that any data on this device may be subject to release under the Freedom of Information Act 2000 and is subject to UK GDPR.

I acknowledge that I am responsible for repair or replacement costs if the damage or loss is due to negligence, misuse, or failure to follow proper handling and maintenance guidelines.

Saltash Town Council reserves the discretion to determine whether misuse, loss, or damage has occurred and retains the right to cover only a portion or none of the costs for repairing or replacing Saltash Town Council property in such cases.

In the event of loss or damage please report to the Office Manager / Assistant to the Town Clerk.

### **IT Equipment Return Form**

Name:	Position:
Device:	Model:
Asset Number:	Serial Number:
Condition: <ul style="list-style-type: none"> <li>• Excellent</li> <li>• Good</li> <li>• Fair</li> <li>• Poor</li> <li>• Damaged</li> </ul>	Accessories: <ul style="list-style-type: none"> <li>• Wireless mouse</li> <li>• Laptop case</li> <li>• Charging lead</li> </ul>
If condition is poor / damaged please provide further information:	
Signatory:	
Date:	
Issued By:	
Signature of Issuer:	
Date:	

The Town Council reserves the discretion to determine whether misuse, loss, or damage has occurred and retains the right to cover only a portion or none of the costs for repairing or replacing Saltash Town Council property in such cases.

## Appendix B

### **IT Equipment Incident Report Form**

If Town Council equipment is lost, damaged or stolen please complete this form and return to the Office Manager / Assistant to the Town Clerk.

#### **Information – To be completed by the Employee / Town Councillor**

Name:
Department:
Position:

#### **Incident Details**

Date of Incident:
Time of Incident (if known):
Location of Incident:
Type of Equipment (Laptop, Phone, Tablet, etc.):
Asset Tag/Serial Number (if applicable):
Equipment Description (Brand, Model, Accessories, etc.):
Description of Incident: (Provide a brief explanation of how the incident occurred, including any relevant details such as witnesses, circumstances, or evidence.)

#### **Action Taken**

Was the incident reported to the police?  Yes  No

If yes, provide the police report reference number:

Have IT been notified?  Yes  No

Any additional steps taken:

**Employee / Town Councillor Acknowledgement**

I confirm that the information provided is accurate to the best of my knowledge.

Signature:

Date:

**For Office Use Only**

Report Received By:

Date Received:

Action Taken:

Further Investigation Required:  Yes  No

Replacement/Recovery Plan:

# APPENDIX D - Results of website accessibility audit

 Outlook

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**RE: AGAR Assertion 10 compliance**

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**Date** Fri 06/03/2026 11:18

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

Hi Dawn

There is no formal statement of compliance other than the Accessibility statement on the website. This means no errors show up on the scans run all pages on Axe and Wave tools, and manual checks have also not revealed any errors. PDFs are OK although there may be errors, primarily in document headers – authorship, title, etc., and there may be formatting errors, but these are inconsequential for most documents, including Minutes, Agendas, Policies, etc.

The main PDF failure are (ironically) the Annul Governance Statements, which are scans, and which cannot be read by text to voice software, but there is currently no alternative available.

Provided care is taken updating the website, e.g. not adding images with text without alternative text, not copying and pasting from Word, etc., the site should continue to be compliant indefinitely, or until the next update to WCAG.

Regards

Barry

Barry Isaacs C.Eng MIET ACGI

WesternWeb Limited

Tel: 01822 870269

Registered in England and Wales, Registered No. 04360414

Registered Address: Western House, Lane End, Lamerton, Tavistock, Devon PL19 8QY

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**Sent:** 05 March 2026 18:08

**To:** Barry Isaacs

**Subject:** Re: AGAR Assertion 10 compliance

That's great news Barry, do we not have any results of the audit provided? Be good to know areas that require improvement? Or is it just the PDF documents?

Kind regards

Dawn



**Dawn Joyce**

**Office Manager / Assistant to the Town Clerk, Saltash Town Council**

t: +44 1752 844846

e: [dawn.joyce@saltash.gov.uk](mailto:dawn.joyce@saltash.gov.uk) | w: [www.saltash.gov.uk](http://www.saltash.gov.uk)

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



## APPENDIX D – DRAFT Accessibility Statement

### Accessibility Statement for Saltash Town Council website

This accessibility statement applies to the Saltash Town Council website at <https://www.saltash.gov.uk>.

This website is run by Saltash Town Council. ~~We want as many people as possible to be able to use this website.~~ **who are committed to providing a website that is accessible to the widest possible audience, regardless of circumstance and ability.**

**While Saltash Town Council is not yet able to meet all accessibility requirements for its website, compliance will be achieved from 2026. In the meantime, where an accessible version of a document is required, members of the public are asked to contact the Council office so that an accessible format can be provided.**

**Commented [DJ1]:** Added for clarity

~~We've also~~ **The Town Council have made the website text as simple as possible to understand.**

**Commented [DJ2]:** Updated to align with Communications Policy.

### ~~How accessible this website is~~ **is the Town Council website?**

~~We know~~ **It is recognised that some parts of this the Town Council website may not be fully accessible:**

- Some PDF documents may not be fully accessible to screen reader software

### ~~This~~ **The Town Council website is available in three versions:**

- large screen/desktop site, includes graphics and photos. Some pages may require horizontal scrolling at high zoom.
- small screen/mobile site, formatted to display on small screens in portrait or landscape format.
- text only site, (except as otherwise stated) no graphics, photos or text formatting. Text font, size and background contrast may be adjusted by means of user browser controls.

### Feedback on the Town Council Website, Accessibility, and Contact Information

If you need information on this website in a different format, or if you have suggestions for improving the website please contact ~~the Town Clerk~~

- by email: enquiries@saltash.gov.uk
- by phone: 01752 844846
- by post: The Guildhall, Lower Fore Street, Saltash, Cornwall PL12 6JX

~~We will~~ The Town Council will consider your request and get back to you as soon as possible.

**Commented [DJ3]:** Remove as not required

**Commented [DJ4]:** To align with the Communications Policy

### Reporting Accessibility Problems

~~We~~ The Town Council is committed to maintaining and improving the accessibility of this website. ~~If you find any problems or think we're not meeting accessibility requirements, please contact the Town Clerk Council office — contact details above.~~

If you have any comments and or suggestions relating to accessibility improvements, please don't hesitate to contact the office using the details above.

**Commented [DJ5]:** Amended to improve clarity and readability

### Enforcement Procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how ~~we~~ the Town Council respond to your complaint, contact the Equality Advisory and Support Service (EASS).

**Commented [DJ6]:** To align with Communication Policy

### Technical information about this website's accessibility

Saltash Town Council is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

The Town Council carries out an annual audit of its website to ensure it continues to meet accessibility requirements.

**Commented [DJ7]:** To action annually to ensure the website remains accessible.

### Compliance status

The Town Council aim to adhere as closely as possible to the Web Content Accessibility Guidelines (WCAG 2.2, Level AA), published by the World Wide Web Consortium (W3C).

Whilst Saltash Town Council strives to meet all accessibility guidelines and standards, it is not always possible across every area of the website. Work is ongoing to improve accessibility and achieve full compliance.

The website is partially compliant with the Web Content Accessibility Guidelines version 2.2 AA standards, due to the non-compliances and exemptions listed below:

### Non-accessible content

The content listed below is non-accessible for the following reasons.

- **Non-compliance with the accessibility regulations**  
Some PDF documents, especially those containing graphics and images, may not be fully accessible to screen readers.

- **PDFs and other documents**  
Some of our PDFs documents are essential to providing our Town Council services. For example, we have there are PDFs with information on how users can access our Town Council services.

The Town Council website provider has identified several improvements needed to enhance PDF accessibility, including tagging structures, improving alt text, and ensuring documents are produced in accessible formats. These improvements are planned as part of our ongoing accessibility work.

The accessibility regulations do not require us to fixing PDFs or other documents published before 23 September 2018 if they're not essential to providing our services.

Any new PDFs we published following the 2026 audit will aim to meet accessibility standards, except where these are supplied by other organisations over which we the Town Council have no control. Be aware that due to the dynamic nature of the website, minor issues may occasionally occur as it is updated regularly.

The Town Council ensures its website remains accessible by carrying out annual accessibility audits, providing appropriate staff training, and regularly reviewing and updating its online services.

**Commented [DJ8]:** Changed text to align with communications policy

**Commented [DJ9]:** Added to ensure credibility n statement and transparency

**Commented [DJ10]:** Amended some wording to align with Communications Policy and added additional text to provide clarity

**Commented [DJ11]:** Added for clarity on how the Town Council aims to maintain accessibility on it's website.

**Documents in alternative formats**

Documents on this web site are available in alternative formats on request to the Town Clerk-Council.

**Preparation of this accessibility statement**

This statement was prepared on 22nd September 2020. It was last updated on 5th March 2026. This website was last tested on 5th March 2026. The test was carried out by WesternWeb Ltd.

All pages on the public facing web site, excluding PDF documents, were tested.

## **CC290 Tamar Trotters**

### Items to note

The event licence for the half marathon, 5K and fun run includes third party public liability insurance.

The club do not have a set of accounts but do have their bank statements audited. Confirmation of the audit is included in the pack.

Available budget  
6210 Community Chest  
Budget left £7,020



# Saltash Town Council



## Grant Application Form

**APPLYING FOR:**  
(Tick one box)

Community Chest Grant

Festival Fund Grant

**DATE APPLICATION SUBMITTED:**

23<sup>rd</sup> January 2026

<b>Contact Name:</b>	[REDACTED]
<b>Position:</b>	Treasurer / Race Organiser
<b>Organisation:</b>	Tamar Trotters Running Club
<b>Contact Address:</b>	[REDACTED]
<b>Telephone Number:</b>	[REDACTED]
<b>E-mail:</b>	[REDACTED]
<b>Status of Organization:</b>	Sports club
<b>Charity/Company number (if applicable)</b>	<b>Charity No:</b> <b>Company No:</b>
<b>What geographical area does your organization cover?</b>	Saltash and District and Plymouth
<b>How long has your organization been in existence?</b>	Since 1996

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

**1. Organisation Background**

	Date Applied	Project	Amount Applied for	Successful Y/N
<p><b>Have you applied for a grant from Saltash Town Council within the last 5 Years?</b></p> <p>(Please list – continue on a separate sheet if necessary)</p>	March 2024	2024 Saltash Half Marathon and 5K and Fun Run	£350	Yes
	February 2025	2025 Saltash Half Marathon and 5K and Fun Run	£355	Yes
<p><b>Please list the aims and objectives of your organization</b></p>	<p>To provide facilities for and promote participation of the whole community in the sport of running and associated activities.</p>			
<p><b>What are the main activities of your organization?</b></p>	<p>Road running and provision of road running events in the community that are accessible to all</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

<b>Project</b>	<b>Start Date</b>	03 / 05 / 2026
	<b>Finish Date</b>	03 / 05 / 2026
	<b>Total Cost</b>	£ 5000 Approximately
	<b>Grant Applied For</b>	£ 350

<b>Project title:</b>	<b>Saltash Half Marathon and 5K+ and Fun Run</b>
<b>Description of project</b> (please continue on a separate sheet if necessary):	<p>The Saltash Half Marathon and 5K+ and Fun Run are established running events. The Half Marathon and Fun Run first took place in 1983. The 5K+ event was added in 2022 as an additional event to cater for athletic young runners, over age 11 but under age 17, and other runners aged over 17 that prefer the shorter distance.</p> <p>The Tamar Trotters Running Club have been organising this event, in conjunction with the Saltash Mayfair Committee, for over 20 years. The running events are organised for the benefit of the running community both local and from further afield.</p> <p>These running events create an opportunity for runners of all ages and abilities to take part in something that is fun, healthy and local</p>
<b>Where will the project/activity take place?</b>	<p>The runs start and finish in Longstone Park, Saltash as part of the second day of the Saltash Mayfair weekend.</p> <p>The Half Marathon route takes in the town and the adjacent villages of Forder, Trehan, Elm Gate and Trematon. The route of the 5K+ and the Fun Run are held entirely within the town.</p>

<p><b>Who will benefit from the project?</b> (What groups will benefit and approximately how many people will benefit in total)</p>	<p>Everyone who takes part in these event benefits from participation in a well organised run over a challenging course. The Half Marathon is limited to 200 runners, the 5K+ is limited to 100 runners, there is no limit on the Fun Run but typically there are over 250 runners taking part of all ages. In addition to the 550 people that take part in the runs there are also at least that number of people supporting the runners around the course and at the finish area. Therefore, there are over 1000 people that directly benefit from the three running events and have a good day.</p> <p>The events benefit from collaboration with local groups and organisations like the Air Cadets, Lions Club, Scouts, Rangers, residents of Trematon village and individuals from the community. Each of the assisting organisations receive a donation in return for their help. Typically, the organisations receive £100 each and we also make a donation of £10 to a charity in return for each individuals' help</p> <p>Any profits that remain, after all costs and expenses are covered, are shared between the Tamar Trotters Running Club and the Saltash Mayfair Committee.</p>
<p><b>What evidence do you have that this project is required?</b> (This might be survey work or statistical evidence)</p>	<p>The events are well established within the community and are popular. The Half Marathon and 5K+ events usually reach their entry limit and the Fun Run attracts over 200 participants each year of all ages.</p> <p>Although most participants are from the local area the half marathon in particular attracts runners from further afield.</p>
<p><b>What support have you received for this project?</b> (Please tell us about any expressions of support you have received from outside your organization Consultation with Community)</p>	<p>We receive £500 sponsorship from the China Fleet Club and £250 sponsorship from Belvoir Estate Agents</p> <p>The Tamar Trotters Running Club provide race equipment and key personnel.</p> <p>We have volunteers that help us on the day from these local groups and organisations; Saltash Air Cadets, Saltash Tamar Lions, Saltash Scouts, Saltash Rangers and Residents of Trematon Village</p> <p>The students at Saltash Community School are running a competition to design the medal centres for the Fun Run medals</p> <p>We will use the Saltash Community Shed to make some wooden engraved mementoes for the award winners.</p>

<p><b>How will the project be managed and how will you measure its success?</b></p>	<p>The project is managed by the Tamar Trotters Running Club in collaboration with the Saltash Fair Committee</p> <p>The events are considered a success if they take place without incident and are in profit overall.</p>
<p><b>Please give the timescale and key milestones for your project, including a start date and finish date.</b></p>	<p>Organisation for the events starts in November each year and is well established.</p> <p>The events take place over one day, Sunday 3<sup>rd</sup> May 2026, and are complete when the last runner has finished and the site is cleared</p>
<p><b>What arrangements do you have in place to ensure safeguarding of children and/or young people and/or vulnerable people (applicable only if your project involves working with this client group)</b></p>	<p>Young people are welcome to take part in the Fun Run. The events are organised under the rules of UK Athletics and are well marshalled and safe. Any runner under the age of 9 years must be accompanied by an adult.</p> <p>The Fun Run has tail marshals running at the back of the field to that ensure that all runners complete the course and finish safely.</p> <p>There will be medical cover on site for the full duration of the event.</p>

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

<p><b>What will the money be spent on?</b> (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)</p>	<p>We would spend the donation to cover some event costs. We are using local suppliers whenever possible.</p> <ol style="list-style-type: none"> <li>1. Locally made cup cakes for age category winners in each run. A total of 72 individually wrapped cupcakes from “Bakes by Gia” at a total cost of £130</li> <li>2. Locally made sandwiches to supply to each helper around the course and at the finish area. A total of 120 sandwiches from “Dawn’s Bakes and Cakes” at a total cost of £180</li> <li>3. We are going to make some wooden engraved coasters to present to the category winners. We will use the Saltash Community Shed to make these. The materials costs are estimated to be in the region of £40</li> </ol> <p>Total grant applied for = £350</p>
<p>How will you promote STC once application and project are complete?</p>	<p>We would mention Saltash Town Council on the event website and social media posts and on our Thank You poster on display on the day of the events. If Saltash Town Council have any banners or flags we could display them at the finish area of the runs at Longstone Park</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:**

<b>Organization</b>	<b>Contribution Sought (£)</b>	<b>Applied</b> (please tick as appropriate)	<b>Granted</b> (please tick as appropriate)
China Fleet Country Club	£500	Yes	Yes
Belvoir Estate Agents	£250	Yes	Yes

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

**4. Further information enclosed Checklist.**

	<b>Enclosed (please tick)</b>
<b>A copy of your organization's most recent bank statements</b> (mandatory)	Yes
<b>Copies of all <u>relevant</u> Employer's, Building &amp; Public Liability Insurance Certificates &amp; Title Deeds if appropriate</b> (mandatory)	Yes
<b>A letter head showing the organization's address and contact details</b>	N/A
<b>A copy of your constitution and articles of association</b> (or similar documents if the above do not exist, showing the organization's status)	Yes
<b>A copy of your organization's latest set of accounting statements</b> (if any exist)	N/A
<b>Copies of any letters of support for your project</b>	N/A
<b>If your organization has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Council</b>	Yes
<b>Other</b> (please list)	

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

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

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

We do not have any letters in support of the project

Last year we promoted the Saltash Town Council with a Thank You poster at the event, displayed a Thank You card on the trophy table (see below), mentioned Saltash Town Council during the event announcements on the day and on Social Media posts leading up to the event. We have also added the Saltash Town Council logo to the event website > [www.tamartrotters.co.uk/saltash-half-marathon](http://www.tamartrotters.co.uk/saltash-half-marathon)



**5. Declaration by the applicant**

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

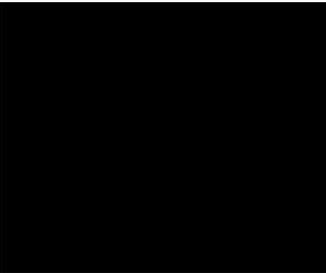
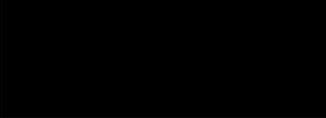
I/we declare that, I/we have read the Town Council’s Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

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

I/we accept the following:

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

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

<b>Signed:</b>			
<b>Print Name(s):</b>			
<b>Position(s):</b>	<b>Club Treasurer and Race Organiser</b>		
<b>Date:</b>	<b>23<sup>rd</sup> January 2026</b>		

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

COMPLETED FORMS SHOULD BE RETURNED TO:  
 The Town Clerk, Saltash Town Council, The Guildhall, 12 Lower Fore Street,  
 Saltash PL12 6JX or [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk)

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

## Locally Produced Cup Cakes

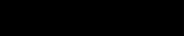
These will be purchased from “Bakes by Gia”

The image is below is a quotation only

### **Bakes by Gia — INVOICE**

Invoice #: BBG-0001  
Invoice Date: 18 January 2026

From: Bakes by Gia  
Order Type: Collection

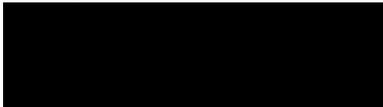
Bill To: 

