



Saltash Town Council

Konsel An Dre Essa



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

6 May 2026

Dear Councillor

I write to summon you to the **Meeting of Policy and Finance Committee** to be held at the Guildhall on **Tuesday 12th May 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 **no later than three working days before the meeting** either by email to enquiries@saltash.gov.uk or via The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX.

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

Yours sincerely,

S Burrows
Town Clerk/ RFO

To:

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

Agenda

1. To elect a Chair.
(Written Ballot)
2. To elect a Vice Chair.
(Written Ballot)
3. Health and Safety Announcements.
4. Apologies.
5. Declarations of Interest: (Page 5)
 - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
 - b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
6. Public Questions - A 15-minute period when members of the public may ask questions of the Town Council.
Please note: Any member of the public requiring to put a question to the Town Council must do so by email or via The Guildhall **no later than three working days before the meeting.**

Members of the public are advised to review the Receiving Public Questions, Representations and Evidence at Meetings document prior to attending the meeting.
7. To receive and approve the minutes of the Policy and Finance Committee held on 10 March 2026 as a true and correct record. (Pages 6 - 16)
8. To receive a recommendation from Town Vision and consider any actions. (Pages 17 - 18)
9. To review the Policy and Finance Business Plan Deliverables and consider any actions and associated expenditure. (Pages 19 - 20)
10. To note that all accounts and bank accounts are reconciled up to March 2026.
11. To note that petty cash is reconciled up to April 2026.
12. To receive and note a report on VAT. (Page 21)
13. To receive a report on investments and consider any actions and associated expenditure. (Pages 22 - 23)

14. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Finance in line with the Councils Financial Regulations. There are no discrepancies to report.
15. To receive the current STC Committee budget statements and consider any actions and associated expenditure. (Pages 24 - 39)
16. To receive a report from the Finance Officer and consider any actions and associated expenditure. (Pages 40 - 52)
17. To receive a report on insurance claims and consider any actions and associated expenditure. (Page 53)
18. To consider Risk Management reports as may be received. (Pages 54 - 58)
19. To consider a Community Chest application from Saltash United Juniors and consider any actions and associated expenditure. (Pages 59 - 120)
20. To consider a Festival Fund application from Tincombe Tea Party and consider any actions and associated expenditure. (Pages 121 - 143)
21. To receive a report on the Grants Policy and consider any actions and associated expenditure. (Pages 144 - 146)
22. To receive a report from Music Speech and Drama Festival Funding and consider any actions and associated expenditure. (Pages 147 - 163)
23. To receive a report on the Town Council civic regalia and consider any actions and associated expenditure. (Pages 164 - 171)
24. To receive a draft agreement between the Town Council and Saltash Youth Network and consider any actions and associated expenditure. (Pages 172 - 177)
25. To receive an invitation from The Core and consider any actions. (Pages 178 - 179)
26. To receive a report on the Town Council stall at the May Fair and consider any actions and associated expenditure. (Pages 180 - 192)
27. To receive reports from Working Groups and Outside Bodies:
 - a. Neighbourhood Plan Steering Group.
 - b. Saltash Team For Youth.
 - c. Section 106 Panel.

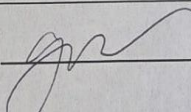
28. Public Bodies (Admission to Meetings) Act 1960:
To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.
29. To consider any items referred from the main part of the agenda.
30. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
31. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of Next Meeting: Tuesday 7 July 2026 at 6.30 pm

DISPENSATION REQUEST FORM

Please give full details of the following in support of your application for a dispensation. If you need any help completing this form please contact the parish clerk.

Your name	Gordon McCaw
The business for which you require a dispensation (refer to agenda item number if appropriate)	Saltash United Juniors
Details of your interest in that business	Treasurer
Date of meeting or time period (up to 4 years) for which dispensation is sought	12 May 2026
Dispensation requested to participate, or participate further, in any discussion of that business by that body	Present report and Summase
Dispensation requested to participate in any vote, or further vote, taken on that business by that body	None
REASON(S) FOR DISPENSATION	
33 a) without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business	
33b) without the dispensation the representation of different political groups would be affected so as to alter the likely outcome of any vote	
33c) the dispensation is in the interests of persons living in the authority's area	Yes
33e) that it is otherwise appropriate to grant a dispensation	
Reason :	

Signed:  Dated: 12/5/26

DECISION :	
Dispensation Given : YES / NO	LENGTH OF DISPENSATION :
Date:	Minute Number:
Signed :	Clerk to the Council

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 10th March 2026 at 6.30 pm

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

ALSO PRESENT: S Burrows (Town Clerk / RFO), J Hughes (Administration Officer) and W Peters (Finance Officer)

APOLOGIES: L Mortimore.

305/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

306/25/26 DECLARATIONS OF INTEREST:

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

Councillor	Agenda Item	Pecuniary/ Non-Pecuniary	Reason	Left Meeting
R Bullock	18a	Non-Pecuniary	Volunteer with Tamar Trotters	Yes
R Bickford	19b	Non-Pecuniary	Saltash Regatta committee member	Yes

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

None.

307/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

308/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 13 JANUARY 2026 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 vote (12 in favour, 0 against, 2 abstentions), it was proposed by Councillor P Samuels, seconded by Councillor Stoyel and **RESOLVED** that the minutes of the Policy and Finance Committee held on 13 January 2026 were confirmed as a true and correct record.

309/25/26 TO NOTE THAT ALL ACCOUNTS AND BANK ACCOUNTS ARE RECONCILED UP TO JANUARY 2026.

It was **RESOLVED** to note.

310/25/26 TO NOTE THAT PETTY CASH IS RECONCILED UP TO FEBRUARY 2026.

It was **RESOLVED** to note.

311/25/26 TO RECEIVE AND NOTE A REPORT ON VAT.

It was **RESOLVED** to note.

312/25/26 TO REVIEW THE POLICY AND FINANCE BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

313/25/26 TO RECEIVE AND NOTE A REPORT ON INVESTMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

314/25/26 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.

315/25/26 TO RECEIVE THE CURRENT STC COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

316/25/26 TO RECEIVE A REPORT FROM THE FINANCE OFFICER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

At the invitation of the Chairman, the Finance Officer provided Members an overview of the report contained and circulated in the reports pack.

It was **RESOLVED** to note.

317/25/26 TO RECEIVE A REPORT ON INSURANCE CLAIMS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

318/25/26 TO RECEIVE A REPORT ON THE TOWN COUNCIL FLEET INSURANCE RENEWAL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE

Following a unanimous vote, it was proposed by Councillor P Samuels, seconded by Councillor McCaw and **RESOLVED** to ratify the fleet insurance renewal for 2026/27 by the appointment of James Hallam Brokers working on behalf of the insurer ERS, insuring the Town Council vehicles at a cost of £2,578.88 including taxes and fees, allocated to budget code 6205 PF Insurance.

319/25/26 TO RECEIVE A REPORT ON ASSERTION 10 COMPLIANCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

At the invitation of the Chairman, the Town Clerk provided Members with an overview of the report contained and circulated in the reports pack and explained that Assertion 10 was a new requirement in the 2025 Practitioners' Guide for the Annual Governance and Accountability Return (AGAR), focusing on digital governance, data protection, and website accessibility.

The Town Clerk explained that whilst the Town Council is compliant in most areas, the main concern is the website, where PDF documents do not always meet accessibility requirements. In recognition of these, interim measures have been put into place to support those that require assistance.

The Town Clerk advised Members that when they receive their AGAR, a box entitled 'other matters' may contain a comment that they are not fully compliant in view of some of the website accessibility requirements detailed above.

Following a unanimous vote, it was proposed by Councillor P Samuels, seconded by Councillor Nowlan and **RESOLVED:**

1. That the Town Council confirms it has complied with the requirements set out in Assertion 10 of the Annual Governance Statement for the financial year ending 31 March 2026;
2. That it further acknowledges that its website does not fully meet all statutory accessibility requirements, however full compliance is expected to be achieved during 2026;
3. That the accessibility statement accurately sets out the Town Councils current position regarding website accessibility and the support available to assist users;
4. To **RECOMMEND** to Full Town Council on 9 April 2026 to approve the updated IT Policy in accordance with the Assertion 10 requirements, as attached.

320/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

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

321/25/26 TO CONSIDER COMMUNITY CHEST APPLICATIONS:

a. CC290 Tramar Totters;

Following a unanimous vote, it was proposed by Councillor Bickford, seconded by Councillor Johns and **RESOLVED** to award £350.

Councillor Bullock was invited and rejoined the meeting.

322/25/26 TO CONSIDER FESTIVAL FUND APPLICATIONS:

a. FF132 Saltash May Fair

Following a unanimous vote, it was proposed by Councillor Peggs, seconded by Councillor Stoyel and **RESOLVED** to award £5,000 subject to receipt of the required insurance certificates and quote for storage and sound.

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

b. FF133 Saltash Regatta

Following a vote (12 in favour, 0 against, 1 abstention) it was proposed by Councillor Stoyel, seconded by Councillor B Samuels and **RESOLVED** to award £5,000 subject to receipt of the insurance certificates and the full event management plan.

Councillor Bickford was invited and rejoined the meeting.

323/25/26 TO RECEIVE A REPORT ON TOWN COUNCIL GRANT FUNDING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE;

- a. CC285 Oaklands Community Centre;

It was **RESOLVED** to note.

- b. FF131 Christmas Festival 2025;

It was **RESOLVED** to note.

324/25/26 TO RECEIVE AMENDMENTS TO THE RECEIVING PUBLIC QUESTIONS, REPRESENTATIONS AND EVIDENCE AT MEETINGS PROCEDURE AND CONSIDER ANY ACTIONS.

The Chairman invited Members to ask questions regarding the proposed amendments to the Receiving Public Questions, Representations and Evidence at Meetings procedure, as set out in the circulated reports pack.

Members discussed the amendments and agreed that they were necessary. However, they expressed concern that the requirement for questions to be submitted five clear working days in advance was too long and would not allow questions to be raised following the publication of an agenda.

Following a unanimous vote, it was proposed by Councillor Martin, seconded by Councillor Brady and resolved to **RECOMMEND** to Full Town Council to approve the Receiving Public Questions, Representations and Evidence at Meetings procedure, as amended and attached.

TO RECEIVE AN UPDATED REPORT ON TOWN COUNCIL POLICIES AND PROCESSES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman gave an overview of the report contained and circulated within the reports pack and explained the proposal to appoint a company to undertake a comprehensive review of all Town Council policies and processes to ensure that they are consistent, providing recommended amendments.

The Town Clerk explained that the quoted cost of £2,800 covered only the first stage of work - reviewing the current governance of the Town Council and providing recommended amendments.

These recommendations would then be reported directly to Full Town Council for consideration, after which Town Council staff would implement any agreed changes with the view to reporting it to the May Annual Town Council Meeting for adoption, to take effect from the start of the new municipal year.

Following a unanimous vote, it was proposed by Councillor Peggs, seconded by Councillor Brady and **RESOLVED:**

1. To appoint Company A to undertake a comprehensive review of all Town Council policies and processes, and to present its recommended amendments directly to Full Council at its meeting on 9 April 2026.
2. At a cost of £2,800 to be allocated to budget code 6273 EMF Legal Fees.
3. To note that the earliest completion date for the full report from Company A is 1 April 2026.

TO RECEIVE AN UPDATED REPORT ON CIVICA MODERN.GOV AND PHONE INFRASTRUCTURE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman informed Members that, following a resolution made at the Policy and Finance Committee meeting on 11 November 2025, updated information has since been received. As a result, it is now proposed that the Town Council does not proceed with that resolution.

The Chairman invited the Town Clerk to provide an overview of the report contained and circulated in the reports pack.

The Town Clerk advised that, following attendance at a recent conference, a number of alternative software packages were identified which appeared to offer improved functionality and better value for money. Officers are currently reviewing these options, with the assistance of Councillors Nowlan and Bickford, and a full report, including costings, will be provided to the Policy and Finance Committee meeting on 12 May 2026.

The Town Clerk further explained that while this review is underway, it will be necessary to continue using Civica and therefore advises that the Town Council commits to a further 12-month contract. This will ensure continuity of service and provide sufficient time to procure and implement an alternative system, should one be approved.

Following a unanimous vote, it was proposed by Councillor Miller, seconded by Councillor Nowlan and **RESOLVED:**

1. To pause Resolution 248/25/26, relating to the phone system, until further findings have been obtained;
2. Not to progress Resolution 247/25/26, relating to the five-year Civica Modern.Gov contract, until further findings have been obtained;
3. To approve the continuation of Civica Modern.Gov for a further 12-months at a cost of £10,877 allocated to budget code 6208 PF Subscriptions;
4. To approve the Administration Department undertaking a full investigation of alternative options to ensure the Town Council secures a solution that delivers improved efficiencies and best value for money.

327/25/26 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;

It was **RESOLVED** to note.

328/25/26 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.

329/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

Following a unanimous vote, it was proposed by Councillor P Samuels, seconded by Councillor Bickford and **RESOLVED** that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted and in accordance with Saltash Town Council Standing Orders and Terms of Reference.

The Chairman informed Members that the meeting is now in Part Two.

The Chairman reminded Members that items discussed are of the **strictest confidence** and must **not** be discussed or shared with others.

All Members are subject to GDPR, Data Protection Regulations and the Code of Conduct.

330/25/26 TO RECEIVE A REPORT ON THE FINDINGS FROM THE APPOINTMENT OF THE LOCAL COUNCIL CONSULTANCY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Following a unanimous vote, it was proposed by Councillor B Samuels seconded by Councillor Peggs and **RESOLVED**:

1. To note the report from the Working Group;
2. To delegate authority to the Town Clerk to implement the Working Group's recommendations as set out in the confidential report;
3. To **RECOMMEND** to Full Town Council that the current Town Council Complaints and Unreasonable Customer Behaviour Policy be retired;
4. To **RECOMMEND** to Full Town Council that the new draft Complaints Policy, as amended and attached, be approved.

The Chair asked that appreciation be extended to all staff for their sustained support and commitment to the Town Council during this process.

331/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

332/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

Following a unanimous vote, it was proposed by Councillor P Samuels, seconded by Councillor B Samuels and **RESOLVED** that the public and press be re-admitted to the meeting.

333/25/26 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

Following a unanimous vote, it was proposed by Councillor B Samuels, seconded by Councillor Martin and **RESOLVED** to issue a Press and Social Media release for:

1. Community Chest and Festival Fund Awards;
2. Saltash Town Council Accessibility Statement.

DATE OF NEXT MEETING

Tuesday 12 May 2026 at 6.30 pm

Rising at: 8.55 pm

Signed: _____
Chairman

Dated: _____

**To receive a recommendation from Town Vision and
consider any actions.**

Report to:

Policy and Finance Committee

Date of Report:

19.03.2026

Officer Writing the Report:

Administration Officer

Purpose of the report:

To receive a recommendation from Town Vision held on 16 March 2026.

Officer's Recommendations

To note the recommended achievements against the relevant Policy and Finance objectives for the delivery of the Town Council Business Plan.

Report Summary

Following its meeting on 16 March 2026 under minute 56/25/26, the Town Vision Sub-Committee recommended identified achievements for the Policy and Finance Committees delivery of the Business Plan objectives.

See attached Appendix A for the recommendation.

Signature of Officer:

Administration 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								Preparation and recommendation of a reasonable and balanced precept increase for the 2026–2027 financial year.		
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								Admin have reviewed the Complaints Policy. Personnel reviewed the amount under delegated authority for training in the scheme of delegation Town Council reviewed the Civic Handbook. The Committee's decision at its meeting on 10 March 2026 to authorise a full external review of the Town Council's Governance Framework.		
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						Members have set a budget of £100,000 each year for the period 2026-2029. Clear and transparent tender documents have been created for bid submissions with a 4 week timeframe for bids to be submitted. The tender has been advertised on STC website, contracts finder, social media and on STC noticeboards. Emails have been sent to key stakeholders to notify them the tender is live and 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 all at point of initial enquiry. Applicants are encouraged to ask for help and supported through any queries with application at point of checking. The awarding of grants in accordance with the Town Council's Grants Policy.		
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	Charter reaffirm event to take place on 15 May at Guildhall. Plans underway. Twinning Association pleased with Mayor holding position and delighted with free room hire.		

To review the Policy and Finance Business Plan Deliverables and consider any actions and associated expenditure.

Report to:

Policy and Finance

Date of Report:

1.05.26

Officer Writing the Report:

Administration Officer

Purpose of the report:

To review the Policy and Finance Business Plan Deliverables.

Officer's Recommendations

To review and note.

Report Summary

To review and note the Committee's achievements over the past month and provide feedback or input as appropriate.

See attached **Appendix A**, inclusive of Town Visions recommendation of achievements.

Signature of Officer:

Administration 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						Preparation and recommendation of a reasonable and balanced precept increase for the 2026–2027 financial year. Robust financial management has been maintained through regular monthly budget monitoring, ensuring that expenditure remains controlled, appropriate, and within approved limits. In addition, transparency and accountability have been upheld through the		
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	Town Clerk / Office Manager	Administration / Members						Admin have reviewed the Complaints Policy. Personnel reviewed the amount under delegated authority for training in the scheme of delegation Town Council reviewed the Civic Handbook. The Committee's decision at its meeting on 10 March 2026 to authorise a full external review of the Town Council's Governance Framework. A review under Assertion 10 was completed, resulting in improved Privacy Notices for both the Town Council and Members, an updated IT Policy, and enhanced accessibility across Town Council processes. Amendments to the procedures for receiving public questions, representations and evidence at meetings were reviewed and approved, alongside the adoption of a streamlined and clearer complaints procedure. Attendance at the May Fair followed a review of the Council's approach to external engagement, with business plan messaging used to promote the value and services delivered by the Town Council. Thw Town Council approved to adopt CALC's new streamlined policy framework, which is fully aligned with sector best practice and removes duplication as well as proposed amendments to the policies within the new streamlined structure - appointing CALC to undertake Stage 2 of the review		
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						Members have set a budget of £100,000 each year for the period 2026-2029. Clear and transparent tender documents have been created for bid submissions with a 4 week timeframe for bids to be submitted. The tender has been advertised on STC website, contracts finder, social media and on STC noticeboards. Emails have been sent to key stakeholders to notify them the tender is live and Saltash Team for Youth. Team for Youth recommendations were approved, with all funding awarded to two vital PYW organisations within the town. Annual reviews of documentation will be scheduled to ensure all requirements are met prior to the release of future funding. Saltash Team for Youth will continue to work with the organisations should any additional support needs be identified. Funding opportunities were shared with key stakeholders via social media channels. An agreement between Saltash Town Council and the Saltash Youth Network has been drafted and is scheduled for consideration at the Policy and Finance Committee on 12 May 2026, with the Saltash Youth Network confirming they are content with the agreement.		
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 all at point of initial enquiry. Applicants are encouraged to ask for help and supported through any queries with application at point of checking. The awarding of grants in accordance with the Town Council's Grants Policy.		
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	Charter reaffirm event to take place on 15 May at Guildhall. Plans underway. Twinning Association pleased with Mayor holding position and delighted with free room hire.		

To receive a report on VAT

Report to: Policy and Finance

Date of Report: 28 April 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 January 2026 – 31 March 2026 and submitted on 23 April 2026. A refund of £15,972.91 is due to be received in the next week.

The next VAT Return for the period 1 April 2026 – 30 June 2026 is due on 7 August 2026.

Signature of Officer:
Finance Officer

Agenda Item 13

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

Report to: Policy and Finance

Date of Report: 5 May 2026

Officer Writing the Report: Finance Officer

Purpose of the report:

To update the members with the latest investment funds information

Officer Recommendations:

To note the following information with regards to Investment Balances Held at 5 May 2026

Investment Description	Amount	Limit of Investment	Required Period to Withdraw	Maturity Date	Percentage Rate
CCLA Public Sector Deposit Fund	£830,000	£10,000,000+	Next Day	N/A	3.80% - April 2026
Barclays Active Saver	£180,097	£10,000,000+	Instant	N/A	1.05% - March 2026
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	£967,944	£1,000,000	Before 9:30am, same day. After 9:30am, next day	N/A	4.34% - April 2026

The 1st instalment of the Precept 2026/27 monies received of £830,940.50 invested as follows:

- Cornwall Council Deposit Fund: £250,000 (to maximum investment level, currently returning highest interest yield)

- CCLA Public Sector Deposit Fund: £330,000
- Barclays Active Saver Account: £250,000 (for short-term investment for next 2 months supplier expenditure and salaries)

Signature of Officer:

Finance Officer

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

Report to: Policy & Finance

Date of Report: 12 May 2026

Officer Writing the Report: Finance Officer

Purpose of the report:

To provide an update of any potential budget overspend and recommend a virement.