Item Description	Quantity	Total
Vanilla Cupcakes (individually wrapped)	36	
Chocolate Cupcakes (individually wrapped)	36	
<b>Total Cupcakes</b>	<b>72</b>	<b>£130.00</b>

Subtotal: £130.00  
Wrapping: Included  
Delivery: Collection  
Tax: £0.00

**Total Due: £130.00**

#### *Payment Details*

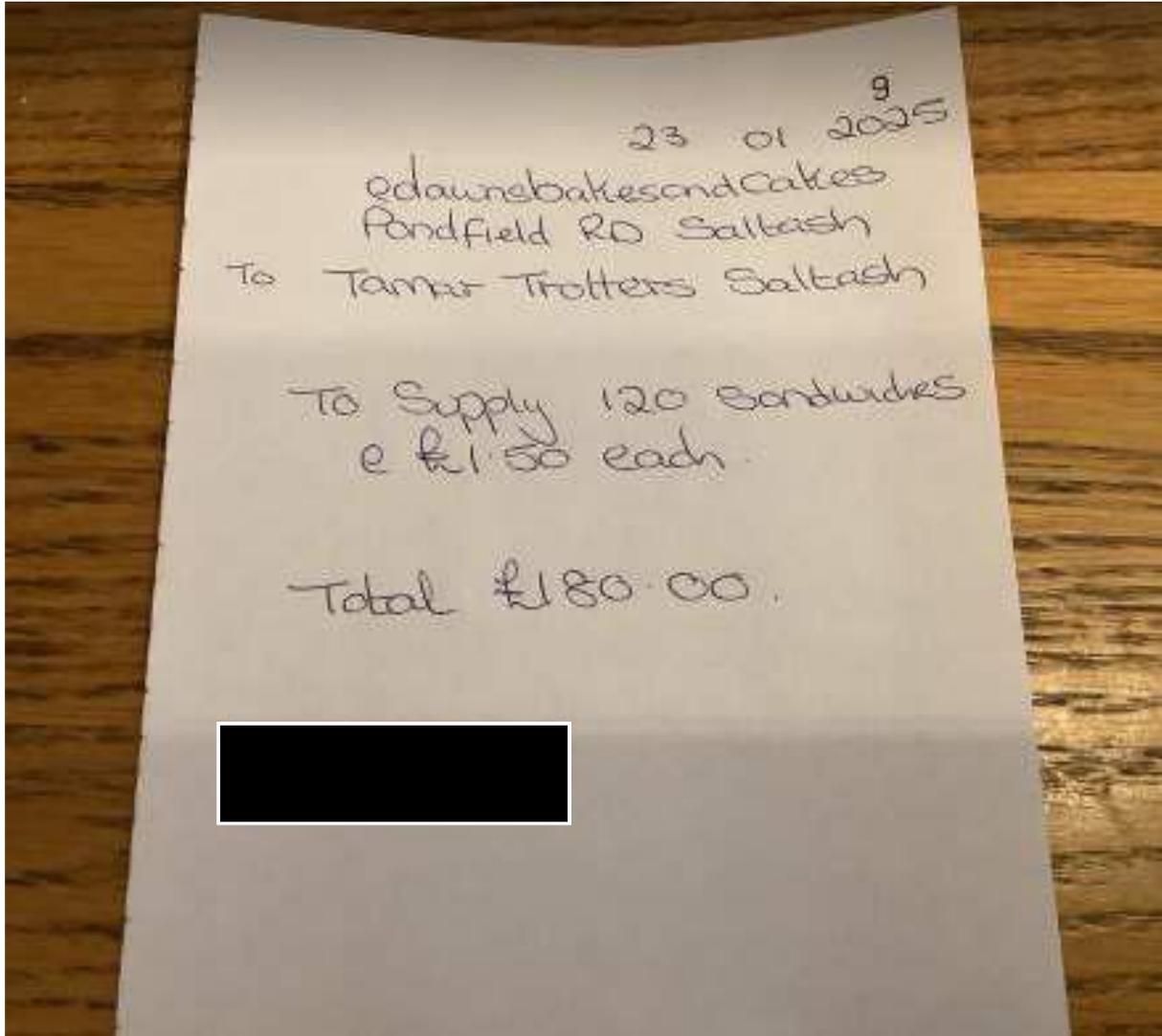


Thank you for supporting Bakes by Gia! Please store cupcakes in a cool place and consume within 2-3 days for best freshness.

## Locally Produced Sandwiches

These will be purchased from "Dawn's Bakes and Cakes"

The image below is a quotation only



## Materials for wooden award

These will be purchased from a suitable supplier

The image below is an example quotation only. The image shows the cost of one pack of 10 pieces, we will require two packs.

10 Pcs Balsa Wood Sheets, 400x250x5mm Plywood Sheets, Unfinished Basswood Sheets for DIY Crafts Projects, Woodcraft Model, Pyrography, Painting and Engraving

With the VICTOR logo

£19.99 (200) (new)

Prime Tomorrow

FREE Amazon M

Material	Balsa Wood
Brand	VICTOR
Item dimensions L x W x H	40 x 25 x 2.5 centimeters
Item weight	2.41 Kilograms
Number of pieces	10

**About this item**

- VICTOR 10 Pcs Balsa Wood Sheets, 400x250x5mm Plywood Sheets, Unfinished Basswood Sheets for DIY Crafts Projects, Woodcraft Model, Pyrography, Painting and Engraving



# CLUB CONSTITUTION

ADOPTED AT AN ANNUAL GENERAL MEETING HELD February 2025

## 1) TITLE

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

## 2) HEADQUARTERS

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

## 3) OBJECTIVES

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

## 4) MEMBERSHIP

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

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

## 5) Youth Members

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

## 6) SUBSCRIPTION

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

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

## 7) MANAGEMENT COMMITTEE

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

The 6 roles above are required by our Governing Body.

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

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

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

## 8) CLUB COLOURS

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

## 9) ANNUAL GENERAL MEETING

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

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

## 10) EXTRAORDINARY GENERAL MEETING

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

## 11) AMENDMENTS TO CONSTITUTION

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

## 12) DISSOLUTION

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

### 13) CODE OF CONDUCT

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

### 14) ACCOUNTS

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

## Event Licence

<b>Event Name</b>	Saltash Half Marathon and 5K+ and Fun Run
<b>Event Licence Number</b>	#30482
<b>Event Start Date</b>	2026-05-03
<b>Event End Date</b>	2026-05-03
<b>Licence Type</b>	Road Race
<b>Event Venue</b>	
<b>Start Time</b>	09:30
<b>Maximum Number of Competitors</b>	500
<b>Licence Issued Date</b>	2026-01-23
<b>Races</b>	Saltash Half Marathon 2026-05-03 (Max Entries 200) Saltash 5K+ 2026-05-03 (Max Entries 100) Saltash Fun Run 2026-05-03 (Max Entries 300)

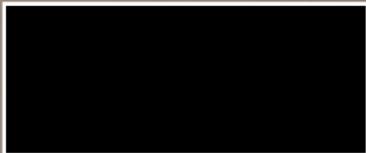


This is to certify that the above race has been approved as a Race that will be held under UK Athletics Rules for Competition and in accordance with the Licence Requirements.

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

**The licence number must be quoted on all race advertising and correspondence**

Tamar Trotters Running Club



5<sup>th</sup> February 2026

To Whom it May Concern,

**Tamar Trotters Accounts for the year ended 31<sup>st</sup> December 2025**

I can confirm that I verified the accounts of the above-named Sports club.

In this capacity, I confirm that the financial statements for the period ended 31<sup>st</sup> December 2025 were prepared accordingly and to the best of my knowledge, a true and accurate reflection of the organisation's financial position based on the records provided to me.

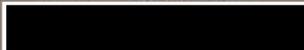
The club is currently trading as a non-profit association and therefore does not have filing obligations.

Please do not hesitate to contact me should you need further details.

Yours faithfully



Riverview Accountancy Services



AAI Licence 1045570

Commercial Instant Access Account Statement

Printed: 23 January 2026

Tamar Trotters Running Club

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 8am to 6pm, Saturday 9am to 2pm (+44 (0) 1733 347 338, from outside the UK). Or Textphone 0345 601 6909.

Date	Description	Type	In (£)	Out (£)	Balance (£)
22 Jan 26	TAMAR TROTTERS RUN 309897 84200568	TFR		1000.00	17144.63
12 Jan 26	TAMAR TROTTERS RUN 309897 84200568	TFR	100.00		18144.63
12 Jan 26	TAMAR TROTTERS RUN 309897 84200568	TFR		100.00	18044.63
12 Jan 26	TAMAR TROTTERS RUN 309897 84200568	TFR	100.00		18144.63
12 Jan 26	TAMAR TROTTERS RUN 309897 84200568	TFR		100.00	18044.63
09 Jan 26	INTEREST (GROSS)		9.24		18144.63
12 Dec 25	TAMAR TROTTERS RUN 309897 84200568	TFR	100.00		18135.39
12 Dec 25	TAMAR TROTTERS RUN 309897 84200568	TFR		100.00	18035.39
09 Dec 25	INTEREST (GROSS)		8.64		18135.39
03 Dec 25	TAMAR TROTTERS RUN 309897 84200568	TFR	100.00		18126.75
03 Dec 25	TAMAR TROTTERS RUN 309897 84200568	TFR		100.00	18026.75
10 Nov 25	INTEREST (GROSS)		9.53		18126.75
09 Oct 25	INTEREST (GROSS)		8.93		18117.22
09 Sep 25	INTEREST (GROSS)		10.02		18108.29
11 Aug 25	INTEREST (GROSS)		11.45		18098.27
09 Jul 25	INTEREST (GROSS)		10.40		18086.82
09 Jun 25	INTEREST (GROSS)		12.03		18076.42
09 May 25	INTEREST (GROSS)		12.36		18064.39
09 Apr 25	INTEREST (GROSS)		11.54		18052.03
04 Apr 25	TAMAR TROTTERS RUN 309897 84200568	TFR	5000.00		18040.49
10 Mar 25	INTEREST (GROSS)		10.00		13040.49
10 Feb 25	INTEREST (GROSS)		11.41		13030.49
09 Jan 25	INTEREST (GROSS)		10.31		13019.08

Date	Description	Type	In (£)	Out (£)	Balance (£)
19 Dec 24	TAMAR TROTTERS RUN 309897 84200568	TFR	3000.00		13008.77
09 Dec 24	INTEREST (GROSS)		7.67		10008.77

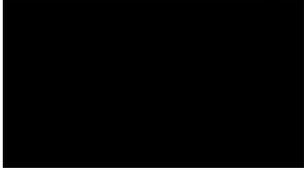
Lloyds Bank plc Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 2065. Telephone: 0207 626 1500.

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

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

Tamar Trotters Running Club

Your Account



MAIN ACCOUNT

01 January 2026 to 23 January 2026

<b>Money In</b>	£1,649.00	<b>Balance on 01 January 2026</b>	£1,562.27
<b>Money Out</b>	£1,018.88	<b>Balance on 23 January 2026</b>	£2,192.39

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
05 Jan 26		FPI	20.00		1,582.27
05 Jan 26		FPI	20.00		1,602.27
05 Jan 26		FPI	20.00		1,622.27
09 Jan 26		FPI	20.00		1,642.27
12 Jan 26		FPI	20.00		1,662.27
12 Jan 26		FPO		16.50	1,645.77
12 Jan 26		FPO		11.00	1,634.77
12 Jan 26		TFR	100.00		1,734.77
12 Jan 26		TFR		100.00	1,634.77
12 Jan 26		TFR	100.00		1,734.77
12 Jan 26		TFR		100.00	1,634.77
13 Jan 26		FPO		119.90	1,514.87
13 Jan 26		FPI	5.00		1,519.87
13 Jan 26		FPI	51.00		1,570.87
13 Jan 26		FPO		4.08	1,566.79
14 Jan 26		FPO		252.97	1,313.82

(Continued on n

MAIN ACCOUNT
 **Your Transactions**

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
16 Jan 26		BGC	138.00		1,451.82
16 Jan 26		DEP	111.00		1,562.82
19 Jan 26		FPI	20.00		1,582.82
19 Jan 26		FPO		158.18	1,424.64
19 Jan 26		PAY		4.25	1,420.39
20 Jan 26		FPI	24.00		1,444.39
21 Jan 26		FPO		252.00	1,192.39
22 Jan 26		TFR	1,000.00		2,192.39

**Transaction types**

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

Tamar Trotters Running Club

Your Account



MAIN ACCOUNT

01 December 2025 to 31 December 2025

<b>Money In</b>	£812.88	<b>Balance on 01 December 2025</b>	£2,270.14
<b>Money Out</b>	£1,510.75	<b>Balance on 31 December 2025</b>	£1,562.27

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
01 Dec 25		FPI	10.00		2,270.14
01 Dec 25		FPI	10.00		2,280.14
01 Dec 25		FPI	25.00		2,305.14
01 Dec 25		FPI	10.00		2,315.14
01 Dec 25		FPO		4.39	2,310.75
01 Dec 25		FPI	20.00		2,330.75
02 Dec 25		BGC	24.56		2,355.31
02 Dec 25		FPO		11.00	2,344.31
02 Dec 25		FPO		175.00	2,169.31
02 Dec 25		FPI	51.00		2,220.31
02 Dec 25		FPO		175.50	2,044.81
03 Dec 25		FPI	35.00		2,079.81
03 Dec 25		TFR	100.00		2,179.81
03 Dec 25		TFR		100.00	2,079.81
03 Dec 25		FPO		60.00	2,019.81
03 Dec 25		FPI	20.00		2,039.81

(Continued on n

MAIN ACCOUNT


**Your Transactions**

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
04 Dec 25		FPI	25.00		2,064.81
05 Dec 25		FPO		60.00	2,004.81
05 Dec 25		FPI	25.00		2,029.81
08 Dec 25		FPI	31.00		2,060.81
08 Dec 25		FPO		30.00	2,030.81
08 Dec 25		FPO		50.00	1,980.81
08 Dec 25		FPO		50.00	1,930.81
08 Dec 25		FPO		50.00	1,880.81
08 Dec 25		FPO		392.07	1,488.74
10 Dec 25		BGC	9.82		1,498.56
12 Dec 25		TFR	100.00		1,598.56
12 Dec 25		TFR		100.00	1,498.56
15 Dec 25		FPO		35.10	1,463.46
15 Dec 25		FPO		25.60	1,437.86
16 Dec 25		FPO		135.00	1,302.86
17 Dec 25		FPI	20.00		1,322.86
19 Dec 25		BGC	151.50		1,474.36
19 Dec 25		PAY		4.25	1,470.11
22 Dec 25		DEP	45.00		1,515.11
24 Dec 25		FPI	20.00		1,535.11
29 Dec 25		FPO		52.84	1,482.27
30 Dec 25		DEP	60.00		1,542.27

(Continued on next page)

MAIN ACCOUNT


**Your Transactions**

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
30 Dec 25		FPI	20.00		1,562.27

**Transaction types**

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

## FF132 Saltash May Fair

### Items to note

- Insurance certificates are to follow once renewed
- Quote for stage and sound is to follow once contractor appointed

### Available budget

6220 Festival Fund

£1531



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

## 1. Organisation Background

	Date Applied	Project	Amount Applied for	Successful Y/N
<p><b>Have you applied for a grant from Saltash Town Council within the last 5 Years?</b></p> <p>(Please list – continue on a separate sheet if necessary)</p>	2025	Saltash May Fair 2025	£5,000	Y
	2024	Saltash May Fair 2024	£5,000	Y
	2023	Saltash May Fair 2023	£3,000	Y
	2022	Big Jubilee Lunch	£1,500	Y
	2022	Saltash May Fair 2022	£2,976.72	Y
	<p><b>Please list the aims and objectives of your organisation</b></p>	<p><b>Aims as stated in the May Fair Constitution:</b></p> <ul style="list-style-type: none"> <li>• The aim of the Committee shall be to continue the revival of the community spirit in Saltash on which attention was focused by the Silver Jubilee of Her Majesty Queen Elizabeth II.</li> <li>• The purpose of the Committee is to provide aid for the local voluntary organisations and charities of Saltash, by means of the provision of a fair to be held normally on a Saturday in Saltash, together with any other events which the Committee shall organise from time to time for the community of Saltash.</li> </ul> <p><b>Other Aims:</b></p> <ul style="list-style-type: none"> <li>• To deliver a free-access weekend event across Fore Street, Victoria Gardens and Longstone Park, featuring local performers, musicians, traders and charities.</li> <li>• To boost footfall into the town centre, supporting local businesses and strengthening the high street economy.</li> <li>• To provide a platform for local musicians and performers to showcase their talent.</li> <li>• To promote health and wellbeing through inclusive activities such as outdoor wellness sessions and running races.</li> <li>• To foster community cohesion by bringing people together in a shared celebration.</li> <li>• To use the May Fair as a platform to promote environmental awareness by encouraging recycling, waste reduction, and sustainable practices.</li> </ul>		
<p><b>What are the main activities of your organisation?</b></p>	<p>The Saltash May Fair Committee is a volunteer-led organisation dedicated to organising the annual Saltash May Fair, as well as other community events such as SaltFest and the Big Jubilee Lunch. Our volunteers plan, coordinate and deliver these events, engaging in year-round fundraising to ensure their success. We aim to maintain a reserve to safeguard against unforeseen costs and to support the sustainability of future events, although this is becoming increasingly difficult in constrained financial circumstances. Through our activities, we bring the community together, support local businesses and charities, and promote cultural, social and environmental engagement in Saltash.</p>			

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

## 2. Your project

<b>Project</b>	<b>Start Date</b>	2 <sup>nd</sup> May 2026
	<b>Finish Date</b>	3 <sup>rd</sup> May 2026
	<b>Total Cost</b>	£ 15,780
	<b>Grant Applied For</b>	£ 5,000

<b>Project title:</b>	Saltash May Fair 2026
<b>Description of project</b> <small>(please continue on a separate sheet if necessary):</small>	<p>Saltash May Fair is a two-day community festival featuring a street market on Fore Street and a large stage on Longstone Park celebrating both local talent and professional acts. The lineup ranges from the children of St Stephens Primary School to Livewire sessions, providing a platform for emerging young musicians to develop their skills and gain performance experience. This year, we are collaborating with the Cornwall International Male Choral Festival to bring an internationally renowned choir to the Longstone Park stage.</p> <p>Victoria Gardens hosts a Youth Village, coordinated by Saltash Youth Network, highlighting the diverse youth organisations in the town.</p> <p>This will be our fifth year collaborating with Tamar Trotters, who deliver the Saltash Half Marathon, a 5K race and a Fun Run for children on the Sunday of the weekend.</p> <p>Community engagement is at the heart of the event:</p> <ul style="list-style-type: none"> <li>• Local businesses and charities have the opportunity to set up stalls to raise funds and awareness.</li> <li>• A deposit scheme offers free spaces in the street market to town centre businesses.</li> <li>• Local musicians have the opportunity to showcase their talent.</li> <li>• A dedicated Green Team will promote environmental awareness, encourage waste segregation, and support sustainability efforts.</li> </ul>