Officer's Recommendations

To recommend that members ratify the budget listed below, as it was finalised to meet the year-end deadline before the P&F Committee was able to meet.

Report Summary

The March 2026 P&F budget has been finalised, including year-end adjustments for timing differences (for example, annual subscription costs relating to 2026/27 carried forward and costs incurred in 2025/26 where invoices had not yet been received).

Following these adjustments, all budgets were reviewed. Where overspends were identified, investigations were undertaken and virements processed where appropriate. Due to the timing of the P&F Committee meeting, a virement requires formal ratification.

The table below sets out the affected budget, the reason for the overspend, and the value of the virement required. The budget is also clearly identified on the P&F budget report at the bottom of the page and the text highlighted in yellow.

Budget	Budget Code FROM	Budget Code TO	Budget Details for Virement recommendation	Virement Amount	Reason for Virement
P&F	6221 PF Town Messenger	6208 PF Subscriptions	Budgeted Spend: £16,869 Actual Spend: £17,580	£711.00	New SLCC membership for OM/ATC £300 Additional Nitro licences for new staff £302 New software for creating text to speak on videos (Addon) £156

Signature of Officer:

Finance Officer

Burial Authority Committee - Burial Authority Budget 2025-26

Saltash Town Council

For the year ended 31 March 2026

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26	Precept Budget 2026/27
Burial Authority Operating Income					
4612 BA Cemetery Fees	21,390	15,000	24,261	(9,261)	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
Total Burial Authority Operating Income	21,557	16,473	24,975	(8,502)	16,184

Burial Authority Operating Expenditure

6000 BA Petrol	360	250	46	204	260
6001 BA Machinery Maintenance Costs	287	305	127	178	317
6004 BA General Site Maintenance	608	1,000	993	7	1,038
6005 BA Fire Extinguishers	0	100	0	100	0
6008 BA Tree Survey & Tree Maintenance	0	875	481	394	908
6009 BA Electricity Costs	345	452	452	0	421
6010 BA PWLB Loan Repayment & Interest	21,385	10,693	10,692	1	0
6011 BA Water	0	0	0	0	0
6012 BA Memorial (Expenditure)	173	408	116	292	518
6013 BA Security Alarm Maintenance	186	241	66	175	344
6014 BA Cemetery Software Subscription	912	680	660	20	726
6015 BA Annual Keyholding Service	0	0	0	0	184
Total Burial Authority Operating Expenditure	24,255	15,004	13,633	1,371	4,716
Total Burial Authority Operating Surplus/ (Deficit)	(2,699)	1,469	11,342	(9,873)	11,468

Burial Authority EMF Expenditure

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
6074 BA EMF Water	0	403	0	403	0
Total Burial Authority EMF Expenditure	133	23,887	0	23,887	1,500
Total Burial Authority Expenditure (Operational & EMF)	24,389	38,891	13,633	25,258	6,216
Total Burial Authority Budget Surplus/ Deficit	(2,832)	(22,418)	11,342	(33,760)	9,968

To/From Reserves & Budget Virements 2025/26

Virement from 6011 BA Water - Burial Authority to 6074 BA EMF Water - £403 - FTC 269/25/26

Virement from 6014 BA Cemetery Software Subscription to 6009 BA Electricity Cost - £46 - BA 5/26/27

Virement to General Reserves 2025/26 £9,873

Income received in excess of budget £8,502

Operating Expenditure budget unspent £1,371

Note: EMF balances carried forward to 2026/27 £23,887**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 year ended 31 March 2026

Account	Prior YTD 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26	Precept Budget 2026/27
Burial Board Operating Income					
4600 BB Cemetery Fees (St. Stephens)	8,075	6,000	3,105	2,895	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
Total Burial Board Operating Income	8,734	7,109	3,771	3,338	3,666
Burial Board Operating Expenditure					
6100 BB Petrol	257	200	108	92	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	1,650	1,650	0	2,000
6109 BB Memorial Bench (Expenditure)	0	388	0	388	0
Total Burial Board Operating Expenditure	2,620	5,031	2,668	2,363	5,058
Total Burial Board Operating Surplus/ (Deficit)	6,114	2,078	1,103	975	(1,392)
Burial Board EMF Expenditure					
6170 BB EMF General Maintenance	0	12,334	0	12,334	3,000
Total Burial Board EMF Expenditure	0	12,334	0	12,334	3,000
Total Burial Board Expenditure (Operational & EMF)	2,620	17,365	2,668	14,697	8,058
Total Burial Board Budget Surplus/Deficit	6,114	(10,256)	1,103	(11,359)	(4,392)

To/From Reserves & Budget Virements

1. From 6108 BB Tree Survey & Tree Maintenance to 6170 BB EMF General Maintenance - £2,382 - FTC 269/25/26

Virement FROM General Reserves 2025/26 £975

Income - shortfall against budget -£3,338

Operating Expenditure - budget unspent £2,363

Note: EMF balances carried forward to 2026/27 £12,334

Key

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Budget is overspent - requires investigation and recommend virement

Services Committee - Guildhall Budget 2025-26

Saltash Town Council

For the year ended 31 March 2026

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26	Precept Budget 2026/27
Guildhall Operating Income					
4200 GH Income - Guildhall Bookings	1,916	2,000	1,936	64	2,076
4201 GH Income - Guildhall Refreshments	228	242	267	(25)	251
4206 GH Income - Guildhall Photocopying Income	59	69	73	(4)	4
Total Guildhall Operating Income	2,204	2,311	2,275	36	2,331
Guildhall Operating Expenditure					
6400 GH Rates - Guildhall	10,729	11,051	10,819	233	11,136
6401 GH Water Rates - Guildhall	765	954	954	0	859
6402 GH Gas - Guildhall	3,502	5,591	1,784	3,807	5,935
6403 GH Electricity - Guildhall	5,041	9,728	5,161	4,567	6,000
6404 GH Fire, Security Alarm & CCTV - Guildhall	1,229	1,012	724	288	1,050
6408 GH Cleaning Materials & Equipment - Guildhall	1,176	1,385	1,343	42	1,438
6409 GH Boiler Service & Maintenance	677	1,255	117	1,138	1,303
6410 GH General Repairs & Maintenance	3,003	3,203	1,558	1,645	2,000
6412 GH Lift Service & Maintenance	2,852	3,741	3,012	729	5,156
6413 GH Refreshment Costs - Guildhall	428	245	243	2	254
6414 GH Equipment - Guildhall	658	2,836	2,836	0	10,378
6421 GH Annual Keyholding Service	0	0	0	0	184
Total Operating Expenditure	30,059	41,001	28,550	12,451	45,693
Total Guildhall Operating Surplus/ Deficit	(27,855)	(38,690)	(26,275)	(12,415)	(43,362)
Guildhall EMF Expenditure					
6418 GH EMF Legal & Professional Fees	9,603	0	0	0	2,088
6470 GH EMF Guildhall Maintenance	77,531	29,729	7,131	22,598	18,400
Total Guildhall EMF Expenditure	87,135	29,729	7,131	22,598	20,488
Total Guildhall Expenditure (Operational & EMF)	117,193	70,730	35,681	35,049	66,181
Total Guildhall Budget Surplus/ (Deficit)	(114,990)	(68,419)	(33,406)	(35,013)	(63,850)

To/From Reserves & Budget Virements

1. From 6410 GH General Maintenance & Repairs includes income received for resale of shelving £65
2. From 6402 GH Gas to 6401 GH Water Rates - Guildhall - £127 - SE 5/26/27
3. From 6414 GH Equipment - Guildhall to 6470 GH EMF Guildhall Maintenance - £1,889 - FTC 26925/26

Virement to General Reserves 2025/26 £12,415

Income - shortfall against budget -£36

Operating Expenditure - budget unspent £12,451

Note: EMF balances carried forward to 2026/27 £22,598

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 year ended 31 March 2026

Account	Prior YTD 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26	Precept Budget 2026/27
Library Operating Income					
4517 LI Library - Replacement Membership Cards	13	50	25	25	50
4518 LI Library - Photocopying Fees	941	600	1,255	(655)	600
4524 LI Library Book Sales	131	300	250	50	130
4526 LI Library Activity Income	0	180	0	180	0
Total Library Operating Income	1,085	1,130	1,530	(400)	780
Library Operating Expenditure					
6900 LI Rates - Library	13,099	13,379	13,339	40	13,597
6901 LI Water Rates - Library	327	415	415	0	418
6902 LI Gas - Library	3,196	6,216	2,120	4,096	4,500
6903 LI Electricity - Library	3,414	4,946	2,991	1,955	4,000
6904 LI Fire, Security Alarm & CCTV - Library	788	1,143	967	176	1,186
6908 LI Cleaning Materials & Equipment - Library	739	983	923	60	1,700
6909 LI Boiler Service & Maintenance - Library	292	1,006	1,006	0	939
6910 LI General Repairs & Maintenance - Library	2,326	2,359	2,359	0	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	719	719	0	500
6921 LI IT & Office Costs - Library	1,558	1,827	1,052	775	1,869
6922 LI Library Activities	2,465	3,000	2,470	530	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
Total Operating Expenditure	53,343	61,341	52,002	9,339	56,009
Total Library Operating Surplus/ Deficit	(52,258)	(60,211)	(50,472)	(9,739)	(55,229)
Library EMF Expenditure					
6918 LI EMF Legal & Professional Fees (Private Contractors)	600	23,105	1,565	21,540	0
6971 LI EMF Saltash Library Property Refurbishment	64,455	146,060	24,911	121,149	0
6972 LI EMF Library Equipment & Furniture	3,050	5,686	0	5,686	0
6974 LI EMF Library Funding	0	1,430	0	1,430	0
6976 LI EMF Library General Maintenance	0	5,100	827	4,273	3,200
Total Library EMF Expenditure	68,104	181,381	27,303	154,078	3,200
Total Library Expenditure (Operational & EMF)	121,447	242,722	79,305	163,417	59,209
Total Library Budget Surplus/ (Deficit)	(120,362)	(241,592)	(77,775)	(163,817)	(58,429)