	<p>Highlights of the two-day Festival include:</p> <ul style="list-style-type: none"> <li>• Street Market (Saturday 2<sup>nd</sup> )</li> <li>• Youth Village in Victoria Gardens (Saturday 2<sup>nd</sup> )</li> <li>• Parade of Youth (Saturday 2<sup>nd</sup>)</li> <li>• Free music in Longstone Park (Saturday 2<sup>nd</sup>)</li> <li>• Dog Show (Sunday 3<sup>rd</sup> )</li> <li>• Running Races (Sunday 3<sup>rd</sup>)</li> <li>• Wellbeing events (Sunday 3<sup>rd</sup> )</li> </ul> <p>Saltash May Fair is a celebration of community, strengthening social connections, supporting local businesses, and fostering civic pride.</p>
<b>Where will the project take place?</b>	Longstone Park, Victoria Gardens and Fore Street

<p><b>Who will benefit from the project?</b> (What groups will benefit and approximately how many people will benefit in total)</p>	<p>The event is expected to attract around 7,000 visitors from Saltash and surrounding areas, benefiting individuals, businesses and community organisations.</p> <p>Saltash May Fair has intergenerational appeal, catering to a wide range of ages and interests. It fosters community connections, provides free entertainment, and promotes wellbeing through activities like the running races.</p> <p>The event also boosts the local economy, increasing footfall and visibility for local businesses. Around 50 local charities and community groups have a platform to raise funds and awareness.</p> <p>Additionally, the festival engages volunteers of all ages, offering meaningful opportunities to contribute, develop skills, and support sustainability efforts through the Green Team.</p>
<p><b>What evidence do you have that this project is required?</b> (This might be survey work or statistical evidence)</p>	<p>In 2025, the May Fair attracted an estimated 6,500–7,000 visitors based on steward counts and footfall observation. Feedback from traders indicated increased takings compared to a typical weekend, and over 90% of surveyed visitors said they would attend again.</p> <p>In a challenging economic climate for high streets, the May Fair provides a significant and visible boost to town centre trade and community morale.</p>
<p><b>What support have you received for this project?</b> (Please tell us about any expressions of support you have received from outside your organisation Consultation with Community)</p>	<p>The May Fair enjoys the support of local businesses, charities, community groups and volunteers.</p> <p>Saltash Chamber of Commerce, Cornwall Council and Saltash Town Council have all supported the event significantly in the past with funding and logistical support.</p>

<p><b>How will the project be managed and how will you measure its success?</b></p>	<p>The event is managed by a committee of volunteers, supported by a local not-for-profit Community Interest Company to ensure smooth logistics, adherence to HSE regulations, and overall event safety. Our safety record is clear, with no major incidents recorded previously.</p> <p>To measure success, we will:</p> <ul style="list-style-type: none"> <li>• conduct a visitor feedback survey, building on insights from last year's responses.</li> <li>• track visitor numbers, using estimated footfall to assess community engagement.</li> <li>• gather feedback from traders, charities and performers, evaluating their experience and impact.</li> <li>• assess volunteer participation, aiming to strengthen long-term engagement.</li> </ul> <p>We aim to engage at least 50 local charities and groups, at least 50 volunteers, and divert at least 50% of event waste through recycling streams.</p>
<p><b>Please give the timescale and key milestones for your project, including a start date and finish date.</b></p>	<p>The May Fair will be held on the first weekend of May.</p> <p>Paperwork for road closures will be submitted by the end of February, along with risk assessments.</p> <p>We are looking to sell raffle tickets online this year. Sponsors have already been secured, and we plan for sales to go live in the beginning of March.</p>
<p><b>What arrangements do you have in place to ensure safeguarding of children and /or young people and/or vulnerable people</b> (applicable only if your project involves working with this client group)</p>	<p>A full event management plan and risk assessments are produced by our event partner to ensure the event is safe for all, including children, young people and vulnerable people. This plan is circulated to the police, fire and ambulance services, as well as to Cornwall Council's Licensing, Streetworks and Events Departments. If the Events Department deems it necessary, it is also sent to the Local Event Safety Advisory Group.</p>

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

<p><b>What will the money be spent on?</b> (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)</p>	<table> <tr><td>Staging and Sound</td><td>2,200</td></tr> <tr><td>Entertainment</td><td>2,200</td></tr> <tr><td>Traffic Management</td><td>1,500</td></tr> <tr><td>Licenses &amp; Insurance (inc. PRS)</td><td>900</td></tr> <tr><td>Raffle prizes</td><td>300</td></tr> <tr><td>Medical cover</td><td>1,300</td></tr> <tr><td>Security</td><td>1,200</td></tr> <tr><td>Waste Management</td><td>380</td></tr> <tr><td>Event Management</td><td>3,000</td></tr> <tr><td>Volunteer expenses</td><td>300</td></tr> <tr><td>Ground mats</td><td>450</td></tr> <tr><td>Marketing &amp; Publicity (inc. leaflets, posters, newspaper ads)</td><td>600</td></tr> <tr><td>Toilets, barriers, fire trolley etc.</td><td>1,100</td></tr> <tr><td>Photography</td><td>120</td></tr> <tr><td>Red Bus</td><td>230</td></tr> <tr><td><b>Total costs:</b></td><td><b>£15,780</b></td></tr> <tr><td colspan="2">STC grant will be used to cover:</td></tr> <tr><td colspan="2"> <ul style="list-style-type: none"> <li>• Traffic Management</li> <li>• Security</li> <li>• Stage and sound on Longstone Park</li> <li>• Ground mats</li> </ul> </td></tr> </table>	Staging and Sound	2,200	Entertainment	2,200	Traffic Management	1,500	Licenses & Insurance (inc. PRS)	900	Raffle prizes	300	Medical cover	1,300	Security	1,200	Waste Management	380	Event Management	3,000	Volunteer expenses	300	Ground mats	450	Marketing & Publicity (inc. leaflets, posters, newspaper ads)	600	Toilets, barriers, fire trolley etc.	1,100	Photography	120	Red Bus	230	<b>Total costs:</b>	<b>£15,780</b>	STC grant will be used to cover:		<ul style="list-style-type: none"> <li>• Traffic Management</li> <li>• Security</li> <li>• Stage and sound on Longstone Park</li> <li>• Ground mats</li> </ul>	
Staging and Sound	2,200																																				
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<p>How will you promote STC once application and project are complete?</p>	<p>Saltash Town Council will be promoted in editorial pieces as well as through social media, including our FB page, which has over 2,500 followers. The STC logo will be included on posters and leaflets.</p>																																				

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

<b>Organisation</b>	<b>Contribution Sought (£)</b>	<b>Applied</b> (please tick as appropriate)	<b>Granted</b> (please tick as appropriate)
Business Sponsorship	£1000	✓	Too early for Confirmation
Stall Bookings	£5000	✓	Based on the previous three years, stall income has averaged £4800 to £5200.
Fundraising, raffle	£1000	✓	Raffle tickets will go on sale in the beginning of March
Fundraising, events (We are working with Regatta and Christmas Festival volunteers to organise fundraising events at the China Fleet)	£500	✓	Too early for Confirmation
Tamar Trotters (from the Half Marathon etc.)	£1000	✓	Too early for confirmation, but a reasonable assumption based on previous years.

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

## 4. Further information enclosed Checklist.

		Enclosed (please tick)
<b>A copy of your organisation's most recent bank statements</b> (mandatory)		✓
<b>Copies of all <u>relevant</u> Employer's, Building &amp; Public Liability Insurance Certificates &amp; Title Deeds if appropriate</b> (mandatory)		To follow.
<b>A letter head showing the organisation's address and contact details</b>		✓
<b>A copy of your constitution and articles of association</b> (or similar documents if the above do not exist, showing the organisation's status)		✓
<b>A copy of your organisation's latest set of accounting statements</b> (if any exist)		Have attached latest bank statement.
<b>Copies of any letters of support for your project</b>		
<b>If your organisation has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Council</b>		✓
<b>A copy of your organisation's Safeguarding Policy (if relevant).</b>		✓
<b>Other</b> (please list)	Please find attached quotes for: <ul style="list-style-type: none"> <li>• Traffic Management (£1,200)</li> <li>• Security (£1200)</li> <li>• Ground mats (£450)</li> <li>• Stage and sound on Longstone Park (£2200)</li> </ul> <b>TOTAL: £5050</b>	

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

The Longstone Park Stage and Sound contract is currently out to tender (closing 14th February). Confirmation and formal quotation will be submitted immediately upon appointment.

**5. Declaration by the applicant**

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

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

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

I/we accept the following:

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

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

<b>Signed:</b>	
<b>Print Name(s):</b>	
<b>Position(s):</b>	<b>Volunteer Committee Member</b>
<b>Date:</b>	<b>9<sup>th</sup> February 2026</b>

Account Name  
SALTASH FAIR COMMITTEE  
COMMUNITY ACCOUNT

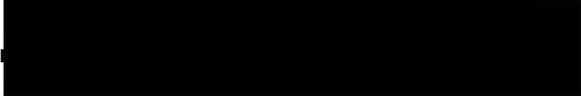


NatWest

[Redacted]  
SALTASH FAIR COMMITTEE  
[Redacted]

Current Account

Summary	
Statement Date	01 OCT 2025
Period Covered	02 JUL 2025 to 01 OCT 2025
Previous Balance	£1,282.77
Paid In	£0.00
Withdrawn	£135.29
New Balance	£1,147.48



## Welcome to your NatWest Statement

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

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
02 JUL 2025	BROUGHT FORWARD			1,282.77
07 JUL	Card Transaction 8578 06JUL25 EBAY O*15-1 3281-70717 INTERNET GB		26.53	1,256.24
28 JUL	Bill Payment PPL PRS LTD MUSIC LICENCE FP 26/07/25 10 36092034480275000N		108.76	1,147.48

# CONSTITUTION OF THE SALTASH FAIR COMMITTEE

## TITLE

1. The Title of the Committee hereinafter referred to, shall be "The Saltash Fair Committee"

## THE CONSTITUTION

2. The Committee hereby formulate the following rules as the Constitution of the Committee.

## DATE OF OPERATION

3. The Constitution shall come into effect on 22<sup>nd</sup> July 1980

## SCOPE OF OPERATION

4. The Constitution, as amended from time to time, is the sole course of authority of the Committee

## OWNERSHIP

5. All cash and other assets collected by, or donated to the Committee, or acquired by the Committee, are the property of the Committee and are held to be in the name of the Committee.

## THE AIM AND PURPOSE OF THE COMMITTEE

6. .1 The aim of the Committee shall be to continue the revival of the community spirit in Saltash on which attention was focused by the Silver Jubilee of Her Majesty Queen Elizabeth II.
6. .2 The purpose of the Committee is to provide aid for the local voluntary organisations and charities of Saltash, by means of the provision of a fair to be held normally on a Saturday in Saltash, together with any other events which the Committee shall organise from time to time for the community of Saltash generally.

## MEMBERSHIP OF THE COMMITTEE

7. .1 Membership is open to anyone who supports the aim and purpose of the committee
7. .2 There will be no membership fees
7. .3 The Committee will consist of at least three members, but there is no maximum limit to Committee members
7. .4 All Committee members are elected for a period of one year. They will retire at the AGM, but may be re-elected
7. .5 The Committee will consist of at least 3 people elected at the AGM
7. .6 Members will take on responsibilities to chair meetings and take notes as required
7. .7 One member of the Committee shall be appointed by the others as Treasurer

## FUNCTION OF THE COMMITTEE

8. .1 Meetings shall be held as necessary
8. .2 A quorum shall be three members
8. .3 All Committee members are elected for a period of one year. They will retire at the AGM, but may be re-elected

## FINANCE

9. .1 The Committee is responsible for the safety and proper management of the assets of the Committee
9. .2 The Committee shall produce a set of annual accounts
9. .3 Each financial year shall begin on 1<sup>st</sup> July and end on 30<sup>th</sup> June

### **ANNUAL GENERAL MEETING**

- 10. .1 The AGM shall be held no later than six months after the end of the financial year. Public notice must be given at least 14 days before the AGM.
- 10. .2 The AGM will hear reports of the years work, receive the report of the finances, accept the resignation of the outgoing Committee and elect Committee members for the next year.
- 10. .3 All members are entitled to vote.
- 10. .4 Voting shall be by a show of hands.
- 10. .5 If no committee is formed at the AGM, an EGM will be called. If no committee is formed at the EGM the committee will cease to exist after distributing the assets and property.

### **EXTRAORDINARY GENERAL MEETING**

- 11. .1 An EGM may be called to resolve a serious problem or if it is proposed to change the Constitution.
- 11. .2 14 days public notice of an EGM must be given.

### **AMENDMENTS TO THE CONSTITUTION**

- 12. .1 The Constitution may be amended by a majority vote at the AGM or EGM.

### **ASSETS AND PROPERTY**

- 13. .1 These are the responsibility of the Committee at all times
- 13. .2 A register of property should be maintained

### **DISSOLUTION**

- 14. .1 The organisation may be dissolved if deemed necessary by the members in a majority vote at an AGM or EGM. Funds and other remaining assets shall be distributed to other local events or charities.

*Correct as of Feb. 2020*



Invoice number: QUOTE-SMF  
Invoice date: N/A  
Due date: N/A

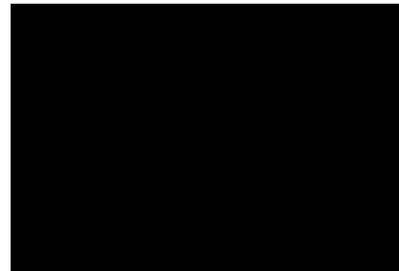
Invoice To:  
Saltash May Fair Committee  
Saltash  
PL12

<b>Description</b>	<b>Total</b>
Saltash May Fair 2026 – Custom Quote	<b>£1200</b>

Thank you for choosing FTaSGROUP.  
Please do not hesitate to contact us if you require assistance.



Diverse Events CIC



Saltash May Fair

**ESTIMATE EST-  
GROUNDMAT**

06 February 2026

QUANTITY	DETAILS	UNIT PRICE (£)	NET SUBTOTAL (£)
50:00 Hours	FastCoverPLUS 22mm ground mats	9.00	<b>450.00</b>

**GBP Total    £450.00**

**Other Information**

**Company Registration Number: 12099647**



Saltash May Fair Committee



[mayfairsaltash@gmail.com](mailto:mayfairsaltash@gmail.com)

# FOX SECURITY LTD

**QUOTE: CWPR003**  
**Date: 27<sup>th</sup> January 2026**  
Pride Events

FAO: Aaron

**Fox Security Ltd**

Company number: 14738033

VAT number: 438 0466 89



STUART COLLINS :07521105448 (OPERATIONS AND BUSINESS DEVELOPMENT)  
TJAY PHILP :07577017510 (EVENTS CO-ORDINATOR)  
JODIE COLLINS :07889832295 (HEAD OF HR & FINANCE)

Email

[www.fox-security.org](http://www.fox-security.org)



QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
45	6 x SIA Security for Falmouth Pride 11:00-18:30 25 <sup>th</sup> April 2026	£18.00	£810.00
13	1 x SIA Security for Saltash May Fair 17:00-06:00 2 <sup>nd</sup> May 2026	£18.50	£240.50
33	6 x SIA Security for Saltash May Fair 16:00-21:30 3 <sup>rd</sup> May 2026	£18.00	£594.00
9.5	1 x SIA Security for Saltash May Fair 21:30-07:00 3 <sup>rd</sup> May 2026	£18.50	£175.75
22	4 x SIA Security for Bodmin Pride 11:00-16:30 27 <sup>th</sup> June 2026	£18.00	£396.00
16	2 x SIA Security for Eggbuckland 11:30-19:30 11 <sup>th</sup> July 2026	£18.00	£288.00
45	6 x SIA Security for Truro Pride 11:00-18:30 18 <sup>th</sup> July 2026	£18.00	£810.00
24	6 x SIA Security for Stoke Village Fun Day 13:00-16:30 19 <sup>th</sup> July 2026 (minimum charge of 4 hours)	£18.00	£432.00
13	1 x SIA Security for Saltash Regatta 17:00-06:00 24 <sup>th</sup> July 2026	£18.50	£240.50
42	6 x SIA Security for Saltash Regatta 13:00-20:00 25 <sup>th</sup> July 2026	£18.00	£756.00
11	1 x SIA Security for Saltash Regatta 20:00-07:00 25 <sup>th</sup> July 2026	£18.50	£203.50
24	6 x SIA Security for Saltash Regatta 13:00-16:30 26 <sup>th</sup> July 2026 (minimum charge of 4 hours)	£18.00	£432.00
45	6 x SIA Security for Newquay Pride 11:00-18:30 29 <sup>th</sup> August 2026	£18.00	£810.00
45	6 x SIA Security for Penzance Pride 11:00-18:30 12 <sup>th</sup> September 2026	£18.00	£810.00
8	2 x SIA Security for This is Us! 15:30-19:30 19 <sup>th</sup> September 2026	£18.00	£144.00

16	4 x SIA Security for Brixham Lights 16:30-19:30 20 <sup>th</sup> November 2026 (minimum charge of 4 hours)	£18.00	£288.00
11.5	1 x SIA Security for Brixham Lights 19:30-07:00 20 <sup>th</sup> November 2026	£18.50	£212.75
24	4 x SIA Security for Brixham Lights 13:30-19:30 21 <sup>st</sup> November 2026	£18.00	£432.00
42	6 x SIA Security for Light up Plympton 11:30-18:30 29 <sup>th</sup> November 2026	£18.00	£756.00
8	2 x SIA Security for Saltash Christmas Festival 16:30- 19:30 5 <sup>th</sup> December 2026 (minimum charge of 4 hours)	£18.00	£144.00
		Subtotal	£8,975.00
		VAT	£1,795.00
		Total	£10,770.00

**THANK YOU FOR USING FOX SECURITY LTD!**

Please note payment is due 7 days from the date of invoice



## SALTASH MAY FAIR 2025

### A REPORT FOR SALTASH TOWN COUNCIL

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

<b>Please list the aims and objectives of your organisation</b>	<ul style="list-style-type: none"> <li>* To boost community cohesion through a weekend event across Fore Street, Victoria Gardens and Longstone Park that is free admission</li> <li>* To boost footfall in to the retail centre of the town</li> <li>* To offer traders the opportunity to sell products</li> <li>* To offer charities and community groups the platform to promote their activities and raise funds</li> <li>* To offer opportunities to boost health and wellbeing, including running races and outdoor fitness sessions</li> <li>* To offer local musicians the opportunity to showcase their talent on a large stage</li> <li>* To collaborate with Saltash Youth Network to provide a Youth Village in Victoria Gardens</li> <li>* To promote awareness of environmental issues</li> </ul> <p style="text-align: center;"><b>All these aims were met through Saltash May Fair 2025.</b></p>
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	<p><b>Highlights on Saturday 3<sup>rd</sup> included:</b></p> <ul style="list-style-type: none"> <li>• Market the length of Fore Street</li> <li>• Parade of Youth</li> <li>• Youth Village in Victoria Gardens</li> <li>• Free, live music in Longstone Park until 9:30 pm, with an Oasis tribute band as the headline act</li> </ul> <p><b>Highlights on Sunday 4<sup>th</sup> included:</b></p> <ul style="list-style-type: none"> <li>• Half Marathon, 5K and Fun Run, with over 400 runners</li> <li>• Maypole dancing with Geraldine Lamb School of Dance</li> <li>• Dog Show, hosted by Gables (earning over £1000 for the charity)</li> </ul>
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<b>Who benefitted from the project?</b>	<p>The event attracted an estimated 7,000 visitors from Saltash and surrounding areas over the two days.</p> <p>It delivered a positive impact for local businesses, bringing visitors to Saltash and promoting our town to a wider audience.</p> <p>It offered free entertainment, helping families who may be struggling in the current cost of living crisis and boosting community cohesion.</p> <p>Local charities and community groups (Approx. 50) Local business taking a stall (Approx. 50) Youth groups (Approx. 12)</p>
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<b>What sponsorship did you receive for this project?</b>	<p>Sponsorship from Vulcanising SW of £250.</p> <p>We were granted £1099.20 from Howton Solar Farm.</p> <p>Cornwall Councillors granted £679.</p> <p>Sale of tickets in the May Fair cash raffle generated £700.</p>
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<b>Estimated expenditure at time of bid to STC:</b>	<b>Actual expenditure</b>
Staging and Sound 2,160	Staging and Sound 2,200
Entertainment 1,900	Entertainment 2,090
Traffic Management 1,500	Traffic Management 1,900
Licenses and Insurance 1,100	Licenses and Insurance 740.59
Raffle printing 55	Raffle printing 85.80
Medical 1,275	Medical 1,275
Security 1,125	Security 1,152.62
Waste Management 380	Waste Management 354
Event Management 3,000	Event Management 2,957
Volunteer expenses 300	Volunteer expenses 310
Ground mats 450	Ground mats 450
Marketing & Publicity 500	Marketing & Publicity 482.95
Toilets, barriers 1,100	Toilets, barriers 1032.80
Photography 120	Photography 120
Red Bus 140	Red Bus 226.40
Total estimated costs : <b>£15,405</b>	Generator 450 Raffle Prizes (cash raffle) 300 Sunday PA 90 Trailer stage 50 Trophies 40 <b>Total costs £16,307.16</b>
	Invoices for the following have been attached: <ul style="list-style-type: none"> <li>• Medical Services £ 1275</li> <li>• Stage &amp; Sound, Longstone £ 2200</li> <li>• Waste Management £ 354</li> <li>• Security £ 1152.62</li> <li>• Livewire £200</li> </ul>

## COMMENTS ON BUDGET

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

## VOLUNTEER COMMITTEE, 2025:

Melissa Caldwell  
 Thomas Caldwell  
 Hilary Frank  
 Adam Webb  
 Josie Webb  
 Page 154

## GENERAL COMMENTS

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

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



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

## PARADE OF YOUTH AND AWARDS

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



Their samba rhythms brought energy and fun to the Parade.

Awards given at the Parade of Youth:

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

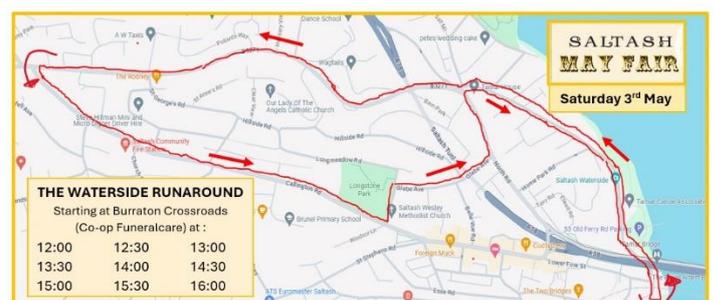
**Marathon Man**

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



**Saltash Red Bus**

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



# THE FULL PROGRAMME

**Saturday 3<sup>rd</sup> May 10.00 – 21.00**  
**FORE STREET | LONGSTONE PARK | VICTORIA GARDENS**

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

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**LONGSTONE PARK – MUSIC**

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

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**Sunday 4<sup>th</sup> of May 10.00 – 15.00**  
**LONGSTONE PARK**

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

May Pole dancing – Geraldine Lamb School of Dance	13.00
Dog Show – Gables Cats & Dogs Home	14.00
Harding's Hike – Meet at Cecil Arms for a 2-hour guided walk	14:30

**FREE Hail and Ride shuttle buses on Saturday 3<sup>rd</sup> May**

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



**Route 2 – THE WATERSIDE RUNAROUND**  
**LEAVING BURRATON CROSSROADS (CO-OP FUNERALCARE) AT:**  
 12:00, 12:30, 13:00, 13:30, 14:00, 14:30, 15:00, 15:30, 16:00  
 Going down Callington Road, Glebe Avenue and Old Ferry Road to the Union, then back to the Burraton Crossroads via North Road.

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



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



## PROMOTION OF STC

Posters and leaflets featured the STC logo.



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

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

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

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

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

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

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

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



## FF133 Saltash Regatta

### Items to note

- Their insurance is issued just before the event. Should the application be a success, it could to be subject to receiving a copy of all relevant Employers & Public Liability Insurance Certificates.
- A safeguarding policy has been provided, but we have noted that the applicant has mentioned that a full event management plan, and risk assessments are being produced. These could be requested prior to the event.

### Available budget

6220 Festival Fund

£1531



# Saltash Town Council



## Grant Application Form

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

**DATE APPLICATION SUBMITTED:**                     

<b>Contact Name:</b>	[REDACTED]
<b>Position:</b>	Chair and Director (alongside others)
<b>Organisation:</b>	Saltash Regatta CIC
<b>Contact Address:</b>	[REDACTED]
<b>Telephone Number:</b>	[REDACTED]
<b>E-mail:</b>	[REDACTED]
<b>Status of Organisation:</b>	Community Interest Company (CIC)
<b>Charity/Company number (if applicable)</b>	Charity No: Company No:
<b>What geographical area does your organisation cover?</b>	Saltash , Cornwall

<b>How long has your organisation been in existence?</b>	Over 23 years, the current committee has been in place for more than 10 years.
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Please note that it may be asked to attend a meeting of the Policy and Resources Committee to answer questions on your application.

## 1. Organisation Background

	<b>Date Applied</b>	<b>Project</b>	<b>Amount Applied for</b>	<b>Successful Y/N</b>
<b>Have you applied for a grant from Saltash Town Council within the last 5 Years?</b>  (Please list – continue on a separate sheet if necessary)	21/02/2025	Saltash Regatta	£5000	Yes
	25/4/2024	Saltash Regatta	£4998.42	Yes
	1/4/2023	Saltash Regatta	£3000	Yes
	13/4/2022	Saltash Regatta	£2943	Yes
	03/08/2021	Saltash Regatta	£2929.43	Yes
<b>Please list the aims and objectives of your organisation</b>	<p>The committee remains committed to delivering this established two-day Waterside event completely free of charge, offering a diverse programme of performers, entertainers, musicians, community groups, traders, and charity supporters. The event is delivered almost entirely by volunteers and relies heavily on the support of Saltash Town Council's Festival Fund, without which it would not be possible to deliver the event at its current scale or maintain free access for the community.</p> <p>Live music and stage performances will take place throughout the two days, creating a vibrant atmosphere and encouraging community participation throughout the day. The Gig Rowers will return on Saturday, bringing excitement and visitors to the event. Community engagement remains a key priority, with all local schools invited to take part in the much-loved children's parade. This has been a bit flat over the years and maybe something we assess after this year as engagement has dissipated. Transport to the event will again be supported by Saltash Red Bus.</p> <p>One of the Regatta's most popular attractions, the Cardboard Boat Race, will return on Sunday, drawing enthusiastic participation from local businesses and community teams. Prior to the race, a paddleboard relay will be repeated, after a trail last year, adding a new and accessible water-based activity to the programme.</p>			

For 2026, Waterside Green will be dedicated as a child-focused area, creating a welcoming and safe space for families. This will include a pop-up play village offering imaginative and active play opportunities for younger children. Disney characters will return across the weekend, and we aim to secure a dedicated children's entertainer to further enhance the family offer on this site. This area will be designed specifically to support children's enjoyment and wellbeing.

## **Finances**

We remain committed to delivering the Regatta in a financially responsible way, maintaining stability through careful budgeting and the retention of an annual reserve. In recent years, delivery costs have continued to rise while sponsorship has become increasingly challenging; however, we continue to generate income through stall bookings, local sponsorship, fundraising activity, and grant funding. Support from Saltash Town Council's Festival Fund remains a critical element of the event's financial structure and enables the Regatta to remain free, safe, and accessible while responding to rising delivery costs.

## **Sustainability & Environmental Responsibility**

Environmental responsibility remains a key priority for the Regatta. Our commitment to reducing single-use plastics continues, and we work closely with Saltash Environmental Action (SEA) to support effective waste management and site cleanliness throughout the event. The cooperation of traders, volunteers, and the wider community is central to achieving these aims.

To support the ongoing development and financial sustainability of the event, we regularly review how our sites are used. For 2026, the main stage will be relocated to the area outside Livewire, supporting their venue and strengthening partnership working. This change will also allow Waterside Green to be used in a more flexible, revenue-generating way, while remaining clearly focused on children and family provision.

Previous improvements to the bar area, including undercover facilities, have proven successful and will continue in 2026. The return of the disco caravan will once again provide free music between stage performances on Saturday, contributing to a lively and welcoming atmosphere.

A second stage will continue to operate, ensuring a varied and inclusive programme of local performers and community groups on Saturday. Following positive community feedback, a local Sea Shanty group will perform on Sunday

	<p>afternoon on Jubilee Green, following the Cardboard Boat Race, adding to Regatta's traditional character and appeal. We will tailor the musical performances in such a way to enable all acts to be seen, by adjusting performance times. This also saves on costs.</p> <p>We continue to operate as a Community Interest Company (CIC), reinforcing our commitment to delivering clear community benefit and reinvesting any surplus back into the event and the wider community.</p>	
		Yes / No or N/A
	Are you part of a religious group?	No
	If application is for a Church – is it for anything other than a parish clock, Community Hall (used by all within the community) or environmental purposes?	N/A
	If application is for a School – Is, it for anything other than environmental purposes or a project that does not benefit the wider community and is not in addition to statutory services?	N/A
	If application is from an education, health or social service establishment – do you work in partnership with other groups?	N/A
	If application is from an education, health or social service establishment – is project in addition to statutory services?	N/A

## 2. Your project

<b>Project</b>	<b>Start Date</b>	Saturday 25 <sup>th</sup> July 2026
	<b>Finish Date</b>	Sunday 26 <sup>th</sup> July 2026
	<b>Total Cost</b>	17849.62
	<b>Grant Applied For</b>	£ 5000

<b>Project title:</b>	Saltash Regatta and Waterside Festival
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<p><b>Description of project</b> (please continue on a separate sheet if necessary):</p>	<p>The Saltash Regatta &amp; Waterside Festival is a free, community-led event celebrating Saltash through a schedule of water and land-based activities on the River Tamar. The event brings together residents, community groups, businesses, and stakeholders over two days and is delivered almost entirely by volunteers.</p> <p>For 2026, we will once again partner with Saltash Environmental Action to support effective waste management and site cleanliness throughout the festival, ensuring the event is delivered in a responsible and environmentally conscious way.</p> <p>We place high value on the support we receive from our community, local businesses, and sponsors, and this is reflected across our marketing materials, website, and social media platforms. Our overarching aim is to ensure the long-term sustainability of the event and to generate a modest surplus that can be reinvested into future Regattas.</p>
	<p><b>Community Engagement</b></p> <p>Community involvement remains central to the success of the Regatta. Engagement includes:</p> <ol style="list-style-type: none"> <li>1. <b>Children’s Parade</b> – The festival opens with a colourful children’s parade led by civic participants, with invitations extended to local schools, preschools, and local organisations</li> <li>2. <b>Sponsorship &amp; Local Support</b> – Local businesses contribute through sponsorship and in-kind support, helping to sustain and develop the event. Support from Saltash Town Council’s Festival Fund is essential to the delivery of the Regatta, and without this funding the event could not be delivered at its current scale or remain free and accessible to the community.</li> <li>3. <b>Volunteer-Led Committee</b> – The Regatta is fully organised and delivered by a dedicated team of local volunteers, supported by professional expertise from Diverse Events in areas such as stall bookings and event management, ensuring the event is well-managed, compliant, and delivered to a high standard.</li> <li>4. <b>Cardboard Boat Race</b> – A much-loved competition encouraging participation from local businesses and community teams, attracting strong spectator interest.</li> <li>5. <b>Paddleboard Relay</b> – A pilot last year will become an addition for 2026, taking place ahead of the Cardboard Boat Race, offering an engaging waterside activity.</li> <li>6. <b>Paint Party</b> – An interactive activity encouraging creativity and shared enjoyment for children and families.</li> <li>7. <b>Churches Together Service</b> – An open-air service held on Sunday morning, welcoming members of the wider community.</li> <li>8. <b>Livewire Partnership</b> – The main stage will be located outside Livewire, supporting the venue and providing opportunities for young and emerging performers to gain experience and exposure. Live music and stage performances will take place on Saturday only.</li> </ol>

	<p>Alongside this, Waterside Green will be dedicated as a child-focused area, featuring a pop-up play village, returning Disney characters, and the planned inclusion of a children's entertainer, ensuring a welcoming and inclusive family environment across the weekend.</p> <p>The continued support of Saltash Town Council's Festival Fund underpins all community engagement activity across the weekend and plays a vital role in enabling inclusive participation for residents of all ages.</p>
<b>Where will the project/ activity take place?</b>	Brunel, Jubilee and Waterside Greens

<b>Who will benefit from the project?</b> (What groups will benefit and approximately how many people will benefit in total)	The event attracts on average 10,000 visitors from Saltash and surrounding areas over two days. This impacts local businesses and brings visitors to the area.
<b>What evidence do you have that this project is required?</b> (This might be survey work or statistical evidence)	It is an event that has been run for over one hundred years; is well attended and attracts very positive feedback.
<b>What support have you received for this project?</b> (Please tell us about any expressions of support you have received from outside your organisation Consultation with Community)	We seek financial support from Cornwall Councillors and funding from local businesses. We will sell raffle tickets with cash prizes.
<b>How will the project be managed and how will you measure its success?</b>	<p>The event is being managed by volunteers from the Saltash regatta committee, working with Diverse events for stall bookings and compliance.</p> <p>The success will be measured in attendance and feedback.</p>

<p><b>Please give the timescale and key milestones for your project, including a start date and finish date.</b></p>	<p>It is essential that we are fully funded by July 2026</p>
<p><b>What arrangements do you have in place to ensure safeguarding of children and/or young people and/or vulnerable people (applicable only if your project involves working with this client group)</b></p>	<p>A full event management plan and risk assessments are being produced to ensure the event is safe for all, including children, young people and vulnerable people. Our safeguarding policy will be adhered to and shared.</p> <p>This plan will be circulated to police, fire, ambulance, licensing, street works, and Cornwall Council Events Team.</p> <p>If the events team deems it necessary, it will also be sent to the Local Event Safety and Guidance Group.</p>

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

<p><b>What will the money be spent on?</b> (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)</p>	<p>£150.00 <b>£1650.00</b> £400.00 £130.00 £400.00 £570.00 £160.00 £130.00 £21.00 £50.00 £350.00 £400.00 £35.00 £100.00 £20.00 £30.00 £300.00 £120.00 £400.00 £100.00 £360.00 £60.00 <b>£200.00</b> £80.00 £250.00 <b>£1958.40</b></p>	<p>Bulldog Media <b>Medical</b> raffle prizes Food volunteers Barretts Privateers Insurance Artwork Mike Pitches Temporary Events Notice Licence for Car Park Mr Phils Magic Disney Characters CIC fee Callington youth group Parade sweets Voucher parade Sultans Paint party Morzim Roxie Pop up play Sponsor banners <b>Samba Kernow</b> Raffle printing Toilet clean <b>Security</b></p>
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	£3,106.00 Event Management/ hire £200.00 The Fuzztones £25.96 Cardboard boat trophies £100.00 Tom hannigan £78.00 Bacon rolls set up day £128.93 Fuel £2,000.00 Stage and sound £500.00 Observer £1,005.00 Toilets 55.25 Bank Charges £200.00 livewire £336.00 generator £498.48 Waste £991.60 Traffic £200.00 Rock choir  Total £ 17849.62
How will you promote STC once application and project are complete?	Saltash Town Council will be promoted on all social media advertising, as well as editorial content, banners and within the programme.

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

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
Sponsorship through South West Surfacing Specialists	3000	Usual sponsors – interest expressed	Letters going out 1 <sup>st</sup> March 2026 after our next meeting
Cornwall Council	£500	Not successful last year but requested	Letters going out 1 <sup>st</sup> March 2026
Local businesses	£2500		Letters going out 1 <sup>st</sup> March 2026
Stall bookings and inflatables	6500		Bookings in progress

Raffle / paint sales	£500		

<b>Please confirm the bank account your project is using is in the project's name/organisation name</b>	Yes
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#### 4. Further information enclosed Checklist.

	<b>Enclosed (please tick)</b>
<b>A copy of your organisation's most recent bank statements</b> (mandatory)	✓
<b>Copies of all <u>relevant</u> Employer's, Building &amp; Public Liability Insurance Certificates &amp; Title Deeds if appropriate</b> (mandatory)	This is issued just before the event.
<b>A letter head showing the organisation's address and contact details</b>	✓
<b>A copy of your constitution and articles of association</b> (or similar documents if the above do not exist, showing the organization's status)	✓
<b>A copy of your organisation's latest set of accounting statements</b> (if any exist)	✓
<b>Copies of any letters of support for your project</b>	✓
<b>If your organisation has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Council</b>	✓
<b>A copy of your organisations Safeguarding Policy (if relevant)</b>	✓

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

We always get our insurance document just before the event.

**5. Declaration by the applicant**

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

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

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

I/we accept the following:

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

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

<b>Signed:</b>			
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<b>Print Name(s):</b>	██████████		
<b>Position(s):</b>	Saltash regatta Chair		
<b>Date:</b>	23/02/2026		

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

We always get our insurance document just before the event.