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. Virement from 6971 LI EMF Saltash Library Property Refurbishment to 6918 LI EMF Legal & Professional Fees - £10,000 - 64/25/26
4. Virement from 6900 LI Rates Library to 6901 LI Water Rates - Library - £101 - SE 5/26/27
5. Virement from 6900 LI Rates Library to 6909 LI Boiler Service & Maintenance - £12 - SE 5/26/27
6. Virement from 6910 LI General Repairs & Maintenance - Library to 6971 LI EMF Saltash Library Property Refurbishment - £151 - FTC 269/25/26
7. Virement from 6914 LI Equipment - Library to 6972 LI EMF Library Equipment & Furniture - £111 - FTC 269/25/26

Virement to General Reserves 2025/26 £9,739

Income - received in excess of budget - £400

Operating Expenditure - budget unspent £9,339

Note: EMF balances carried forward to 2026/27 £154,078

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 year ended 31 March 2026

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26	Precept Budget 2026/27
Maurice Huggins Operating Income					
4207 MA Maurice Huggins Room Income	1,230	1,400	1,178	223	1,400
4208 MA Maurice Huggins Room Refreshments	0	200	0	200	0
Total Maurice Huggins Operating Income	1,230	1,600	1,178	423	1,400
Maurice Huggins Operating Expenditure					
7000 MA Rates	429	443	429	14	445
7001 MA Water Rates	339	437	321	116	454
7003 MA Electricity	963	2,251	813	1,438	1,200
7004 MA Fire & Security Alarm	235	243	102	141	377
7008 MA Cleaning Materials & Equipment	310	366	299	67	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
Total Maurice Huggins Operating Expenditure	2,433	5,546	2,106	3,440	4,759
Total Maurice Huggins Operating Surplus/ (Deficit)	(1,203)	(3,946)	(929)	(3,017)	(3,359)
Maurice Huggins EMF Expenditure					
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
Total Maurice Huggins EMF Expenditure	0	5,429	0	5,429	0
Total Maurice Huggins Expenditure (Operational & EMF)	2,433	10,975	2,106	8,869	4,759
Total Maurice Huggins Budget Surplus/ (Deficit)	(1,203)	(9,375)	(929)	(8,446)	(3,359)

Virement to General Reserves 2025/26 £3,017

Income - shortfall against budget -£423

Operating Expenditure - budget unspent £3,440

Note: EMF balances carried forward to 2026/27 £5,429

Key

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Spending is higher than anticipated and needs to be monitored closely

Budget is overspent - requires investigation and recommend virement

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

Saltash Town Council

For the year ended 31 March 2026

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26	Precept Budget 2026/27
P&F Operating Income					
4901 PF Bank Interest Received	111,088	38,255	93,153	(54,898)	58,700
4908 PF Misc Income	135	0	3	(3)	0
4902 PF Insurance Claim	0	0	37,563	(37,563)	0
Total P&F Operating Income	111,223	38,255	130,719	(92,464)	58,700
P & F Operating Expenditure					
6200 PF Bank Charges	1,187	1,522	963	559	1,995
6201 PF Audit	3,300	4,000	3,300	700	4,000
6202 PF Civic Occasions (including Road Closures)	4,182	7,368	7,368	0	5,000
6203 PF Mayors' Allowance	5,418	5,581	5,581	0	5,912
6204 PF Councillors' Allowance	1,679	3,946	2,466	1,480	4,096
6205 PF Insurance	17,642	36,510	20,751	15,759	27,836
6206 PF Youth Council	4,726	4,000	4,000	0	6,000
6208 PF Subscriptions	15,980	17,580	17,580	0	37,650
6210 PF Community Chest	4,015	10,300	3,630	6,670	10,300
6211 PF Website Maintenance	746	1,030	201	829	1,069
6213 PF Councillor Training & Expenses	274	2,600	2,378	222	1,142
6214 PF Health & Safety	6,462	8,127	7,171	956	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	3,667	3,300	367	4,544
6222 PF Commissioning Youth Work	59,069	60,842	60,842	0	100,000
6224 PF Legal & Professional Fees	5,969	12,900	11,274	1,627	10,000
P&F IT/Office Costs	37,361	33,776	30,527	3,249	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	589	63	750
6230 PF Social Media Advertising	0	1,000	646	354	1,000
Total P & F Operating Expenditure	187,342	231,629	196,881	34,748	288,545
Total P&F Operating Surplus/ (Deficit)	(76,119)	(193,374)	(66,161)	(127,212)	(229,845)
P&F EMF Expenditure					
6271 PF EMF Election	450	54,409	19,036	35,373	20,000
6272 PF EMF Robes & Civic Regalia	1,624	10,351	4,159	6,192	3,000
6273 PF EMF Legal Fees	0	201	0	201	6,000
6275 PF EMF Neighbourhood Plan	195	8,150	97	8,053	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
6289 PF EMF TRIP funding	0	14,103	13,825	278	0

6370 PF EMF Computer & Office Equipment Renewal	3,771	15,597	13,965	1,632	3,000
Total P&F EMF Expenditure	74,967	189,832	88,007	101,825	55,000
Total P&F Expenditure (Operational & EMF)	262,308	421,461	284,888	136,573	343,545
Total P&F Budget Surplus/ (Deficit)	(151,085)	(383,206)	(154,169)	(229,037)	(284,845)

To/From Reserves & Budget Virements

1. 6278 PF EMF CIL Planning Income includes income received in April 25 for £4,568 and October 25 £2,908
2. 6281 PF EMF Town Vitality Funding Grant includes S106 funding from CC for £33,585
3. 4902 PF Insurance Claim includes income received for damage to Pontoon - £37,563
4. 6288 PF EMF Waterside Feasibility project includes income received from CC Community Capacity Grant for £7,480
5. 6289 PF EMF TRIP funding includes income received from CC for TRIP funding £14,103
6. Virement from 6202 PF Civic Occasions to 6224 PF Professional Fees - £1,000 - P&F 207/25/26
7. Virement from 6271 PF EMF Election to 6213 PF Councillor Training & Expenses - £1,000 - P&F 210/25/26
8. Virement from 6202 PF Civic Occasions to 6224 PF Professional Fees - £1,500 - P&F 210/25/26
9. Virement from General Reserves to 6205 PF Insurance - £6,000 - FTC 219/25/26
10. Virement from 6214 PF Health and Safety to 6202 PF Civic Occasions (including Road Closures) - £1,000 - P&F 244/25/26
11. Virement from 6273 PF EMF Legal Fees to 6224 PF Professional Costs - £5,400 - P&F 246/25/26
12. Virement from 6202 PF Civic Occasions (including Road Closures) to 6272 PF EMF Robes & Civic Regalia - £632 - FTC 269/25/26
13. Virement from 6221 PF Town Messenger to 6208 PF Subscriptions - £711 - to be ratified

Virement to General Reserves 2025/26 £127,212

Income - received in excess of budget - £92,464

Operating Expenditure - budget unspent £34,748

Note: EMF balances carried forward to 2026/27 £101,825

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	3,746	3,657	89	8,691
6301 Stationery/Postage/Printing	4,239	3,090	2,728	362	3,506
6303 Copier Maintenance	4,823	4,754	4,428	326	5,200
6305 Finance Software	3,793	4,362	2,948	1,414	3,620
6306 IT Maintenance	19,444	17,824	16,766	1,058	19,228
TOTALS	36,318	33,776	30,527	3,249	40,245

Key

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Budget is overspent - requires investigation and recommend virement

Personnel Committee - Personnel Budget 2025-26

Saltash Town Council

For the year ended 31 March 2026

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26	Precept Budget 2026/27
Personnel Operating Expenditure					
Personnel Expenditure					
6654 ST PE Staff Welfare	1,621	1,825	801	1,024	7,222
6660 ST PE Staff Recognition	25	250	75	175	250
6662 ST PE HR Professional Fees	11,119	12,315	12,124	191	11,552
Total Personnel Expenditure	12,766	14,390	13,000	1,390	19,024
Training Costs					
6682 ST PE Staff Training (Library)	281	1,218	683	536	600
6656 ST PE Staff Training (P&F)	1,977	5,000	4,426	574	5,177
6676 ST PE Staff Training (Service Delivery)	6,552	6,695	2,471	4,225	7,987
Total Training Costs	8,811	12,913	7,579	5,334	13,764
Staffing Costs					
Library Staffing Costs	138,632	165,056	136,479	28,577	169,564
P&F Staffing Costs	348,399	441,897	399,159	42,738	531,901
Services Staffing Costs	307,696	344,379	285,957	58,422	290,819
Total Staffing Costs	794,727	951,332	821,595	129,737	992,284
Other Staffing Cost					
6652 ST PE Employers Pension - Monthly Fee	500	500	500	0	0
6659 ST PE Civic Roles	507	775	775	0	800
Total Other Staffing Cost	1,007	1,275	1,275	0	800
Total Personnel Operating Expenditure	817,310	979,910	843,449	136,461	1,025,872
Total Personnel Operating Surplus/ (Deficit)	(817,310)	(979,910)	(843,449)	(136,461)	(1,025,872)
Personnel EMF Expenditure					
6691 ST PE EMF Legal & Professional Fees (Staffing)	0	10,162	0	10,162	0
6694 ST PE EMF Staff Contingency (P&F)	12,056	54,108	16,375	37,733	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	5,731	7,444	0
Total Personnel EMF Expenditure	12,699	134,852	22,107	112,745	4,480
Total Personnel Expenditure (Operational & EMF)	830,010	1,114,762	865,556	249,206	1,030,352
Total Personnel Budget Surplus/ (Deficit)	(830,010)	(1,114,762)	(865,556)	(249,206)	(1,030,352)