**5. Declaration by the applicant**

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

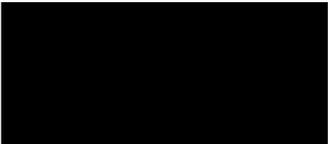
I/we declare that, I/we have read the Town Council's Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

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

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- (iii) that we will provide reports on progress at the request of the Town Council;
- (iv) the support of the Town Council will be publicised;
- (v) that should any grant offered, not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the organisation to repay the outstanding amount to the Town Council on demand.

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

Signed:		26/02/2026	
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Saltash regatta



Your Account

**COMMUNITY ACCOUNT**

01 January 2026 to 31 January 2026

<b>Money In</b>	£0.00	<b>Balance on 01 January 2026</b>	£5,007.41
<b>Money Out</b>	£4.25	<b>Balance on 31 January 2026</b>	£5,003.16

**Your Transactions**

<b>Date</b>	<b>Description</b>	<b>Type</b>	<b>Money In (£)</b>	<b>Money Out (£)</b>	<b>Balance (£)</b>
19 Jan 26	SERVICE CHARGES REF : 474444068	PAY		4.25	5,003.16

**Transaction types**

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





10/02/2025

## **Annual Report**

### **Saltash Regatta and Waterside Festival 2025**

This report is submitted on behalf of the organising committee of the Saltash Regatta and Waterside Festival to inform parishioners, Town Councillors, residents, and visitors of the event's achievements, ongoing challenges, and future aims.

The Saltash Regatta continues to be a well-attended and valued community event, bringing together residents, local organisations, and visitors to celebrate the town, its waterside, and its strong sense of community. The event is delivered by a very small core team of volunteers, supported by Diverse Events and is responsible for fundraising, planning, event delivery, entertainment coordination, marketing, and compliance.

### **Funding, Fundraising, and Finances**

The Regatta continues to face increasing financial pressures as costs rise across all aspects of event delivery. In this context, the support received through Saltash Town Council Festival Funding is not simply helpful, but essential to the successful staging of the event.

The funding awarded by Saltash Town Council specifically supported key operational elements that are fundamental to delivering a safe, well-managed, and compliant community event. This included traffic management measures to ensure the safe movement of vehicles and pedestrians, the licensing of the car park to provide lawful and accessible parking provision, professional event management support to coordinate delivery and oversee compliance, and the provision of entertainment in the form of a marching band, which plays an important role in creating atmosphere and enhancing the overall visitor experience.

Each of these elements is critical to the event's infrastructure. Traffic management ensures public safety and minimises disruption to residents. Properly licensed parking provision allows the event to operate within regulatory requirements. Professional event management ensures that health and safety standards, risk assessments, and operational planning are robust and compliant. The inclusion of live entertainment such as a marching band strengthens the

Regatta's appeal, encourages attendance, and helps sustain the vibrant community spirit for which the event is known.

Without the financial contribution from Saltash Town Council to cover these specific costs, the organising committee would not be able to meet the necessary legal, safety, and operational standards required to deliver the Regatta. Quite simply, without this funding, the event could not go ahead in its current form.

While this grant funding is indispensable, it does not cover the full cost of delivering the Regatta. As a result, fundraising and sponsorship activity remains increasingly important. Income from stall bookings continues to grow year on year and provides a vital contribution to the overall budget. The organising committee continues to actively pursue additional sponsorship, grant opportunities, and fundraising initiatives to ensure the long-term financial sustainability of the event while maintaining the high standards expected by the community.

## **Community Engagement and Development**

This year we will work on improving a dedicated children's and family area on Waterside Green. This space will be designed to provide a safer, more inclusive, and engaging environment for younger attendees and families. The introduction of this area was piloted in 2025 and will continue to be developed and improved in future years.

The Regatta also continues to benefit from strong community involvement, local organisations, and partner groups who support activities and logistics across the event site. Environmental considerations remain important, with ongoing efforts to maintain cleanliness and reduce waste where possible.

## **Entertainment and Cost Management**

In response to rising costs, the organising committee is actively reviewing the costs of running two stages and intends to use the space outside Livewire this year, enabling stall bookings on Waterside green and reducing sound engineer costs. We will continue to have an undercover bar and the popular disco caravan.

## **Successes, Challenges and Future Considerations**

The successes have been the Cardboard Boat race, paint party, sea shanty singers and stalls. The challenges are the children's parade which lacks support and is labour intensive, with road closures. Finding affordable entertainers continues to be difficult for us. Volunteer recruitment remains a significant challenge, with the event continuing to rely on a small number of committed individuals. Security, traffic management, and parking arrangements also require ongoing review as attendance continues to grow.

Securing long-term funding, increasing fundraising capacity, and maintaining volunteer support will be key priorities to ensure the Regatta can continue in future years.

## **Governance and Conclusion**

The Saltash Regatta operates as a Community Interest Company (CIC), providing a stronger governance structure and improved transparency. Planning for future Regattas will continue in partnership with key stakeholders, with dates confirmed following discussions with relevant clubs and service providers. This year's event will be held over the weekend of July 25<sup>th</sup> and July 26<sup>th</sup>, 2026.

The Saltash Regatta remains a much-loved community event that delivers social, cultural, and economic benefits to the town. Continued support from the Town Council, local businesses, volunteers, and parishioners is essential to its long-term success.

**Submitted by:**



Chair, Saltash Regatta and Waterside Festival

The Companies Act 2006

Community Interest Company Limited by Guarantee

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**Articles of Association<sup>1</sup>**

**of**

**Saltash Regatta C.I.C.**

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

**The Companies Act 2006  
Community Interest Company Limited by Guarantee**

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**The Companies Act 2006**

**Articles of Association**

**of**

**Saltash Regatta C.I.C.**

**INTERPRETATION**

**1. Defined Terms**

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

**COMMUNITY INTEREST COMPANY AND ASSET LOCK**

**2. Community Interest Company**

The Company is to be a community interest company.

**3. Asset Lock<sup>2</sup>**

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

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

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

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

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

3.4 If:

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

3.4.2 all its liabilities have been satisfied

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

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

Name:

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

Charity Registration Number (if applicable): [ ]

Company Registration Number (if applicable): [ ]

Registered Office: [ ]<sup>3</sup>

#### **4. Not for profit**

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

### **OBJECTS, POWERS AND LIMITATION OF LIABILITY**

#### **5. Objects<sup>4</sup>**

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

#### **6. Powers**

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

#### **7. Liability of members<sup>5</sup>**

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

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

### **DIRECTORS**

#### **DIRECTORS' POWERS AND RESPONSIBILITIES<sup>6</sup>**

#### **8. Directors' general authority**

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

**9. Members' reserve power**

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

**10. Chair**

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

**11. Directors may delegate<sup>7</sup>**

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

**DECISION-MAKING BY DIRECTORS**

**12. Directors to take decisions collectively<sup>8</sup>**

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

**13. Calling a Directors' meeting**

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

- 13.2 A Directors' meeting must be called by at least seven Clear Days' notice unless either:
  - 13.2.1 all the Directors agree; or
  - 13.2.2 urgent circumstances require shorter notice.
- 13.3 Notice of Directors' meetings must be given to each Director.
- 13.4 Every notice calling a Directors' meeting must specify:
  - 13.4.1 the place, day and time of the meeting; and
  - 13.4.2 if it is anticipated that Directors participating in the meeting will not be in the same place, how it is proposed that they should communicate with each other during the meeting.
- 13.5 Notice of Directors' meetings need not be in Writing.
- 13.6 Notice of Directors' meetings may be sent by Electronic Means to an Address provided by the Director for the purpose.

#### **14. Participation in Directors' meetings**

- 14.1 Subject to the Articles, Directors participate in a Directors' meeting, or part of a Directors' meeting, when:
  - 14.1.1 the meeting has been called and takes place in accordance with the Articles; and
  - 14.1.2 they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting.
- 14.2 In determining whether Directors are participating in a Directors' meeting, it is irrelevant where any Director is or how they communicate with each other.<sup>9</sup>
- 14.3 If all the Directors participating in a meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is.

#### **15. Quorum for Directors' meetings<sup>10</sup>**

- 15.1 At a Directors' meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting.
- 15.2 The quorum for Directors' meetings may be fixed from time to time by a decision of the Directors, but it must never be less than two, and unless otherwise fixed it is [two].
- 15.3 If the total number of Directors for the time being is less than the quorum required, the Directors must not take any decision other than a decision:
  - 15.3.1 to appoint further Directors; or

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

**16. Chairing of Directors' meetings**

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

**17. Decision-making at meetings<sup>11</sup>**

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

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

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

**18. Decisions without a meeting<sup>13</sup>**

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

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

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

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

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

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

**19. Conflicts of interest<sup>14</sup>**

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

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

## **20. Directors' power to authorise a conflict of interest**

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

## **21. Register of Directors' interests**

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

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

## **APPOINTMENT AND RETIREMENT OF DIRECTORS<sup>15</sup>**

### **22. Methods of appointing Directors**

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

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

### **23. Termination of Director's appointment<sup>16</sup>**

A person ceases to be a Director as soon as:

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

### **24. Directors' remuneration<sup>17</sup>**

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

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

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

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

- (a) take any form; and

- (b) include any arrangements in connection with the payment of a pension, allowance or gratuity, or any death, sickness or disability benefits, to or in respect of that director.

24.4 Unless the Directors decide otherwise, Directors' remuneration accrues from day to day.

24.5 Unless the Directors decide otherwise, Directors are not accountable to the Company for any remuneration which they receive as Directors or other officers or employees of the Company's subsidiaries or of any other body corporate in which the Company is interested.

## **25. Directors' expenses**

25.1 The Company may pay any reasonable expenses which the Directors properly incur in connection with their attendance at:

- (a) meetings of Directors or committees of Directors;
- (b) general meetings; or
- (c) separate meetings of any class of members or of the holders of any debentures of the Company,

or otherwise in connection with the exercise of their powers and the discharge of their responsibilities in relation to the Company.

## **MEMBERS<sup>18</sup>**

### **BECOMING AND CEASING TO BE A MEMBER<sup>19</sup>**

#### **26. Becoming a member<sup>20</sup>**

26.1 The subscribers to the Memorandum are the first members of the Company.

26.2 Such other persons as are admitted to membership in accordance with the Articles shall be members of the Company.

26.3 Each member of the company shall be a Director.

26.4 No person shall be admitted a member of the Company unless he or she is approved by the Directors.

26.5 Every person who wishes to become a member shall deliver to the company an application for membership in such form (and containing such information) as the Directors require and executed by him or her.

#### **27. Termination of membership<sup>21</sup>**

27.1 Membership is not transferable to anyone else.

27.2 Membership is terminated if:

- 27.2.1 the member dies or ceases to exist;
- 27.2.2 otherwise in accordance with the Articles; or
- 27.2.3 a member ceases to be a Director.

## **DECISION MAKING BY MEMBERS**

### **28. Members' meetings<sup>22</sup>**

- 28.1 The Directors may call a general meeting at any time.
- 28.2 General meetings must be held in accordance with the provisions regarding such meetings in the Companies Acts.<sup>23</sup>
- 28.3 A person who is not a member of the Company shall not have any right to vote at a general meeting of the Company; but this is without prejudice to any right to vote on a resolution affecting the rights attached to a class of the Company's debentures.<sup>24</sup>
- 28.4 Article 28.3 shall not prevent a person who is a proxy for a member or a duly authorised representative of a member from voting at a general meeting of the Company.

### **29. Written resolutions**

- 29.1 Subject to Article 29.3, a written resolution of the Company passed in accordance with this Article 29 shall have effect as if passed by the Company in general meeting:
  - 29.1.1 A written resolution is passed as an ordinary resolution if it is passed by a simple majority of the total voting rights of eligible members.
  - 29.1.2 A written resolution is passed as a special resolution if it is passed by members representing not less than 75% of the total voting rights of eligible members. A written resolution is not a special resolution unless it states that it was proposed as a special resolution.
- 29.2 In relation to a resolution proposed as a written resolution of the Company the eligible members are the members who would have been entitled to vote on the resolution on the circulation date of the resolution.
- 29.3 A members' resolution under the Companies Acts removing a Director or an auditor before the expiration of his or her term of office may not be passed as a written resolution.
- 29.4 A copy of the written resolution must be sent to every member together with a statement informing the member how to signify their agreement to the resolution and the date by which the resolution must be passed if it is not to lapse. Communications in relation to written notices shall be sent to the Company's auditors in accordance with the Companies Acts.

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

## **ADMINISTRATIVE ARRANGEMENTS AND MISCELLANEOUS**

### **30. Means of communication to be used**

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

### **31. Irregularities**

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

### **32. Minutes**

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

- 32.1.1 of all appointments of officers made by the Directors;
- 32.1.2 of all resolutions of the Company and of the Directors (including, without limitation, decisions of the Directors made without a meeting); and
- 32.1.3 of all proceedings at meetings of the Company and of the Directors, and of committees of Directors, including the names of the Directors present at each such meeting;

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

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

### **33. Records and accounts<sup>25</sup>**

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

- 33.1 annual reports;
- 33.2 annual returns; and
- 33.3 annual statements of account.
- 33.4 Except as provided by law or authorised by the Directors or an ordinary resolution of the Company, no person is entitled to inspect any of the Company's accounting or other records or Documents merely by virtue of being a member.

### **34. Indemnity**

- 34.1 Subject to Article 34.2, a relevant Director of the Company or an associated company may be indemnified out of the Company's assets against:
  - (a) any liability incurred by that Director in connection with any negligence, default, breach of duty or breach of trust in relation to the Company or an associated company;
  - (b) any liability incurred by that Director in connection with the activities of the Company or an associated company in its capacity as a trustee of an occupational pension scheme (as defined in section 235(6) of the Companies Act 2006); and
  - (c) any other liability incurred by that Director as an officer of the Company or an associated company.

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

34.3 In this Article:

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

### **35. Insurance**

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

35.2 In this Article:

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

### **36. Exclusion of model articles**

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

**SCHEDULE**  
**INTERPRETATION**

**Defined terms**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# Saltash Regatta CIC — Micro-Entity Accounts

SALTASH REGATTA CIC

## Micro-entity Accounts

for the period 18 April 2024 to 30 April 2025

### Profit and Loss Account

	£
<b>Turnover</b>	<b>25,114.67</b>
Event and administrative costs	(17,836.24)
<b>Surplus for the financial period</b>	<b>7,278.43</b>

The company has no other recognised gains or losses.

### Balance Sheet

as at 30 April 2025

	£
<b>Current assets</b>	
Cash at bank and in hand	9,118.42
<b>Creditors: amounts falling due within one year</b>	<b>(857.95)</b>
<b>Net assets</b>	<b>8,260.47</b>
<b>Capital and reserves</b>	<b>8,260.47</b>

### Notes to the Micro-Entity Accounts

1. **Basis of preparation**

These accounts have been prepared in accordance with the provisions applicable to micro-entities under FRS 105 and the Companies Act 2006.

2. **Accruals**

The expenditure includes accruals for event costs relating to the 2025 Saltash Regatta which were invoiced after year-end.

3. **Members and directors**

No dividends were paid and no profits were distributed to members or directors during the period.

### Statutory Statements

The company is entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit.

The directors acknowledge their responsibility for:

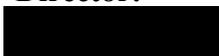
- complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the micro-entity provisions of the Companies Act 2006.

**Approved by the Board**

Signed on behalf of the company on **5 January 2026**

**Director:**



Signature:



**19/01/2026**

**Saltash Regatta 2026**

**Letter of Support**

To Whom It May Concern,

Livewire Youth Project, Saltash is pleased to offer its full support for the Saltash Regatta 2026. We have a strong commitment to supporting community events that positively impact young people and bring the town together.

As a youth-focused organisation, Livewire Youth Project will support the Regatta by offering opportunities for young people to engage in live music and creative performance. This includes providing young musicians with the chance to perform at a large, well-established community event, helping them to build confidence, develop performance skills, and gain valuable experience in a supportive and inclusive environment.

The Regatta offers an excellent platform for young people who may not otherwise have access to public performance opportunities. Taking part helps to nurture talent, encourage positive social engagement, and strengthen connections between young people and the wider community.

We fully support the Saltash Regatta and recognise the significant benefits it brings to the town, including community pride, increased footfall, and economic activity. We look forward to working collaboratively to ensure the continued success of the event in 2026.

Yours sincerely,

Livewire Youth Project  
Saltash

## Safeguarding Policy

### Safeguarding policy for children and vulnerable adults

#### *Introduction*

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

#### **Purpose of the policy**

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

#### **Relevant Legislation, Policy, and Guidance**

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

#### **Policy Objectives**

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

Diverse Events CIC does not directly engage in activity with, nor have unsupervised access to, or contact with, children or vulnerable adults, but Diverse Events CIC does take seriously its obligations

to operate in such a way as to ensure, so far as is possible, that its work causes no harm to anyone who comes into contact with it or its work.

Safeguarding defines a child as “anyone who has not yet reached their 18th birthday. ‘Children’ therefore means ‘children and young people’ throughout. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate for children and young people, does not change his or her status or entitlement to services or protection under the Children’s Act 2004 “Safeguarding and promoting the welfare of children” means:

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

Safeguarding vulnerable adults – applies to an adult who:

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

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

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

### **Implementation**

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

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

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

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

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

### **Responsibilities**

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

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

- Know which outside protection agency to contact in the event of a protection concern coming to their attention.
- Provide information and advice on safeguarding and child protection.
- Ensure that appropriate information is available at the time of referral.
- Liaise with all external agencies, as appropriate.
- Keep relevant people informed about any action taken and any further action required.
- Ensure that an appropriate written record is kept of any referral and action taken, and that this is kept safely and in confidence.
- Advise staff and volunteers of protection needs.
- Act as a source of advice and support for staff and volunteers on safeguarding and child/vulnerable person protection matters.

### **Expectations**

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

Staff and volunteers must:

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

Staff and volunteers must not:

- Ever be left unattended with a child or vulnerable adult.
- Have physical contact with a child or vulnerable adult.
- Make suggestive or inappropriate remarks to a child or vulnerable adult.
- Be unnecessarily inquisitive – do not ask for personal details.
- Do or say anything that might make a child or vulnerable person feel uncomfortable and that includes being aggressive, hostile, or impatient.
- Be drawn into personal conversations or introducing personal subjects with children or vulnerable persons.

- Make comments that could be misinterpreted, such as about a child or vulnerable persons appearance.
- Exchange personal contact details including email or phone numbers.
- Contact a child or vulnerable persons through any form of social media.
- Permit a child to swear or use sexualised language unchallenged.
- Permit a child to use language that aims to radicalise by supporting terrorism and forms of extremism leading to terrorism.
- Promise that information shared by a child or vulnerable adult will be kept confidential.
- Try to investigate any allegation of abuse themselves.

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

### **Procedures**

*Reporting concerns about a child or vulnerable person:*

Concerns about a child may come from:

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

*Disclosure from a child or vulnerable adult*

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

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

You should not:

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

- Contact the alleged abuser.