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. Virement from 6654 ST PE Staff Welfare to 6659 ST PF Town Sergeant & Mace Bearer Fees - £175 - PE82/25/26

Virement to General Reserves 2025/26 £136,461

Operating Expenditure - budget unspent £136,461

Note: EMF balances carried forward to 2026/27 £112,745

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 year ended 31 March 2026

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26	Precept Budget 2026/27
Service Delivery Operating Income					
Grounds & Premises Income					
4500 SE Allotment Rents	5,359	5,000	5,147	(147)	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	290	823	262
Total Grounds & Premises Income	6,935	7,339	6,664	675	4,101
Town & Waterfront Income					
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	700	50	650
Total Town & Waterfront Income	17,851	16,114	13,555	2,559	18,780
Total Service Delivery Operating Income	24,787	23,453	20,219	3,234	22,881
Service Delivery Operating Expenditure					
Grounds & Premises Expenditure					
6209 SE Oyster Beds	0	4	4	0	1
6500 SE Tree Survey and Tree Maintenance	8,262	4,800	4,800	0	10,000
6503 SE Allotments - Churchtown	1,324	1,000	0	1,000	500
6532 SE Allotments - Grenfell	0	120	120	0	500
6533 SE Allotments - Fairmead	0	183	183	0	750
6506 SE Grounds Maintenance & Watering	10,721	20,104	18,765	1,339	12,000
6508 SE Public Toilets (Operational Costs)	6,533	7,051	6,620	431	7,319
6517 SE Cornish Cross (Maintenance)	328	400	338	62	415
6525 SE Public Toilets (Repairs & Maintenance Costs)	1,441	3,043	1,733	1,310	3,159
6526 SE Tools, Equipment & Materials (Store & All Areas)	4,747	5,421	5,421	0	5,520
6529 SE Refuse Disposal	6,181	6,694	6,560	134	6,948
6530 SE Allotment Software Subscription	669	462	420	42	508
6531 SE Public Toilet Commercial Cleaning	34,370	38,469	37,826	643	42,175
Total Grounds & Premises Expenditure	74,575	87,751	82,790	4,961	89,795
Longstone Expenditure					
7100 DO NOT USE LO Rates - Longstone	(6,136)	0	0	0	0
7101 LO Water Rates - Longstone	2,345	4,218	3,776	442	2,434
7103 LO Electricity - Longstone	1,580	1,793	1,793	0	1,691
7104 LO Fire & Security Alarm & CCTV - Longstone	89	1,117	831	286	1,159
7107 LO Rent - Longstone	4,680	4,684	4,680	4	4,680
7108 LO Cleaning Materials & Equipment - Longstone	650	603	603	0	377
7110 LO General Repairs & Maintenance - Longstone	1,194	2,500	1,538	962	5,595
7114 LO Equipment - Longstone	0	1,700	1,408	292	500
7121 LO IT & Office Costs - Longstone	616	1,723	1,568	155	1,290
7123 LO Annual Keyholding Service	0	0	0	0	184
6673 ST SE Services Delivery - Clothing	1,374	2,504	1,555	949	2,599
6674 ST SE Services Delivery - Mobiles	904	2,060	1,663	397	2,244
6675 ST SE Services Delivery Staff Travelling Expenses	1,874	1,721	1,628	93	2,160
Total Longstone Expenditure	9,169	24,623	21,042	3,581	24,913
Town & Waterfront Expenditure					
6504 SE Street Furniture (Maintenance)	1,394	2,575	903	1,672	2,673
6505 SE Street Lighting	501	773	257	516	802
6511 SE Tourism & Signage	60	0	0	0	0
6512 SE Bus Shelters (Maintenance)	0	582	0	582	604
6515 SE Festive Lights Maintenance & Electricity	3,751	8,069	8,055	14	4,016

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26	Precept Budget 2026/27
6519 SE Flags & Bunting	2,378	3,043	1,297	1,746	2,000
6522 SE Pontoon (Maintenance Costs)	2,250	3,090	2,017	1,073	3,207
6524 SE Vehicle Maintenance and Repair Costs	9,332	10,815	7,598	3,217	11,226
6527 SE Salt Bins Refill	0	554	495	59	575
6528 SE Pontoon Accommodation	5,496	6,656	5,841	815	1,388
6534 SE Pontoon Broadband	0	322	286	37	299
6535 SE Annual Keyholding Service	0	0	0	0	184
Total Town & Waterfront Expenditure	25,162	36,479	26,749	9,730	26,974
Total Service Delivery Operating Expenditure	108,905	148,853	130,580	18,273	141,682
Total Service Delivery Operating Surplus/ (Deficit)	(84,118)	(125,400)	(110,361)	(15,039)	(118,801)
Service Delivery EMF Expenditure					
Grounds & Premises EMF Expenditure					
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	449	2,696	0
6591 SE EMF Tree Maintenance	0	29,012	0	29,012	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
6599 SE EMF Allotments	0	5,197	0	5,197	0
Total Grounds & Premises EMF Expenditure	99,424	179,007	11,169	167,838	48,400
Longstone EMF Expenditure					
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
Total Longstone EMF Expenditure	1,212	17,038	0	17,038	1,000
Town & Waterside EMF Expenditure					
6569 SE EMF Tourism & Signage	0	15,000	0	15,000	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	12,750	55,750	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	116,672	2,230	2,000
6590 SE EMF Utilities & Rates	0	2,157	0	2,157	0
6598 SE EMF Crime Reduction (CCTV)	0	83,705	50,045	33,660	0
Total Town & Waterside EMF Expenditure	91,061	346,848	210,594	136,254	44,000
Total Service Delivery EMF Expenditure	191,697	542,893	221,763	321,130	93,400
Total Service Delivery Expenditure (Operational & EMF)	300,602	691,746	352,343	339,404	235,082
Total Service Delivery Budget Surplus/ (Deficit)	(275,815)	(668,293)	(332,123)	(336,170)	(212,201)

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 337/22/23
5. Virement from 6506 SE Grounds Maintenance & Watering to 6515 SE Festive Lights Maintenance & Electricity - £3,000 - SE 40/25/26
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
9. Virement from 6500 SE Tree Survey and Tree Maintenance to 6591 SE EMF Open Spaces & Trees - £12,800 - FTC 269/25/26

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26	Precept Budget 2026/27
10. Virement from 6532 SE Allotments - Grenfell to 6599 SE EMF Allotments - £3,380 - FTC 269/25/26					
11. Virement from 6533 SE Allotments - Fairmead to 6599 SE EMF Allotments - £1,817 - FTC 269/25/26					
12. Virement from 6511 SE Tourism & Signage to 6569 SE EMF Tourism & Signage - £15,000 - FTC 269/25/26					
13. Virement from 6506 SE Grounds Maintenance & Watering to 6209 SE Oyster Bed - £3 - SE 5/26/27					
14. Virement from 6506 SE Grounds Maintenance & Watering to 6526 SE Tools, Equipment & Materials (Store & All Areas) - £103 - SE 5/26/27					
15. Virement from 7101 LO Water Rates - Longstone to 7103 LO Electricity - Longstone - £164 - SE 5/26/27					
16. From 6506 SE Grounds Maintenance & Watering to 7108 LO Cleaning Materials & Equipment - Longstone - £240 - SE 5/26/27					

Virement to General Reserves 2025/26 £15,039

Income - shortfall against budget - £3,234

Operating Expenditure - budget unspent £18,273

Note: EMF balances carried forward to 2026/27 £321,130

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 year ended 31 March 2026

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26	Precept Budget 2026/27
Isambard House Operating Income					
4301 SA Isambard House - Bookings	8,043	6,500	5,550	950	4,925
4302 SA Isambard House - Refreshment Income	130	120	403	(283)	120
4305 SA Isambard House - Event Ticket Sales	0	0	0	0	1,575
Total Isambard House Operating Income	8,173	6,620	5,953	667	6,620
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	(691)	1,405	741
6802 SA Gas - Isambard House	438	3,000	458	2,542	650
6803 SA Electricity - Isambard House	4,817	7,494	4,375	3,119	6,000
6804 SA Fire & Security Alarm - Isambard House	473	967	593	374	1,004
6808 SA Cleaning Materials & Equipment - Isambard House	1,026	1,350	1,109	241	1,350
6810 SA General Repairs & Maintenance - Isambard House	1,889	1,019	1,019	0	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	0	0	0	0
6822 SA Activities & Events	1,886	1,106	494	612	1,575
Total Operating Expenditure	15,571	21,202	11,623	9,579	19,041
Total Isambard House Operating Surplus/ (Deficit)	(7,398)	(14,582)	(5,670)	(8,912)	(12,421)
Isambard House EMF Expenditure					
6473 SA EMF Station Building (Purchase & Capital Works)	31,822	1,076	1,076	0	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	39,320	0	39,320	2,000
Total Isambard House EMF Expenditure	31,962	64,793	10,922	53,871	2,000
Total Isambard House Expenditure (Operational & EMF)	47,533	85,995	22,545	63,450	21,041
Total Isambard House Budget Surplus/ (Deficit)	(39,360)	(79,375)	(16,592)	(62,783)	(14,421)

To/From Reserves & Budget Virements

1. Virement from 6810 SA General Repairs & Maintenance - Isambard House to 6473 SA EMF Station Building (Purchase & Capital Works) £1,541 - FTC 269/25/26

2. Virement from 6821 SA IT & Office Costs - Isambard House to 6873 SA EMF General Repairs & Maintenance- £500 - FTC 269/25/26

3. Virement from 6473 SA EMF Station Building (Purchase & Capital Works) to 6873 SA EMF General Repairs & Maintenance - £37,279 - FTC 269/25/26