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

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

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

*Responding to an emergency*

*A child or vulnerable person is at immediate risk of harm*

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

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

*Concerns arising from a script or performance*

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

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

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

*Allegations against staff or volunteers*

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

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

An allegation is defined as:

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

An allegation may concern:

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

An allegation may arise because of:

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

*Managing the allegation procedure*

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

- Calling 999 if the child or vulnerable is in immediate danger.
- Calling GATEWAY on 01752 668000 or email [gateway@plymouth.gov.uk](mailto:gateway@plymouth.gov.uk)
- Calling Plymouth Out of Hours Service on 01752 346984
- Report it [online](#) if in Plymouth
- Calling Adult Social Care on 01752 668000
- Calling 101
- Calling MASH on 0345 155 1071
  - o And completing a [MASH referral](#) to be emailed to [mashsecure@devon.gov.uk](mailto:mashsecure@devon.gov.uk)
- Calling MARU (Multi Agency Referral Unit) on 0300 123 1116
- Calling Care Direct on 0345 155 1007 or emailing [customerservicecentrecaredirectteam-mailbox@devon.gov.uk](mailto:customerservicecentrecaredirectteam-mailbox@devon.gov.uk) or their Emergency Duty Service on 0845 6000 388
- If in Cornwall calling 0300 1234 131 or 01208 251300

*Responding to an allegation*

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

*Record keeping*

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

DIVERSE EVENTS CIC

### Safeguarding Concern Form

This form should be used to record safeguarding concerns that are

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

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

**DO NOT ASK LEADING QUESTIONS.**

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

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

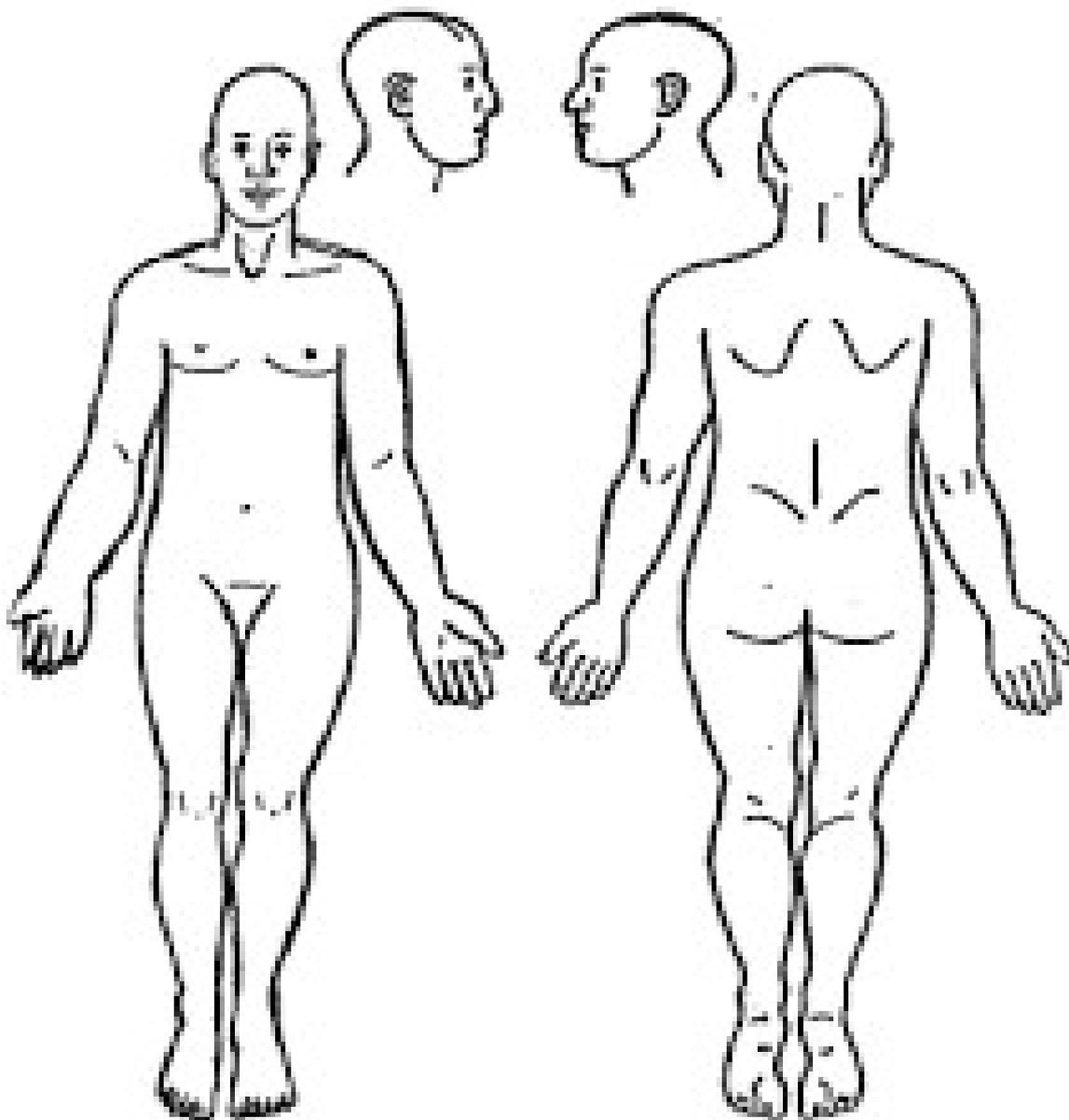
### Body Map

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

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

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

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





Diverse Events <info@diverse-events.com>

### 2026 events

Peninsula Medics Ltd <events@peninsulamedics.co.uk>  
To: Diverse Events <info@diverse-events.com>

26 January 2026 at 10:41

Morning sir,



Event	Date	2025	2026	Difference	Notes
[Redacted]					
Saltash Regatta & Waterside Festival	25-Jul	£1,500.00	£1,650.00	£150.00	
[Redacted]					



# SAMBA KERNOW

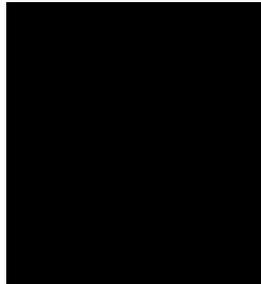
Quotation to: Saltash Regatta

Date: 25<sup>th</sup> July 2026

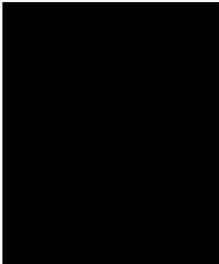
Amount: £200

Please accept this quotation for our entertainment services for the 2026 Saltash Regatta.

Cheque payable to:



BACS:



Please identify the BACS for our reference purposes.

Many thanks,



# FOX SECURITY LTD

**QUOTE: CWPR003**  
**Date: 27<sup>th</sup> January 2026**  
Pride Events

**Fox Security Ltd**

Company number: 14738033  
VAT number: 438 0466 89

Email: [REDACTED]  
[www.fox-security.org](http://www.fox-security.org)

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
13	1 x SIA Security for Saltash Regatta 17:00-06:00 24 <sup>th</sup> July 2026	£18.50	£240.50
42	6 x SIA Security for Saltash Regatta 13:00-20:00 25 <sup>th</sup> July 2026	£18.00	£756.00
11	1 x SIA Security for Saltash Regatta 20:00-07:00 25 <sup>th</sup> July 202	£18.50	£203.50
24	6 x SIA Security for Saltash Regatta 13:00-16:30 26 <sup>th</sup> July 2026 (minimum charge of 4 hours)	£18.00	£432.00
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

		Subtotal	
		VAT	
		Total	

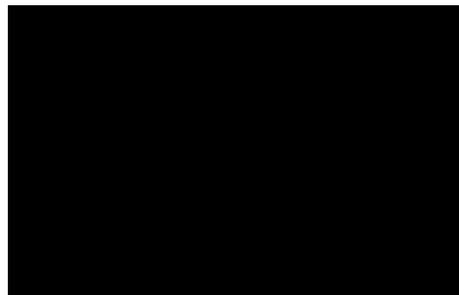
**THANK YOU FOR USING FOX SECURITY LTD!**

Please note payment is due 7 days from the date of invoice





FTaSGroup



FTaSGROUP

Traffic Management

Location / Event: Saltash Regatta  
25<sup>th</sup> & 26<sup>th</sup> July, 2026

To: [REDACTED] (Diverse Events)

Quotation as requested

19/02/2026

Dear [REDACTED]

I write to propose a cost of £991.60 for the traffic management and works in support of the 2026 Saltash Regatta & Waterside Festival.

If acceptable, Payment can be made either by cheque to [REDACTED] or directly to bank sort cod [REDACTED].

Many thanks for your custom, kind regards,





Re: Rock Choir Cornwall



Summary by Copilot



Rock choir- [REDACTED]@rockchoir.com>

To: You; [REDACTED]@saltashregatta.co.uk; Diverse Events

Reply Reply all Forward

Sun 25/01/2026 07:23

You replied on Sun 25/01/2026 10:45

[View conversation](#)

Start reply with:

Thank you!

Great, thank you so much!

Perfect, thank you!

Good Morning [REDACTED]

Brilliant! Out fee for 2026 is £200

Thanks  
[REDACTED]

Page 2 of 15

## Saltash Town Council Grant Reporting Form

<b>Name of Organisation</b> Oaklands Community Centre	
<b>Amount Award</b> £925	<b>Community Chest</b>
<p><b>How has the award contributed to the success of your project/club/organisation? Please include photographs where possible.</b></p> <p>The funding award of £925 has made a significant contribution to the development and success of Oaklands Community Centre. With this support, we were able to purchase essential kitchen equipment, including a cooker, dishwasher, utensils, and a soup warmer.</p> <p>Although the centre has only recently begun to make full use of these facilities, the equipment has enabled us to expand our plans for community catering and food-based activities.</p> <div data-bbox="231 1052 1364 1803" data-label="Image"> </div>	

We are now able to:

- Prepare and serve soups to local residents, particularly during our volunteer and community sessions
- Warm and serve pastries and other prepared foods efficiently and safely
- Offer basic baking activities for community members, including elderly residents and families, creating opportunities for engagement and skill-building

This investment has strengthened Oaklands Community Centre's capacity to host inclusive, welcoming, and practical activities for the community, enhancing its role as a hub for social interaction, learning, and wellbeing. The equipment has already improved our operational capabilities and provides a foundation for future cooking projects, which we plan to develop further to benefit local residents and volunteers alike.

The award has provided the necessary tools to begin delivering tangible, practical services while laying the groundwork for future growth, enabling Oaklands Community Centre to better serve the community of Saltash.

**How has the grant from Saltash Town Council been promoted?**

**Please provide examples where possible such as screenshots of social media posts or banners.**

**We have promoted Saltash Town Council via, Facebook, on our website and listed on our supporters TV screen.**

**We would also like to have an official 'Oven Opening' event, where Saltash Town Council will be invited and promoted.**



**We**

January 26, 2026 / Last updated : January 26, 2026 admin

News

## Thank You to Saltash Town Council for Supporting Our Community Kitchen

We would like to extend our sincere thanks to **Saltash Town Council** for their generous donation of **£925**, which has made a significant and lasting difference to our community kitchen.

This funding has enabled us to purchase a range of essential equipment, including a **commercial cooker, dishwasher, soup warmer, and a wide selection of kitchen utensils**. These improvements have transformed how the kitchen operates, allowing us to prepare food more efficiently, safely, and to a higher standard for everyone who uses the space.

The upgraded facilities directly support our community activities, including our donation-based café sessions and food-sharing initiatives. Having reliable, modern equipment means we can better handle surplus food, reduce waste, and provide warm, freshly prepared meals in a welcoming environment. It also helps ensure that volunteers can work safely and comfortably while supporting local residents.

This investment is about far more than equipment. It strengthens the long-term sustainability of the kitchen as a shared community resource and helps us continue offering accessible, low-cost support to people of all ages and backgrounds in Saltash. Small, practical improvements like these play an important role in preventing food insecurity and social isolation, while bringing people together around a shared table.

We are proud to acknowledge this support with a permanent sign in the kitchen recognising that the facilities have been **provided with the help of Saltash Town Council**

Signed 	Dated 23/01/2026

## Saltash Town Council Grant Reporting Form

**Name of Organisation: Saltash Chamber of Commerce,  
Christmas Festival 2025**

<b>Amount Award £2500</b>	<b>Festival Fund</b>
---------------------------	----------------------

**How has the award contributed to the success of your event?**

The award played a vital role in enabling the festival to remain a free, inclusive and well-managed community event, attracting visitors into the town centre, supporting local businesses and delivering a positive community experience at the heart of the festive season.

The funding directly supported the firework display as well as essential operational costs, including medical cover, insurance and traffic management. These elements are fundamental to delivering a large public event safely and professionally, allowing residents and visitors to enjoy the festival with confidence.

The festival is organised and delivered by a very small team of Chamber of Commerce volunteers, with total costs of approximately £9,000. The Town Council’s contribution significantly reduced the level of fundraising required and helped ease the pressure on the volunteers, enabling the team to focus more time and energy on event delivery, coordination and community engagement.

The importance of the grant was especially evident this year when forecasts of strong winds forced the cancellation of the street market element of the festival. The market would normally generate around £2,000 in income, and its loss created an unexpected financial shortfall. The Town Council’s funding provided essential financial resilience, ensuring the festival could still proceed rather than being cancelled altogether.

Without the planned market, we cancelled the road closure on Fore Street, meaning the Lantern Parade and fireworks display had to be relocated to the Waterside at short notice. Although the display was not held in the town centre, families gathered along the waterfront to enjoy the fireworks with the Brunel and Tamar Bridges as backdrop, creating a memorable highlight and ensuring the festival retained a strong celebratory finale despite difficult circumstances.

In addition, the practical support provided by the Town Council in collecting lanterns from schools made a meaningful contribution to the success of the Lantern Parade, supporting school participation and helping maintain strong community involvement at the heart of the festival.

The continued support of Saltash Town Council plays an important role in ensuring the long-term sustainability of the Christmas Festival.



Our thanks also go to the Mayor, Councillor Rachel Bullock, for her enthusiastic engagement in the event, presenting awards, starting the Santa Fun Run and running in it.



**How has the grant from Saltash Town Council been promoted?**

*Provide examples where possible such as screenshots of social media posts or banners.*

The poster design featured the logo of Saltash Town Council along with the logos of the Chamber of Commerce and Scrapstore.

This design was also used for leaflets.



**Saltash Christmas Festival**  
 Published by Hilary Frank · 8 November 2025 ·

▲ A huge thank you to **Saltash Town Council** for their generous grant of £2,500 towards Saltash Christmas Festival 2025!

This grant helps us bring Christmas cheer to the town, from the Lantern Parade and Santa Fun Run to the street market, outdoor carols and Santas on Bikes.

The festive fun starts at 1pm on Saturday 6th December. 🌟

#SaltashChristmasFestival #ThankYou #CommunitySpirit #Saltash



**Saltash Christmas Festival**  
 Published by Hilary Frank · 5 December 2025 ·

▲🌟 MORE FESTIVE FUN ON 6TH DECEMBER! 🌟▲

Alongside the excitement of the main Festival programme, don't miss these brilliant extras happening around town:

- 13:00 - 18:00 Makers Market in Saltash Studios
- 10:00 - 15:00 Saltash Chronicles in the Guildhall
- 10:00 - 18:00 Festive opening of Heritage Museum, Lower Fore St.
- 10:00 - 19:00 Christmas Tree Festival in the Church of St Nicholas and St Faith
- ☕ Refreshments until 13:00
- 🍷 Mulled wine & shortbread from 18:00

The Saltash Christmas Festival is hosted by Saltash Chamber of Commerce and made possible thanks to grants from **Saltash Town Council** and **Saltash Scrapstore**.



A sample of the FB posts  
 thanking Saltash Town Council.

**Saltash Christmas Festival**  
 Published by Hilary Frank · 6 December 2025 ·

Huge, festive thanks to the service delivery team at **Saltash Town Council** for picking up lanterns from primary schools and to our valiant volunteers for getting them ready for tonight's parade.

Our theme this year is 'Under the Sea', and Edwina the Angler Fish, designed by Isla in Year 7 in **Saltash Community School**, will be leading Robin, Snowman and the primary school lanterns past the Guildhall down to the Waterside, where fireworks will be let off from the pier at about 6:20pm.

PLEASE NOTE THE CHANGE IN LOCATION FOR THE FIREWORK DISPLAY!



Signed: Hilary Frank

Dated: 21st February 2025

**To receive amendments to the Receiving Public Questions, Representations and Evidence at Meetings procedure and consider any actions**

**Report to:** Policy and Finance Committee

**Date of Report:** 03.03.26

**Officer Writing the Report:** Town Clerk / RFO

**Officer's Recommendations**

Members are advised to ensure that the proposed changes meet the requirements of the Town Council and, if satisfied, to recommend the amendments to Full Town Council.

**Report Summary**

As part of the Town Council's review of its Governance Framework, the Town Clerk was instructed to amend the Receiving Public Questions, Representations and Evidence at Meetings procedure following a comparison with practices adopted by other town and parish councils.

These proposed amendments aim to ensure a consistent approach and to provide appropriate support for both Members and officers – please refer to draft procedure attached to review and consider the proposed changes.

**Signature of Officer:**

Town Clerk / RFO

# Receiving Public Questions, Representations and Evidence at Meetings

RESPONSIBLE COMMITTEE: P&F

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

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<b>Current Document Status</b>			
<b>Version</b>	2025/26	<b>Approved by</b>	FTC
<b>Date</b>	03.04.2025	<b>Responsible Officer</b>	AJT
<b>Minute no.</b>	05/25/26a(13)	<b>Next review date</b>	Annual or as required

<b>Version History</b>					
<b>Date</b>	<b>Version</b>	<b>Author/ editor</b>	<b>Committee/ date</b>	<b>Minute no.</b>	<b>Notes</b>
04.2018	1	AJT	P&R 10.04.2018	07/18/19g	New
03.2021	2	AJT	P&F 09.03.2021	172/20/21I	Revised – recommended for approval
06.2021	2	AJT	FTC 03.06.2021	74/21/22p	Readopted – new council
05.2022	2/2022	AJT	ATM 05.05.2022	54/22/23b(xvii)	Reviewed for reapproval
06.2022	3/2022	AJT	FTC 04.08.2023	151/22/23a	Revised to include Planning & Licensing Committee amendments; amended deadline for questions to be received
05.2023	2023	AJT	ATM 04.05.2023	65/23/24c(xiii)	Readopted

02.2024	2024 DRAFT	AJT	P&F 27.02.2024	156/23/24c(14)	Reviewed for recommendation to FTC 03.2024
03.2024	2024	SB	FTC 07.03.2024	367/23/24c	Recommendation from P&F. Approved.
05.2024	2024	SB	ATM 02.05.2024	64/24/25c(12)	Readopted
02.2025	2025	LW	P&F 11.03.2025	164/24/25c(13)	Recommendation to FTC 03.04.2025 with additional amendments made at the meeting.
04.2025	2025	LW	FTC 03.04.2025	05/25/26a(13)	Approved with additional amendments made at the meeting.