Virement to General Reserves 2025/26 £8,912

Income - shortfall against budget -£667

Operating Expenditure - budget unspent £9,579

Note: EMF balances carried forward to 2026/27 £53,871

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 year ended 31 March 2026

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26	Precept Budget 2026/27
Operating Income					
Burial Authority Income	21,557	16,473	24,975	(8,502)	16,184
Burial Board Income	8,734	7,109	3,771	3,338	3,666
Guildhall Income	2,204	2,311	2,275	36	2,331
Library Income	1,085	1,130	1,530	(400)	780
Maurice Huggins Income	1,230	1,600	1,178	423	1,400
P&F Income	111,223	38,255	130,719	(92,464)	58,700
Service Delivery Income	24,797	23,453	20,219	3,234	22,881
Station Income	8,173	6,620	5,953	667	6,620
Total Operating Income	179,002	96,951	190,621	(93,670)	112,562
Operating Expenditure					
Burial Authority Expenditure	24,255	15,004	13,633	1,371	4,716
Burial Board Expenditure	2,620	5,031	2,668	2,363	5,058
Guildhall Expenditure	30,059	41,001	28,550	12,451	45,693
Library Expenditure	53,343	61,341	52,002	9,339	56,009
Maurice Huggins Expenses	2,433	5,546	2,106	3,440	4,759
Personnel Expenditure	12,766	14,390	13,000	1,390	19,024
Personnel Staffing Cost	804,545	965,520	830,449	135,071	1,006,848
P&F Expenditure	187,342	231,629	196,882	34,748	288,545
Service Delivery Expenditure	109,213	148,853	130,580	18,273	141,682
Station Expenditure	15,571	21,202	11,623	9,579	19,041
Total Operating Expenditure	1,242,147	1,509,517	1,281,494	228,023	1,591,375
Total Operating Surplus/ (Deficit)	(1,063,145)	(1,412,566)	(1,090,873)	(321,693)	(1,478,813)
EMF Expenditure					
Burial Authority EMF Expenditure	133	23,887	0	23,887	1,500
Burial Board EMF Expenditure	0	12,334	0	12,334	3,000
Guildhall EMF Expenditure	87,135	29,729	7,131	22,598	20,488
Library EMF Expenditure	68,104	181,382	27,303	154,079	3,200
Maurice Huggins EMF Expenditure	0	5,429	0	5,429	0
Personnel EMF Expenditure	12,699	134,852	22,107	112,745	4,480
P&F EMF Expenditure	74,967	189,832	88,007	101,825	55,000
Service Delivery EMF Expenditure	191,697	542,895	221,763	321,132	93,400
Station EMF Expenditure	31,962	64,793	10,922	53,871	2,000
Total EMF Expenditure	466,697	1,185,133	377,232	807,901	183,068
Total Overall Expenditure (Operational & EMF)	1,708,844	2,694,650	1,658,726	1,035,924	1,774,443
Total Overall Budget Surplus/ Defecit	(1,529,842)	(2,597,699)	(1,468,106)	(1,129,593)	(1,661,881)

Notes

All budget virements are detailed on the individual committee budget sheets

To receive a report from the Finance Officer

Report to: Policy and Finance

Date of Report: 5 May 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. Budget Reports for Year Ending 31 March 2026

Each committee budget report has been updated with year-end adjustments.

Summary/Highlights: -

Income

- Total budgeted income £ 96,951
- Total actual income £190,621
- Surplus income £ 93,670

Most of the income surplus is due to Interest received on investments - budgeted income £38,255 against actually received £93,153, resulting in budget excess of £54,898. The council also received an insurance claim of £37,563 towards the pontoon repairs caused by storm damage.

Operating Expenditure

- Total budgeted expenditure £1,549,835
- Less virements (£ 40,318)
- Less total expenditure (£1,281,494)
- Total budget underspent £ 228,023 (Returned to General Reserves)

Personnel budget saving of £136k due to staff vacancies throughout the year. P&F budget saving of £34k to include £15k insurances (savings on premiums due to seeking competitive quotes), £6k community chest fund, £3k Office/IT costs.

EMF Expenditure

- Brought forward from 24/25 £748,234
- Plus virements/income £267,463
- Plus Precept budget 25/26 £169,436
- Less expenditure (£377,232)
- Total EMF Balances 25/26 £807,901

For more details refer to the **Overall Summary Budget – March 2026**

Capital & Reserves

- General Reserves £647,299
- Contingency Reserves £700,760 (equates to 5.06 months of 2026/27 Precept budgeted expenditure)

2. Internal Audit 2025/26

All information has been provided to our internal auditor for the financial year ending 31 March 2026. The internal audit report which will be reported at the next P&F committee meeting.

3. External Audit - AGAR 2025/26

We are pleased to report that progress on the Annual Governance and Accountability Return (AGAR) for the financial year ending 31 March 2026 is on schedule. Refer to **Appendix A** for copy of the template document.

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

The draft AGAR is being prepared by the Town Council's Finance Officer and will undergo a thorough review by both the Responsible Financial Officer (RFO) and the Council's appointed Internal Auditor, Mr. Steve Hudson.

In line with the statutory timeline, the final AGAR must be submitted to BDO by 1st July 2026. To meet this deadline, the completed AGAR and associated audit documentation will be presented for formal approval at the Full Town Council meeting scheduled for 4 June 2026. Subject to Council approval at that meeting, the AGAR will then be submitted to the external auditor within the required timeframe.

4. External Audit – Intermediate Review 2025/26

Each year, the external auditor conducts an intermediate review. For 2025/26, the focus will be on Assertions 1 and 4 of the Annual Governance Statement.

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

A new assertion (10) was introduced for 2025/26 in the Annual Governance Statement around "digital and data compliance". BDO, the external auditor has confirmed they will not be selecting this assertion for testing in its first year to allow further time for authorities to embed the new requirements within their systems and procedures.

5. Debtors

Below is a list of the current outstanding invoices at 6 May 2026.

All outstanding invoices have been issued within the last 2 weeks 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
Cornwall Council	30/04/2026	£252.30	£252.30	£0.00	£0.00	Isambard House room booking April 26
Saltash Bowling Club	01/05/2026	£22.59	£22.59	£0.00	£0.00	Recharge for use of metered water
Saltash Probus	27/04/2026	£64.20	£64.20	£0.00	£0.00	Chamber room booking for May and refreshments for April meeting
Trusted Boat Owner Scheme	28/04/2026	£100.00	£100.00	£0.00	£0.00	Annual renewal of Trusted Boat Owner Scheme
Walter C Parsons	29/04/2026	£1,033.00	£1,033.00	£0.00	£0.00	Burial Services
We Are With You	22/04/2026	£453.20	£453.20	£0.00	£0.00	Maurice Huggins room booking May 2026
TOTAL		£1,925.29	£1,925.29	£0.00	£0.00	

6. CIL (Community Infrastructure Levy) Neighbourhood Parish Payments

The table below summarises the CIL income received from Cornwall Council. There was a receipt in April 2026 for £12,533.57, making the total amount received from 2021 to date of £34,264.79.

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 £24,264.79.

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

Date Received	Amount Received	Amount Committed CIL 4th round	Balance to Spend	5 Year Deadline	Planning Ref	Planning Address
07/04/2021	£1,395.00	£1,395.00	£0.00	06/04/2026	PA19/09168	Land off 28 Castlemead Drive, Saltash
17/04/2021	£189.06	£189.06	£0.00	16/04/2026	PA20/05475	Land Adjacent To Polmear, Homer Park, Saltash, PL12 6HJ
15/11/2021	£385.99	£385.99	£0.00	14/11/2026	PA19/09772	Old Churchtown Farm Farm Lane St Stephens Saltash Cornwall PL12 4AR
15/11/2021	£840.00	£840.00	£0.00	14/11/2026	PA18/09294	Land On The North Side Of 1 Castle View, St Stephens, Saltash, PL12 4RD
07/10/2022	£2,434.67	£2,434.67	£0.00	06/10/2027	PA21/06948	Land East Of 16 Castle View, St Stephens, PL12 4RD
07/10/2022	£815.63	£815.63	£0.00	06/10/2027	PA21/03745	Land South of Old Churchtown Farm Lane, Stephens, PL12 4AR
19/04/2023	£1,372.84	£1,372.84	£0.00	18/04/2028	PA20/10644	12 Sunningdale Road, St Stephens, Saltash, PL12 4BN
19/04/2023	£2,246.66	£2,246.66	£0.00	18/04/2028	PA22/09842	Land East of 62 St Stephens Road, Saltash, PL12 4BJ
19/04/2023	£943.29	£320.15	£623.14	18/04/2028	PA21/03745	Land South of Old Churchtown Farm Lane, Stephens, PL12 4AR
18/10/2023	£8.82		£8.82	17/10/2028	PA20/10644	12 Sunningdale Road, St Stephens, Saltash, PL12 4BN
18/10/2023	£2,246.66		£2,246.66	17/10/2028	PA22/09842	Land East of 62 St Stephens Road, Saltash, PL12 4BJ
18/04/2024	£341.79		£341.79	17/04/2029	PA21/05336	Land West Of The Stables, Farm Lane, St Stephens, Saltash, PL12 4AR
14/10/2024	£1,034.93		£1,034.93	14/10/2029	PA21/05336	Land West Of The Stables, Farm Lane, St Stephens, Saltash, PL12 4AR
10/04/2025	£3,821.13		£3,821.13	08/04/2030	PA21/05314	118-120 North Road, Saltash, Cornwall, I PL12 6BQ
10/04/2025	£746.65		£746.65	08/04/2030	PA23/03710	18 Churchtown Drive, St Stephens, Saltash, Cornwall, I PL12 4FB
16/10/2025	£2,908.10		£2,908.10	14/10/2030	PA23/04774	62A St Stephens Road, Saltash, Cornwall, PL12 4BJ
21/04/2026	£11,304.01		£11,304.01	19/04/2031	PA25/02445	Land South Of Lucas Tenement, Broad Lane, Trematon, PL12 4RU
21/04/2026	£245.91		£245.91	19/04/2031	PA25/07609	Yellow Tor Villa, Fairmead Road, Saltash, Cornwall, PL12 4QE
21/04/2026	£983.65		£983.65	19/04/2031	PA25/02068	The Old Mission Hall, Pill Lane, North Pill, Saltash, Cornwall, PL12 6LQ
	£34,264.79	£10,000.00	£24,264.79			

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

Annual Governance and Accountability Return 2025/26 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £15 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.

2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**

- The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
- **Sections 1 and 2 must** be completed and approved by the authority.
- **Section 3** is completed by the external auditor and will be returned to the authority.

3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2026**.

4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2026** Reminder letters will incur a charge of £40 +VAT:

- the Annual Governance and Accountability Return Sections 1 and 2, together with
- a bank reconciliation as at 31 March 2026
- an explanation of any significant year on year variances in the accounting statements
- notification of the commencement date of the period for the exercise of public rights
- Annual Internal Audit Report 2025/26

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Return **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities **must** publish the following information on the authority website/webpage:

Before 1 July 2026 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2025/26** approved and signed, page 4
- **Section 2 - Accounting Statements 2025/26** approved and signed, page 5

Not later than 30 September 2026 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for the purposes of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2025/26

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2026 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

Annual Internal Audit Report 2025/26

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i>			
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i>			
N. The authority has complied with the publication requirements for 2024/25 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>			
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.			
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**
****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report **must** explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed			'Yes' means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.				<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.				<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.				<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.				<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.				<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.				<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.				<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.				<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.				<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?			<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED

DD/MM/YYYY

Date

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2025/26

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2025/26

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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Intermediate review & 5% tests

Assertions being tested 2025-26

This year we are testing the following areas:

Annual Governance Statement Assertion	Review Objectives	Audit Evidence
<p>Assertion 1 We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.</p>	<p>Confirm arrangements for reviewing bank reconciliation.</p>	<p>Copy of bank statements for all bank accounts held clearly showing the balance on the 31 March 2026.</p>
<p>Assertion 4 We have provided proper opportunity during the year 2025-26 for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.</p>	<p>Confirm that the notice of completion of the auditor's work, together with the relevant accompanying information, was published in accordance with Regulation 16 of the Accounts and Audit Regulations 2015.</p> <p>This would usually be on the council's website. Where the smaller authority does not have a website, this can be on another free-to-access website. In respect of Parish Meetings, display in a conspicuous place for 14 days is an acceptable alternative to a website.</p>	<p>Copy of prior year notice of completion (2024-25) of the external auditor's work on the annual return, and evidence of its publication (such as a web address and dates of documents being added).</p>
<p>For local councils only (where applicable) Assertion 9 Trust funds (including charitable) - in our capacity as sole managing trustee, we have discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and if required, independent examination or audit.</p>	<p>Where line 11 of the accounting statements discloses a council is a <u>sole</u> trustee:</p> <ul style="list-style-type: none"> • Confirm trust accounts prepared in accordance with trust deed and reported to Charity Commission requirements. • Confirm banking arrangements for council and trust allow adequate separation. 	<p>Latest annual report to Charity Commission.</p> <p>Copy of bank statement for trust fund.</p>

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

Report to: Policy & Finance Committee

Date of Report: 6 May 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

A small dent was recently identified on the nearside of the Town Council's Ford Transit van (EA14 ZCZ). The cause of the damage is unknown, but it was noted during a routine daily check. The issue was immediately reported to the Town Clerk, and the insurers have been notified.

A repair quotation has been obtained totalling £1,157.00 + VAT. This includes £585 for dent repairs and £572 for a new lock set, which is required to remove the door in order to complete the repair.

The insurance excess to be paid by STC is £250.

Budgets

Budget Code: 6524 SE Vehicle Maintenance and Repair Costs

Budget Availability: £9,237

Committed Spend: £250 (insurance excess only)

Budget After Committed Spend: £8,987

Signature of Officer:

Finance Officer

To consider Risk Management reports as may be received

Report to: Policy and Finance Committee

Date of Report: 12.05.26

Officer Writing the Report: Town Clerk / RFO

Purpose of the report: To ensure Members are fully informed of the Town Council's health and safety compliance obligations and to seek approval for the appointment of a suitably qualified provider to support those obligations.

Officer's Recommendations

Members are requested to approve the appointment of Company A to provide health and safety and fire safety retained support services, and to assist the Town Council in maintaining effective management arrangements to meet its statutory compliance obligations for the next 12-months, at the following cost:

- Enhanced support package: £1,200 + VAT
- Consultancy services: £3,000 + VAT
- Training services: £1,440 + VAT

Total cost: £5,640 + VAT

In addition to the above, consultancy sessions, half-day at £200; full day at £320.

To be allocated to Budget Code P&F 6214 – Health & Safety and a **RECOMMENDATION** to the Personnel Committee for Staff Training cost to be allocated to budget codes 6682, 6656 and 6676.

To suspend Financial Regulation 5.8 due to the inability to obtain three fixed quotations within the required timescale, in order to ensure that appropriate health and safety arrangements are put in place without delay.

Report Summary

Health and safety is a core element of effective risk management. This report, together with the accompanying quotation, is therefore presented for consideration under this agenda item.

The Town Council has statutory duties to ensure that appropriate and sufficient health and safety arrangements are in place across all sites, buildings, and activities. This includes access to competent professional advice, robust management systems, and ongoing monitoring.

A review of the Town Council's current arrangements has identified that existing systems are not as robust as required. Having identified these shortcomings, it is essential that appropriate measures are now implemented to ensure the Town Council meets its legal and compliance obligations. In the role of Health and Safety Officer, there is a duty to ensure that adequate professional support is secured to address these identified gaps.

A number of organisations are able to provide health and safety support services. However, it is considered important to appoint a local, accredited, and recommended provider. While alternative providers may offer a lower overall cost, they are not locally based (including not being based in Cornwall), and their service provision is likely to differ in scope and quality, with potential gaps in key areas. Due to competing work priorities, there has not been sufficient opportunity to obtain additional quotations at this time. Should the Committee wish to proceed, it is therefore recommended that the absence of three quotes is formally acknowledged and that Financial Regulation 5.8 is suspended accordingly.

A meeting was held this week with Company A, who have been recommended by Callington, Liskeard, and Looe Town Councils, all of whom have received various forms of support from Company A. Company A also works closely with Real Ideas in Plymouth.

The Town Council delivers events and ceremonial activities throughout the year, including the Christmas Lights Switch On and Remembrance Day and may wish to increase this over the coming years. Company A would provide professional oversight of the health and safety arrangements for such events, ensuring all requirements are properly addressed and providing assurance that events are planned and delivered safely, and in doing so, staff would receive training. For example, the Christmas Lights event involves multiple stakeholders; Company A would review all relevant health and safety documentation and provide appropriate oversight to support safe delivery.

While the associated cost may be acknowledged as significant, it is considered proportionate to the size of the Town Council and the breadth of its responsibilities, and reflects the importance of ensuring statutory and compliance obligations are met.

It is expected over the years that once robust systems are in place the support and associated cost would reduce.

The training provision includes preparation and set-up time, course materials, delivery of training, certification, and the sharing of course content. Training would be delivered on Town Council premises. There is also potential to work collaboratively with neighbouring Town Councils, which may help to reduce costs.

The attached quotation is submitted for consideration and includes a 25% discount on consultancy services and a 20% discount on training provision.

Please refer to the attached quote.

Budgets

Budget Codes:

6214 Health & Safety

Budget Availability:

£9,474

Committed Spend:

There are a number of items already committed against this budget. As it is still early in the financial year, it is not yet possible to determine whether the appointment of Company A will result in an overspend. The Finance Officer, in conjunction with the Responsible Finance Officer, will therefore continue to monitor expenditure closely and will report back to a future Policy and Finance Committee meeting should any budgetary pressures arise.

Budget Codes:

6682 Library Staff Training

6656 P&F Staff Training

6676 Service Delivery Staff Training

Budget Availability:

£13,764

Committed Spend:

£2,225

Signature of Officer:

Town Clerk / RFO

Consultancy Services Proposal

1. Introduction

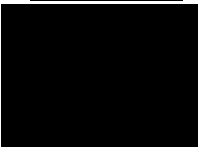
Following a telephone conversation and meeting between [REDACTED] (Town Clerk, Saltash Town Council) and [REDACTED] the requirements detailed below have been identified for H&S and fire safety retained support services for the organisation to support them in their management arrangements and meeting their compliance obligations.

The retained support services provided by [REDACTED] are structured around a choice of either an Essentials or Enhanced package, offering comprehensive background and ongoing assistance for health, safety, and fire safety. Clients can customise their support by adding specific consultancy and training options to fit their operational needs and budget. This tailored package is committed for a minimum term, with flexible payment plans available on an annual, quarterly, or monthly basis for the total amount. Furthermore, any additional services requested beyond the initial retained package will be charged at the same rate, outlined in a separate proposal, and billed independently.

2. Consultancy Services Information

Service Provision	H&S Retained Support Membership	
Date	Start date to be confirmed, dates available from May and June	
Duration	12 months (minimum, longer terms available on request)	
Location(s)	The Guildhall, Lower Fore Street, Saltash, Cornwall, PL12 6JX Additional Council sites/buildings, including Saltash Library, Isambard House, service delivery outbuildings, cemeteries, woods and public toilets.	
Overview	<p>Essentials package:</p> <ul style="list-style-type: none"> ● Provision of a dedicated consultant ● H&S policy creation / review ● Essential documents (top 10) ● Toolbox talk (or equivalent) documents for staff briefings, noticeboards, etc. ● Quarterly newsletter and regular legislative updates ● 20% preferential discount on training and consultancy fees ● Ongoing H&S advice and support as the company's competent advisor <ul style="list-style-type: none"> ○ fair use calls/emails - 30 mins per week 	<p>Enhanced package: (in addition to Essentials)</p> <ul style="list-style-type: none"> ● Fire safety policy creation / review ● Access to all documents, including industry specific and tailored items ● Training needs analysis ● Complimentary course builds for tailored training courses (where requested) ● Initial support with incident investigations and RIDDOR submissions ● Fair use calls/emails - 60 mins per week
	<p><u>Services in addition to above</u></p> <p>Consultancy services:</p> <ul style="list-style-type: none"> ● 10x days consultancy <ul style="list-style-type: none"> ○ 5 days auditing and inspection (1 day H&S management system audit; 2 day site/building inspections of Council owned/operated locations; 2 days report and document writing) ○ 2 days mentoring and deep-dive focus on specific topics (e.g. risk assessment, incident management, fire safety, manual handling, work equipment) ○ 3 days progress visits set at 3-4 month intervals <p>Training services:</p> <ul style="list-style-type: none"> ● 3x days training <ul style="list-style-type: none"> ○ Tailored H&S general awareness training course (2x half-day sessions on 1 day) ○ Risk Assessment workshop (1 day) ○ 2x half-day H&S training sessions (e.g. Manual Handling and Fire Safety Awareness) 	
Fees (fees shown include a 20% discount applied, but do not include reasonable expenses for travel, etc.)	<ul style="list-style-type: none"> ● Essentials package (12 months): £900 +VAT (£75 per month); OR ● Enhanced package (12 months): £1,200 +VAT (£100 per month) <p>Consultancy services: £3,000 +VAT (10 days @ £300 - additional discount for bulk booking) Training services: £1,440 +VAT (3 days @ £480)</p>	