<b>Document Retention Period</b>
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Until superseded
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## **Receiving public questions, representations and evidence at meetings**

Members of the public have a legal right to attend decision making meetings of the Town Council and its Committees, except where they are excluded for specific items which need to be discussed in confidence (e.g. staffing matters or tenders for contracts). A period of fifteen minutes will be designated for public participation at a meeting and this session is recorded in the minutes of the meeting.

**Saltash Town Council encourages members of the public to submit a public question in accordance with its procedure. However, the Council respectfully asks the public to recognise that while Town Council meetings are open for the public to attend, they are not public meetings.**

### **Submission of Questions, Representations and Evidence**

Questions, **representations and evidence** must be submitted in writing using the form provided (refer to Appendix A) **no later than ~~12 noon the day~~ five clear working days before the meeting** either by email to [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk) or sent to The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX.

No person may submit more than one question to a meeting and no more than one question may be asked on behalf of an organisation. **Submissions must not exceed 100 words. No member of the public may speak for longer than three minutes.**

**Public questions, representations and evidence will be published in the reports pack for Members' consideration and will be available to the public.** Any questions submitted after the deadline will be referred to the next meeting.

Anonymous questions will not be answered.

### **Order of Questions**

Questions will be taken in the order in which notice was received but the Chairman of the meeting may group together similar questions. Where the enquirer is unable to be present their question will be read out by the Town Clerk.

All questions shall be put to the Chairman and no member of the public may speak for longer than three minutes. **You can only ask your question including representations and evidence as submitted;** you cannot change the question or give further information. Supplementary questions may be allowed at the discretion of the Chairman but must relate to your original question or the reply. Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairman shall direct in which order this will be.

A public question shall not start a debate at the meeting.

### **Scope of Questions**

Questions must relate to a matter to which the Council has powers or duties or which affect the town of Saltash. Questions will not be allowed on matters which have previously been determined.

The Town Clerk as the Proper Officer will reject a question if:

- It is beyond the legal powers of the Town Council.
- **Requires the disclosure of confidential information.**
- The Town Clerk will inform the Chairman of the Town Council or relevant Committee of the reason(s) why.
- The Town Clerk will inform the person that submitted a public question of the reason(s) for rejection.

The Chairman of the meeting will reject a question if it:

- Is not about a matter for which the Town Council has a responsibility, or which affects the town of Saltash.
- Is defamatory, frivolous or offensive.
- ~~Requires the disclosure of confidential information.~~
- Is the same, or substantially the same question as one asked in the previous six months.

## Response to Questions

Questions may be answered by the Chairman, Deputy Chairman, Town Councillors or the Town Clerk and will be dealt with in one of the following ways:

- A verbal response may be made at the meeting.
- The Town Clerk will be asked to respond in writing.
- The Town Council may decide to place the item on an agenda for a future meeting (or refer it to a Committee) for further consideration.
- Where the enquirer was not present at the meeting a copy of the response will be provided if made at the meeting.

## Procedure in respect of planning applications

Members of the public wishing to speak about a planning application must submit in writing using the form provided (refer to Appendix A) **no later than ~~12 noon the day~~ five clear working days before the meeting** where the application will be considered.

The Chairman will introduce the application and invite speakers in the following order:

- The applicant or their agent
- Objector
- Supporter
- Ward Members

Following this, Members of the Committee may debate and will then vote on the application.

Where more than one objector/supporter has registered to speak, the first received will be permitted to speak. Where there are number of interested parties in an application, they are advised to coordinate their response and nominate a speaker.

## Time Limits

Each public speaker has a time limit of three minutes to make their representation. At the discretion of the Chairman and with the approval of Members, a further two minutes may be permitted where new information is available.

## Protocol

Members of the public should not interrupt other speakers or the Committee debate. Where Members of the Committee ask questions of a public speaker this does not entitle them to participate in the debate.

All speakers must respect the Chairman and respond to instructions accordingly.

Speakers should restrict their comments to material planning considerations only.

**Please note that offensive or threatening behaviour will not be tolerated. If a member of the public interrupts the proceedings of any meeting the Town Council reserves the right to curtail the contribution of that person and exclude a disorderly person or clear the public gallery.**

## What to expect on the night:

A handout available on the public gallery chairs to include the below information, that explains the process on the night:

'Welcome to Saltash Town Council and thank you for submitting a public question, the following is guidance when asked to speak in the meeting.

All questions shall be put to the Chairman and no member of the public may speak for longer than three minutes.

Please only ask your question **including representation and evidence as submitted** when directed by the Chairman. ~~You can only ask your question as submitted~~; you cannot change the question, **representations, evidence** or give further information.

Supplementary questions may be allowed at the discretion of the Chairman but must relate to your original question or the reply.

~~Any evidence or representation submitted along with the question will have been published in the report pack and as such, you can assume members will have read it.~~

Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairman shall direct in which order this will be.

We appreciate your co-operation’.

## Appendix A

### Submission of Questions, Representation and Evidence Form

Questions, **representations and evidence** must be submitted in writing using the form provided ~~no later than 12 noon the day~~ **five clear working days before the meeting** either by email to enquiries@saltash.gov.uk or sent to The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX.

<b>Name:</b>  <b>Address:</b>  <b>Contact details:</b>	<b>Date of submission:</b>
<b>Do you give consent for your personal details to be published and made available in the public domain, please circle below:</b>  <b>Yes or No</b>	
<b>Are you attending the meeting in person to ask your question, please circle below:</b>  Yes or No	
<b>If your question relates to a Planning or Licensing Application, please confirm the application number, name, address and whether you support or object. Submissions must not exceed 100 words. No member of the public may speak for longer than three minutes:</b>	

**Question, Representations and Evidence:**

~~Write your question only, clearly and concisely, no person may submit more than one question, and no member of the public may speak for longer than 3 minutes.~~

A question must be submitted in a clear and concise manner and may include representations and supporting evidence. Each person may submit only one question. Submissions must not exceed 100 words. No member of the public may speak for longer than three minutes.

**Representations and Evidence:**

~~Add representations/evidence to support your question.~~

## **To receive an updated report on Town Council policies and processes and consider any actions and associated expenditure**

**Report to: Policy and Finance**

**Date of Report:** 03.03.26

**Officer Writing the Report:** Town Clerk / RFO

**Purpose of the report:** To ensure that the Town Council's Governance Framework is robust, fit for purpose, and able to support the effective day-to-day operation of the Council. Strengthening the framework will help ensure that decisions are made transparently, fairly, and in the best interests of the community.

### **Officer's Recommendations**

That Members appoint Company A to undertake a comprehensive review of all Town Council policies and processes, and to provide recommended amendments for consideration directly by Full Town Council at its meeting on 9 April, noting that the earliest completion date for the full report from Company A is 1 April 2026.

At a maximum cost of £2,800 allocated to budget code 6273 EMF Legal Fees.

Subject to approval by Full Town Council, the new governance framework would then be adopted at the Annual Town Council Meeting in May, to take effect from the start of the new municipal year.

### **Report Summary**

The Town Clerk identified the need for the Town Council to review its Governance Framework in line with recognised best practice. A report was presented to the Policy and Finance Committee for Member consideration, and the proposal was subsequently approved.

As part of the review, the Town Clerk assessed whether the work could be completed in-house. Unfortunately, this is not feasible due to existing workload pressures, limited staff resources, and the requirement to complete the review before the start of the 2026–27 municipal year.

To progress the matter, the Town Clerk examined approaches taken by other town and parish councils and sought quotations from consultants with proven experience and understanding of local government governance.

Two quotations were initially requested from consultancies within the area. However, one provider has since confirmed they are no longer able to undertake the work due to unforeseen circumstances. Please refer to the catalogue of policies and procedures.

This leaves one quotation for Member consideration. The details are as follows:

### Company A

#### **1. Review and recommendations**

Looking at the full catalogue for consistency, clarity and relevance, and identifying where policies could be combined, simplified or retired. This would involve going through each policy, annotating and commenting, and producing clear recommendations, including a proposed updated structure.

#### **2. Making any agreed changes**

In other words, putting the recommendations into practice and updating the policies accordingly.

There are 55 policies in the catalogue you sent over, so Stage 1 does involve detailed work across several areas. I estimate around 40–56 hours (5 – 7 days) for this first stage. Until those recommendations are produced, it isn't possible to give a meaningful figure for Stage 2 — and Saltash Town Council may well want to consider the Stage 1 outcomes before deciding whether to carry out the changes in-house, contract out, or take another approach.

Our standard professional rates are:

£50 per hour / £400 per day. So, the estimated cost for Stage 1 would be £2,000 to £2,800.

The earliest the full report can be produced is Wednesday, 1 April 2026.

**Budgets****Budget Codes:** 6273 EMF Legal Fees**Budget Availability:** £6,000**Committed Spend:** None.**Signature of Officer:**

Town Clerk / RFO

Quarter	Policy group	Policy name	Last reviewed	Responsible Committee	Minute number	Committee date	Date Agenda Circulated	Submitted to Town Clerk For Final Sign Off	Submitted to Responsible Department/Officer	Responsible Department/Officer	Notes
Q2	Employees	Data Protection Criminal Records Information	11 March 2025	Personnel	164/24/25a(1)	31 July 2025	25 July 2025	18 July 2025	15 July 2025	Town ClerkHR	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/26
	Employees	Data Protection Policy (Employees)	11 March 2025	Personnel	164/24/25a(2)	31 July 2025	25 July 2025	18 July 2025	15 July 2025	Town ClerkHR	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/27
	Employees	Disability Employment Policy	11 March 2025	Personnel	164/24/25a(3)	31 July 2025	25 July 2025	18 July 2025	15 July 2025	Town ClerkHR	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/28
Q2	Employees	Employee Handbook - <b>NOTE under review by HRC</b>	11 March 2025	Personnel	164/24/25a(5)	31 July 2025	25 July 2025	18 July 2025	15 July 2025	Town ClerkHR	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/29
Q2	Employees	Provision of IT & Acceptable Use Policy	03 April 2025	Personnel	06/25/26	31 July 2025	25 July 2025	18 July 2025	15 July 2025	Town ClerkHR	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/30
Q3	Employees	Recruitment & Selection	06 March 2025	Personnel	238/25/26	30 October 2025	24 October 2025	17 October 2025	14 October 2025	Town ClerkHR	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/31
Q3	Employees	Equality & Diversity	11 March 2025	Personnel	164/24/25a(4)	30 October 2025	24 October 2025	17 October 2025	14 October 2025	Town ClerkHR	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/32
Q3	Employees	Training & Development	11 March 2025	Personnel	164/24/25a(9)	30 October 2025	24 October 2025	17 October 2025	14 October 2025	Town ClerkHR	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/33
Q3	Employees	Protocol for Councillor Officer Relations	11 March 2025	Personnel	164/24/25a(7)	30 October 2025	24 October 2025	17 October 2025	14 October 2025	Town ClerkHR	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/34
Q2	Employees	Employee Dress Code (INTERNAL)	20 June 2024	Personnel	24/24/25c	31 July 2025	25 July 2025	18 July 2025	15 July 2025	Town ClerkHR	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/36
Q3	Employees	Employee Recognition Scheme	11 March 2025	Personnel	164/24/25a(6)	30 October 2025	24 October 2025	17 October 2025	14 October 2025	Town ClerkHR	
Q3	Employees	Safeguarding	25 May 2025	Personnel	22/25/26	30 October 2025	24 October 2025	17 October 2025	14 October 2025	Assistant to Town Clerk	
Q4	Finance	Annual Business Continuity Plan	03 April 2025	Policy & Finance	05/25/26b(1)	13 January 2026	07 January 2026	02 January 2026	30 December 2025	Finance RFO	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/37
Q4	Finance	Annual Internal Audit & Business Risk Assessment	03 April 2025	Policy & Finance	05/25/26b(2)	13 January 2026	07 January 2026	02 January 2026	30 December 2025	Finance RFO	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/38
Q4	Finance	Annual Reserves Policy	03 April 2025	Policy & Finance	05/25/26b(3)	13 January 2026	07 January 2026	02 January 2026	30 December 2025	Finance RFO	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/39
Q4	Finance	Annual Statement on Internal Control	03 April 2025	Policy & Finance	05/25/26b(4)	13 January 2026	07 January 2026	02 January 2026	30 December 2025	Finance RFO	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/40
Q4	Finance	Annual Treasury Management Strategy	03 April 2025	Policy & Finance	5)	13 January 2026	07 January 2026	02 January 2026	30 December 2025	Finance RFO	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/41
Q3	Finance	Anti Bribery Policy Statement & Anti Fraud & Corruption Strategy	03 April 2025	Policy & Finance	05/25/26b(6)	11 November 2025	05 November 2025	31 October 2025	28 October 2025	Finance RFO	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/42
Q3	Finance	Finance Schedule & Precept Plan	03 April 2025	Policy & Finance	05/25/26b(7)	11 November 2025	05 November 2025	31 October 2025	28 October 2025	Finance RFO	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/43
Q3	Finance	Local Government Pension Scheme	03 April 2025	Policy & Finance	05/25/26b(13)	11 November 2025	05 November 2025	31 October 2025	28 October 2025	Finance RFO	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/44
Q4	Finance	Receipting of Income & Banking Procedures	03 April 2025	Policy & Finance	05/25/26b(9)	13 January 2026	07 January 2026	02 January 2026	30 December 2025	Finance RFO	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/45

Q3	Finance	Risk Management Plan Statement	03 April 2025	Policy & Finance	05/25/26b(10)	11 November 2025	05 November 2025	31 October 2025	28 October 2025	Finance RFO	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/46
Q3	Finance	Risk Management Strategy	03 April 2025	Policy & Finance	05/25/26b(11)	11 November 2025	05 November 2025	31 October 2025	28 October 2025	Finance RFO	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/47
Q3	Finance	Scheme of Delegation	03 April 2025	Policy & Finance	05/25/26b(12)	11 November 2025	05 November 2025	31 October 2025	28 October 2025	Finance RFO	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/48
Q3	Finance	Financial Regulations	03 April 2025	Policy & Finance	05/25/26b(8)	13 January 2026	07 January 2026	02 January 2026	30 December 2025	Finance RFO	Town Council's received and approved to re-adopt existing policies and procedures for the year 2025/26 Minute No/ 60/25/49
Q3	General	Acquisition or Sale of Land and Property	11 March 2025	Policy & Finance	164/24/25c(1)	11 November 2025	05 November 2025	31 October 2025	28 October 2025	Admin Officer	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/48
Q4	General	Allotments	11 March 2025	Services	164/24/25c(2)	12 February 2026	06 February 2026	03 February 2026	31 January 2026	AdminService Delivery	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/49
Q4	General	Corporate Brand Guidelines inc Social Media Policy & Noticeboard Policy	11 March 2025	Policy & Finance	164/24/25c(17)	13 January 2026	07 January 2026	02 January 2026	30 December 2025	Development & Engagement Manager	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/50
Q4	General	Complaints and Unreasonable Customer Behaviour	03 April 2025	Policy & Finance	05/25/26c(4)	13 January 2026	07 January 2026	02 January 2026	30 December 2025	Admin Officer	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/51
Q4	General	Communications Policy & Strategy	03 April 2025	Policy & Finance	05/25/26c(3)	13 January 2026	07 January 2026	02 January 2026	30 December 2025	Development & Engagement Manager	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/52
Q4	General	Corrections and Additions to Saltash War Memorials	11 March 2025	Services	164/24/25c(18)	12 February 2026	06 February 2026	03 February 2026	31 January 2026	Mayors Secretary	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/53
Q4	General	Data Retention & Disposal	11 March 2025	Policy & Finance	164/24/25c(5)	13 January 2026	07 January 2026	02 January 2026	30 December 2025	Admin Officer	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/54
Q3	General	Hire of Town Council Premises and Events	11 March 2025	Policy & Finance	164/24/25c(6)	11 November 2025	05 November 2025	31 October 2025	28 October 2025	Mayors Secretary	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/55
Q3	General	Freedom of Information Policy, Procedure & Model Publication Scheme	11 March 2025	Policy & Finance	164/24/25c(7/8))	11 November 2025	05 November 2025	31 October 2025	28 October 2025	Assistant to Town Clerk	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/56
Q4	General	Fundraising Strategy	11 March 2025	Policy & Finance	164/24/25c(20)	13 January 2026	07 January 2026	02 January 2026	30 December 2025	Development & Engagement Manager	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/57
Q2	General	Grants Policy	06 February 2025	Policy & Finance	335/24/25	23 September 2025	17 September 2025	12 September 2025	09 September 2025	Mayors Secretary	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/58
Q2	General	Match Funding	11 March 2025	Policy & Finance	164/24/25c(10)	23 September 2025	17 September 2025	12 September 2025	09 September 2025	Admin Officer	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/59
Q4	General	Saltash Town Council Noticeboards	11 March 2025	Services	164/24/25c(19)	12 February 2026	06 February 2026	03 February 2026	31 January 2026	Mayors Secretary	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/60
Q4	General	Planning - a guide for Councillors	11 March 2025	Planning & Licensing	164/24/25c(11)	20 January 2026	14 January 2026	09 January 2026	06 January 2026	Planning	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/61
Q4	General	Provision of IT Equipment & Acceptable Use Policy	03 April 2025	Policy & Finance		13 January 2026	07 January 2026	02 January 2026	30 December 2025	Admin Officer	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/62
Q2	General	Public Loudspeaker System	11 March 2025	Policy & Finance	164/24/25c(12)	23 September 2025	17 September 2025	12 September 2025	09 September 2025	Admin Officer	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/63
Q2	General	Receiving Public Questions, Representations & Evidence at Meetings	03 April 2025	Policy & Finance	164/24/25c(13)	23 September 2025	17 September 2025	12 September 2025	09 September 2025	Admin Officer	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/64

Q4	General	Social Media	03 April 2025	Policy & Finance	64/24/25c(14)	13 January 2026	07 January 2026	02 January 2026	30 December 2025	Development & Engagement Manager	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/65
Q3	General	Standing Orders	04 April 2025	Policy & Finance	05/25/26c(16)	11 November 2025	05 November 2025	31 October 2025	28 October 2025	Admin Officer	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/66
Q3	General	Terms of Reference STC Committees & Sub Committees	05 September 2024	Policy & Finance	175/24/25a	11 November 2025	05 November 2025	31 October 2025	28 October 2025	Assistant to Town Clerk	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/67
Q3	Health & Safety	Emergency Plan		Policy & Finance			#####	#####	#####	Admin Officer	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/66
Q4	Health & Safety	Health & Safety Manual	11 March 2025	Policy & Finance	164/24/25d(1)	13 January 2026	07 January 2026	02 January 2026	30 December 2025	Service Delivery SDM	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/67
Q2	Library	Home Library Service	11 March 2025	Library Sub Committee	164/24/25e(1)	02 September 2025	27 August 2025	22 August 2025	19 August 2025	Community Hub Team Leader	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/66
Q2	Library	Library - Stock Management	11 March 2025	Library Sub Committee	164/24/25e(2)	02 September 2025	27 August 2025	22 August 2025	19 August 2025	Community Hub Team Leader	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/67
Q4	Members	Co-option	11 March 2025	Policy & Finance	164/24/25f(1)	13 January 2026	07 January 2026	02 January 2026	30 December 2025	Admin Officer	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/66
Q4	Members	Code of Conduct	11 March 2025	Policy & Finance	164/24/25f(2)	13 January 2026	07 January 2026	02 January 2026	30 December 2025	Admin Officer	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/67
Q4	Civic	Awarding the Honorary Freedom of Saltash	11 March 2025	Policy & Finance	164/24/25g(1)	13 January 2026	07 January 2026	02 January 2026	30 December 2025	Mayors Secretary	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/66
Q4	Civic	Civic Awards	11 March 2025	Policy & Finance	164/24/25g(2)	13 January 2026	07 January 2026	02 January 2026	30 December 2025	Mayors Secretary	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/67
Q4	Civic	Saltash Town Council Civic Handbook	11 March 2025	Policy & Finance	164/24/25g(3)	13 January 2026	07 January 2026	02 January 2026	30 December 2025	Mayors Secretary	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/68
Q4	Civic	Election of Mayor & Deputy Mayor	11 March 2025	Policy & Finance	164/24/25g(4)	13 January 2026	07 January 2026	02 January 2026	30 December 2025	Mayors Secretary	Town Council's re-adopted existing policies and procedures for the year 2025/26 Minute No/ 60/25/69

**To receive an updated report on Civica Modern.Gov and phone infrastructure and consider any actions and associated expenditure.**

**Report to:**

Policy and Finance Committee

**Date of Report:**

02/03/2026

**Officer Writing the Report:**

Mayor's Secretary/Receptionist

**Pursuant to:**

Policy and Finance Committee held on 11 November 2025 Minute Number 247/25/26 and 248/25/26.

**Purpose of the report:**

To receive an update following the latest Policy and Finance resolution on democratic services software – Civica Modern.Gov and phone infrastructure improvements.

**Officer's Recommendations:**

Members are asked to:

1. Pause Resolution 248/25/26, relating to the phone system, until further findings have been obtained.
2. Not progress Resolution 247/25/26, relating to the five-year Civica Modern.Gov contract, until further findings have been obtained.

However, in order to maintain continuity of support, Members are asked to approve the continuation of the existing contract for a further 12 months at a cost of £10,877.

3. Approve the Administration Department undertaking a full investigation of alternative options to ensure the Town Council secures a package that delivers improved efficiencies and best value for money.

## Report Summary

The Town Clerk attended the SLCC Practitioners Conference, where approved suppliers demonstrated software and services for Town and Parish Councils. During the event, an alternative democratic services software package was identified.

The Administration Team is assessing its suitability and has received a full demonstration from the supplier. The system offers improved efficiencies, better value for money, and full integration with the Town Council's existing Microsoft 365 licences.

The supplier also provides a wider suite of IT-related packages that could reduce overall costs by consolidating multiple services under one provider. These include IT support, telephony and broadband, audio-visual meeting equipment, democratic services tools, and local government AI-based products.

At a recent Town Council Forum meeting, Members discussed audio and visual requirements for Town Council meetings. Officers are preparing a report for the Policy and Finance Committee in May, and should Members wish to proceed with the officers recommendation there would need to be a recommendation to the Services Committee as the associated budget sits with that Committee. Cllrs Bickford and Nowlan have offered to support officers with the research into audio and visual software options.

As several IT services and software solutions may be available from a single provider, it is considered efficient to bring these items together into one combined report for consideration.

A full and detailed report covering all relevant software and service packages will therefore be presented to the P&F Committee in May, enabling Members to make an informed decision based on the recommendations of officers and supporting Members.

Although the resolution remains on hold, the Administration Department has sought up-to-date contract and cost information from the current provider. The Town Council's internet and telephony supplier will continue providing services that are currently in place with no transition to Wildx until further notice.

Civica Modern.gov does not offer rolling contracts and has provided a fixed quotation for the period 1 April 2026 to 31 March 2027, as set out in **Appendix A**.

The 2025/26 annual subscription was £10,399.

For 2026/27, the annual cost is to be confirmed.

A budget of £26,417 was set for year one, inclusive of the transition to Civica cloud services, meaning the 2026/27 allocation remains unaffected.

**Budgets:**

**Budget Code:** 6208 PF Subscriptions

**Available Budget 2026/27:** £37,650

**Committed spend for Civica Modern.gov:** £26,4017

**Signature of Officer:**

Mayor's Secretary/Receptionist

## The Core Youth & Community Centre

### Delivery of Professional Youth Work Funding Report 2025/26

Our mission is to provide safe, inclusive, and nurturing spaces where young people can thrive. We are committed to supporting young people through open access sessions, targeted groups, sports activities and holiday provision that promote wellbeing, confidence, and resilience. We empower young people to develop life skills, build positive relationships, and have a voice in shaping the services they access. By offering supportive environments, practical opportunities, and access to food during holiday sessions, we aim to reduce barriers, strengthen community connections, and ensure every young person feels valued, heard, and able to reach their full potential

### Measuring Service Performance

We currently engage with over 120 young people each week across our full range of activities and groups, demonstrating strong demand for our provision. Our total membership is currently over 450 young people.

Our two open access youth sessions are particularly popular, attracting an average of 40-50 young people per session each week. These sessions provide a safe, welcoming space for social connection, support, and positive activities. Our holiday drop-in sessions are also extremely well attended; during the most recent February half-term session, 50 young people participated. We provide food at every holiday session to ensure young people are nourished, recognising that access to meals can be a challenge for some families.

We reached a total of 80 beneficiaries by combining attendance across our key programmes;

- *Grub Club* supporting 30 young people per year through weekly cooking sessions that build life skills and confidence.
- Our LGBTQ+ group, *Just Be You*, engages 20 young people in a safe and supportive space to connect and express themselves.
- A further 30 young people benefit from our craft club, which promotes creativity, social connection, and wellbeing.
- Together, these groups provide consistent, inclusive and targeted support to 80 unique young people each year, reflecting realistic participation levels based on current engagement and demand in our community.
- Climbing and Boxing continue to attract good numbers and offer 2 evening sessions per week. Both are excellent for building confidence, resilience, and physical wellbeing. These activities provide positive outlets for energy and

emotion, helping young people manage stress and improve self-regulation. Climbing encourages problem-solving, trust, and perseverance, while boxing promotes discipline, focus, and respect. By engaging in structured physical activity, participants develop healthier lifestyles and help to improved self-esteem.

- Our Youth Work Coordinator and Trauma-Informed Practitioner deliver weekly outreach sessions at Saltash Community School, providing 1:1 targeted support to young people who may be experiencing emotional, behavioural, or personal challenges. These sessions offer a safe, confidential space where young people can talk openly, build trust, and develop healthy coping strategies.
- We work in partnership with **Saltash Education Support Programme**, based at The Core, to provide additional support for young people who are home educated or attending school on a part-time timetable due to being at risk of exclusion. Through this partnership, young people can access English and Maths functional skills qualifications alongside a safe social space where they feel supported and understood. The programme currently has 14 young people attending 3 mornings a week during term time.

## Expected Outcomes and Difference for Young People

Outcomes focus on improved engagement, wellbeing, and positive progression, reducing the risk of longer-term disengagement and poor outcomes.

## Key Outcomes for Young People

1. **Increased engagement with positive services**  
Young people will regularly attend youth sessions in a safe, welcoming environment. For many, this will be their first sustained engagement with a structured service outside of home.
2. **Improved confidence, resilience, and wellbeing**  
Through activities such as climbing, cooking, youth clubs, and D&D, young people will experience achievement, develop coping strategies, and build self-belief. This will contribute to improved emotional wellbeing and reduced isolation.
3. **Improved social skills and relationships**  
Young people will develop communication, teamwork, and peer-relationship skills, particularly those who experience anxiety, neurodiversity, or social isolation.
4. **Development of essential life and employability skills**  
Cooking clubs and group activities will build independence, responsibility,

planning, and problem-solving skills that support long-term wellbeing and future employability.

#### 5. **Positive progression and reduced risk**

Young people will be better supported to move towards education, training, volunteering, or other positive pathways, reducing risk factors associated with disengagement.

### **How outcomes are measured**

We use a **proportionate, mixed-methods evaluation approach** to capture both measurable change and personal impact.

### **Engagement and Participation Data**

- Attendance and retention across the year
- Frequency of participation and consistency of engagement
- Progression between activities

Sustained engagement is a key indicator of success.

### **Young People's Voice**

Our Youth Committee is made up of 6 young people who represent the different groups we run at The Core. They meet fortnightly to discuss fundraising events, how to ensure we keep young people at the centre of everything we do and future projects. We also ensure we hear young people's voice by;

- Short session evaluations
- Informal discussions and reflective activities
- Creative feedback methods appropriate to young people

This ensures young people's experiences directly inform learning and improvement.

### **Case Study: Young Person's Journey**

A young person first joined our provision a couple of years ago while being home educated. He started on our Educational Support Programme, which helped him engage with English and Maths functional skills, before joining the Senior Youth Club. He also participated in *Grub Club*, our cooking programme, where he excelled and developed practical skills, confidence, and a sense of achievement. His younger sister, also home educated, subsequently joined the Junior Youth Club. He was then introduced to our Boxing Club, which he now attends twice weekly, further building discipline, focus, and physical wellbeing. Recognising his commitment and leadership potential, we invited him to join the Youth Committee, representing a

range of groups. Currently, he attends the centre every day of the week, engaging in a mix of activities and support, demonstrating how our programmes nurture sustained participation, personal growth, and community involvement.

## **Match Funding**

### **Grant funding; June 2025 – January 2026**

Worval Foundation - £6000

Childrens Mental Health Board - £7190

Police & Crime Commisioner Fund - £5352

Cecily Baker - £1000

Awards for All - £9,9175

Saltash Youth Netwrok = £500

Total = **£29,950**

In addition to the grant funding we have received we also have income from our entry fees for youth sessions, plus a healthy income from hiring out our rooms.

We would like to take this opportunity to thank Saltash Town Council for their continued support, without which, we would not be able to continue to offer the wide range of activities and support for the young people of this town.

## Report to Saltash Town Council from Livewire Youth Project

Oct, Nov and Dec 2025

### Open Access Sessions

Number of open access sessions run during this period: 32

Approximately 410 individual young people have been engaged with through open access sessions, young women's music making sessions, wellbeing group sessions, counselling, daytime referral sessions and Saturday recording sessions. This is approximate because 1 individual young person could attend up to 6 times a week so taking that into account we have done some sums. All young people engaged with have received or are currently receiving individual or group support.

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

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

Our wellbeing sessions on Friday evenings have also continued this quarter; 11 in total. These sessions are designed to cater for young people that might be too anxious for open access sessions as they are quieter. Young people attending these sessions can access art workshops, get support with a counsellor or JNC qualified youth worker who runs the session or make music with a musician. We also have a wellbeing volunteer at these sessions as well as a therapy dog. The young people that attend these sessions have plenty of opportunity to gain support.

On Saturday we also run a recording session; there have been 10 in total this period. These sessions are for bands and individual young people with music to record.

### Detached & Outreach Youth Work

The number of detached/outreach youth work sessions are 0 in total during this period. This is because we have been concentrating our efforts around the waterside area of the town and in September the young people return to school or college. There is minimal benefit in continuing with detached/ outreach sessions during this period. There have been 2 single issue programmes during this period one on positive relationships and one on mental health.

## **Support**

0 young people have been supported in getting into employment during this period. 2 young people have been supported in going back to school. 4 young people have been supported in starting college during this period.

17 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 33 young people have been referred to Livewire from other agencies: 7 from schools, 6 from social care, 3 from CAHMS, 3 from youth offending team, 0 from the Police, 12 from GP's, and 2 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.

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

## **Youth Participation**

We have currently got a group of 7 young people making up our development group who meet regularly to discuss developments at livewire and to put forward ideas from young people.

## **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. Plus £28,000 in gifts and donations from members of the public one, member of the public gave £25,000 as a donation.

## **Future Focus and Priority**

Mental health and wellbeing remain priorities for the work here at Livewire and I believe we are currently seeing the results of the pandemic on our young people's mental health. We continue to get referrals for counselling and youth work support sessions. We continue to work with many vulnerable young people as well as some confident and talented young people and when they are on the stage you couldn't tell them apart.

## **Case Study**

A young person who has been an active member of Livewire for the past two years has recently made huge developments in his personal development. At first this young person experienced confidence issues, low self-esteem and held concerns for his future in areas of employment and developing positive relationships.

This year this young person began engaging in our volunteering programme for junior sessions; he has recently completed his required fifty hours certificate and, in his feedback form, says he has developed huge amounts of confidence in his ability to work as part of a team and feels far more positive about the

future! This young person has also recently secured an employment opportunity in a local car garage; this opportunity is a huge step for their personal development and, they say, will be hugely helpful in their quest to achieve independent living. We are consistently keeping up with this young person to make sure their journey continues to be positive and fruitful.



# LIVEWIRE

## TOWN COUNCIL REPORT

JAN, FEB & MARCH 2026

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## Open Access Sessions

Open access sessions run during this period: **36**

Targeted access sessions run during this period: **24**

Approximately **420** individual young people have been engaged with through open access sessions, young women's music making sessions, wellbeing group sessions, counselling, daytime referral sessions and Saturday recording sessions. All young people engaged with have received or are currently receiving individual or group support.

During these sessions young people have been able to access **music lessons** (guitar, bass, drums, keyboard, vocals, live sound, music technology and stage lighting), **rehearsal space**, **stage performances**, **single issue programmes**, **youth work support or counselling**, **volunteering**, **development groups**, and, on Wednesday evenings, art workshops for our junior members. Older young people can volunteer at these junior sessions.



In addition to our open access sessions, we have also had a **targeted provision for young women** on Tuesday evenings.

These will have amounted to **13** sessions by the end of March; during these sessions young women are encouraged to come along and make music with three musicians. These sessions are also run by a **JNC qualified youth worker** so young women can also access **youth work support**. We also have a **counsellor** working on a Tuesday evening; this means young women have equal access to counselling that other members would on other nights of the week.



Our **wellbeing sessions** on Friday evenings have also continued this quarter; **13** in total. These sessions are designed to cater for young people that might be too anxious for open access sessions. Young people attending these sessions can access **art workshops**, get **support with a counsellor or JNC qualified youth worker** who runs the session, or make music with a musician. We also have a **wellbeing volunteer** at these sessions as well as a **therapy dog**. The young people that attend these sessions have plenty of opportunity to gain support.

On Saturday we also run recording sessions; there have been **13** in total this period. These sessions are for bands and individual young people with music to record.

## Detached & Outreach Youth Work

Detached/outreach youth work sessions held this period: **12**

Single issue programmes during this period: **3**

This quarter, **outreach sessions** have been held at **Saltash Community School** where youth workers deliver drop-in mental health and wellbeing sessions for young people struggling in school. The three single issue programmes held this period covered **positive relationships, mental health** and **gender**; these programmes have been delivered in a 1-1 setting with young people struggling in these areas.

## Support

Young people supported in going back to school: **3**

Young people with measurable distance travelled: **23**

There have been no young people seeking assistance with finding employment in this period. There have also been no young people seeking support in starting college during this period. Despite this, we are on constant lookout for opportunities to work in these areas.

This period we have also seen **32** young people referred to Livewire from other agencies: **9** from schools, **1** from social care, **4** from CAHMS, **1** from youth offending team, **0** from the Police, **16** from GP's, 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.

## Volunteering

Volunteer hours during this period: **375**

Currently Livewire works with **32** volunteers, **9** of which are young people who provide peer-to-peer support to younger members during junior sessions.

## Youth Participation

Previously we have had a **youth development group** of **7** young people. Moving into this new year we have expanded this level of participation. There are now **four** distinct groups of young people – **Men, Women, LGBTQIA+** and **Neurodivergent** – each brought together monthly to share with the youth work team how they feel Livewire's provisions are benefitting them. The participants of the groups will rotate monthly to allow all young people from these categories to have an opportunity to share **concerns, ideas** and comments from peers.

As these groups develop, the youth work team will strive to identify young people who are particularly interested in this level of participation and invite them to **join the youth development group**.



Over time we will **bolster** the youth development group with fresh ideas and perspectives, allowing Livewire to continually develop in the interest of its members.

Our final step forward will be to ask the development group to vote for a **representative** who will attend trustee meetings; they will share ideas and be given the opportunity to ask questions to the trustees.

## Case Study

J & L are young couple who have been attending Livewire for several years. In the past quarter we have seen a huge degree of growth in both self-confidence and their ability to take on responsibilities.

Both volunteer on a Wednesday, our junior night, as part of our peer support team. Their contribution is vital to the delivery of this provision, as it allows us to connect with our junior members from a wider variety of perspectives. Young volunteers provide boots-on-the-ground support to our youth work team by monitoring all areas of the building, delivering momentary support to junior members in need, communicating important messages to the safeguarding team as necessary and, most importantly, making sure the toilets don't become an independent social club!



J & L both take these roles seriously, diligently turning up every Wednesday week-on-week. Both are neurodivergent, making it difficult at times to deal with the potential stressors of high-energy sessions, but persist in trying to be the most positive role models possible to all the juniors. In doing so, they have developed confidence in their abilities to overcome adversity. They also work with a huge degree of integrity, remaining consistent in maintaining safety and keeping the juniors in check when needed. Recent conversations with them both have indicated that their volunteering experience is helping them to pursue jobs. L, particularly, is working hard to secure an apprenticeship as a mechanic, a career which he shows great interest in. In conversation he has confirmed that volunteering has been integral to his confidence in taking these steps. We are immensely proud of them.

## Matched 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 4). Plus **£12,000** this year as a gift from AC/DC for youth work. Plus **£28,000** in gifts and donations from members of the public one, member of the public gave **£25,000** as a donation.

## Future Focus & Priorities

**Mental health** remains a key priority at Livewire; to bolster our overall work, we plan to develop our **music provision** with **better training in lighting, sound and crewing**. Currently we are assessing our **stage crew provision** to provide the best possible opportunities to young people seeking **experience** and **employment** in the music industry. Furthermore, we are exploring funding opportunities to develop our venue with the aim of creating the best possible educational facility for live sound in the local area. Historically we have crewed stages at Boardmasters, Looe Festival and Tunes in the Park; we would like to make even more use

of these local opportunities with our crew provision to give young people ample experience, boosting their self-confidence and expanding their prospects.