Consultancy Services Proposal



	<p>In addition to above:</p> <ul style="list-style-type: none">• Consultancy sessions: half-day @ £200; full-day @ £320• Training sessions (private courses): 2-hours @ £200; half-day @ £300; full-day @ £480 <p>Please note that [redacted] courses are charged by the session, accredited courses are charged by the individual (IOSH and first aid).</p> <p>Tailored courses may incur additional fees for course writing and resources.</p>
Validity Period	This proposal is valid for 30 days and followed by a final proposal for the basis of the agreement
Payment Schedule	Payment can be made annually, quarterly or monthly by agreement

3. Additional Information

- Duration is estimated based on the information provided by the Client and may be increased or decreased at the discretion of [redacted] in response to new information or hazards discovered
- Prior to a retained support agreement being finalised, a proposal document outlining each of the services requested will be agreed by both parties
- A retained support agreement contract will be in place between both parties, outlining the terms and conditions of the agreement. This must be signed and returned to [redacted] to validate the retained support
- Alterations to the membership agreement, including extensions or changes to services are subject to agreement by both parties
- There are no restrictions to the amount of additional services requested by the Client in addition to the membership agreement
- [redacted] will make all reasonable efforts to ensure requested services are provided, but rely on the support of the Client to ensure sessions are adequately planned and appropriate time and resources given to allowing all services to be realised
- [redacted] is VAT registered, all fees quoted are subject to the standard rate
- Reasonable adjustments to the details listed above will be accepted in agreement between both parties
- Documents will be released on completion of quality assurance processes and receipt of payment
- Expiry of proposal or cancellation of agreed services could result in penalties subject to [redacted] terms and conditions - all reasonable efforts will be made to support the client

Proposal presented on 12/05/2026 by



CC 292 Saltash United Juniors

The initial application received was refused by the Chair and Vice Chair after it was identified that the project was to a property/ asset based outside of the Saltash boundary, in Hatt.

The application was refused on the basis of the following criteria set out in the Town Council's Grants Policy:

7. Applications that will not be eligible

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

7.5 Projects outside of Saltash

The applicant was notified of the Council's decision to refuse funding and the reasons for that decision.

The Administration Department signposted alternative funding opportunities that may be more appropriate, including external funding sources such as Sport England or relevant Football Governing Bodies.

An appeal was subsequently received.

The appeal points raised relate to the following sections of the policy:

- 8.2 It is a condition of any grant application that the group or project must bring direct benefit to the residents of Saltash. All applications must clearly demonstrate how this will be achieved.
- 8.10 Grant applications will be considered against the following criteria:
8.10.4 the majority of those benefiting our residents of the town
- 6.5 Benefit health and wellbeing
- 6.8 Promote a sports-related initiative or event.

Appeal Received:

I am writing to formally appeal the Chairman's refusal of our grant application under section 12 of the Saltash Town Council Grants Policy (Chairman Refusal Notice dated 20TH April 2026).

We accept that the storage shed is physically located just over the boundary in the Hatt Parish Council area. However, we respectfully submit that this is an "exceptional circumstance" under the introductory wording of section 7 and that the application fully meets the policy's core tests for the following reasons:

1. Direct benefit to Saltash residents (sections 8.2 and 8.10.4)
The shed will store equipment used exclusively by Saltash United Juniors youth football teams. All players, coaching staff, and the vast majority of families are Saltash residents. The project therefore brings direct benefit to the Saltash community.
2. Promotion of a sports-related initiative (section 6.8) and health/wellbeing (section 6.5)
The club provides vital grassroots football opportunities for Saltash children and young people.
3. The location is ancillary and practical
The shed is immediately adjacent to Saltash and is required for safe, secure storage of equipment used at Saltash training and match venues. The asset is not for the general use of Hatt residents; it supports a Saltash organisation.

We believe the application satisfies all mandatory eligibility criteria and the Key Priority Areas.

We therefore request that the Chairman's refusal be overturned and the application be placed on the agenda for the next Policy & Finance Committee meeting.

We provide sporting facilities to over 300 children, read 300 families in Saltash. I do not want to have to explain that Saltash Town Council's P&F Committee is again (as in for other organisations) blocking a Community Chest application on a technicality.

The Chair and Vice Chair agreed for the application to be received at the Policy and Finance Committee for members consideration.

Budget:

6210 Community Chest
Available funds £10,300

End of report

Mayor's Secretary/Receptionist



Saltash Town Council



Grant Application Form

APPLYING FOR:
(Tick one box)

Community Chest Grant

Festival Fund Grant

DATE APPLICATION SUBMITTED:

27 March 2026

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

How long has your organization been in existence?	30 Plus years
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Please note that it may be asked to attend a meeting of the Policy and Resources Committee to answer questions on your application.

1. Organisation Background

	Date Applied	Project	Amount Applied for	Successful Y/N
<p>Have you applied for a grant from Saltash Town Council within the last 5 Years?</p> <p>(Please list – continue on a separate sheet if necessary)</p>	1 April 2022	To purchase equipment such as footballs, bibs and goals.	£970	Yes
	20 December 2024	To purchase new goals.	£1,000	Yes
<p>Please list the aims and objectives of your organization</p>	<p>To make recreational sport accessible to local children.</p> <p>The environment provided will be inclusive, promote respect for others and encourage a culture of fairness.</p> <p>To represent Saltash with pride and foster a strong sense of community belonging.</p>			

What are the main activities of your organization?	<p>Organising football for children. The club has over 300 boys and girls who are registered ranging from ages 7 to 18.</p> <p>We hold Saturday morning sessions for younger children aged 4-6 at Saltmill from 9am to 10am.</p> <p>For older children, there are training sessions one night a week all year, with August being the exception, and then matches are played against other teams from September to April/May.</p> <p>We also organise football tournaments in the off season.</p>
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	Yes / No or N/A
Are you part of a religious group?	No
If application is for a Church – is it for anything other than a parish clock, Community Hall (used by all within the community) or environmental purposes?	N/A
If application is for a School – Is, it for anything other than environmental purposes or a project that does not benefit the wider community and is not in addition to statutory services?	N/A
If application is from an education, health or social service establishment – do you work in partnership with other groups?	N/A
If application is from an education, health or social service establishment – is project in addition to statutory services?	N/A

2. Your project

Project	Start Date	01 / 05 / 2026
	Finish Date	31 / 08 / 2026
	Total Cost	£ 1,000
	Grant Applied For	£ 1,000

Project title:	New storage shed for a pitch located between Saltash and Hatt used by under 12 teams.
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<p>Description of project (please continue on a separate sheet if necessary):</p>	<p>Secure storage is required at the Hatt pitch used by the U12s for 9-a-side fixtures. Previous attempts have failed, with one shed destroyed by Travellers and a replacement severely damaged by a storm.</p> <p>We now propose installing a more robust, permanently fixed structure on a concrete base. This will provide secure storage for goal netting, corner flags, respect barriers and other essential matchday equipment – when it is not in use.</p>
<p>Where will the project/activity take place?</p>	<p>The project will take place at a football pitch located between Saltash and Hatt, which is rented and regularly used by Saltash United Juniors for Under 12s 9-a-side fixtures.</p> <p>The pitch is used for sport by boys and girls from the Saltash community. The club serves a large number of local families, and the facility is a key venue supporting grassroots football provision for Saltash-based teams.</p> <p>The proposed storage installation will directly benefit these local children by improving matchday organisation, protecting equipment, and ensuring a safer and more consistent playing environment. Without this provision, the club faces ongoing disruption and cost from damaged or insecure equipment.</p>
<p>Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)</p>	<p>The primary beneficiaries will be children aged 10-12 playing in the U12s teams of Saltash United Juniors. The pitch is used for regular 9-a-side fixtures and training, supporting approximately 4 teams across the season, equating to around 45-60 children directly.</p> <p>In addition, the project will benefit coaches, volunteers and match officials (approximately 10-15 individuals), as well as parents and spectators attending fixtures on a weekly basis (circa 80-120 people over the course of a typical matchday).</p> <p>More broadly, the project supports the wider Saltash community by improving the quality and reliability of grassroots football provision. Secure, well-maintained equipment will enhance the matchday experience, reduce disruption, and ensure a safer and more organised environment for all participants.</p>

<p>What evidence do you have that this project is required? (This might be survey work or statistical evidence)</p>	<p>The need for this project is evidenced by repeated loss and damage to equipment storage at the site. A previous shed was destroyed following unauthorised access, and a replacement structure was subsequently rendered unusable due to storm damage. This has left the club without any secure, weather-resistant storage provision.</p> <p>As a result, essential matchday equipment such as goal netting, corner flags and respect barriers is currently either transported to and from the site each week or left vulnerable to further damage and loss. This creates ongoing logistical issues for volunteers, increases the risk of cancelled or disrupted fixtures, and leads to repeated replacement costs.</p> <p>The pitch is used regularly throughout the season for U12s fixtures involving Saltash-based teams, providing clear, ongoing demand for a reliable storage solution. The proposed installation directly addresses a proven, recurring issue rather than a theoretical need.</p>
<p>What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organization Consultation with Community)</p>	<p>The project has been discussed with coaches, team managers and volunteers within Saltash United Juniors, all of whom have consistently highlighted the lack of secure storage as a practical issue affecting weekly fixtures. There is clear internal support for a more permanent and robust solution.</p> <p>We have also engaged informally with parents and spectators, who recognise the disruption caused by damaged or missing equipment and are supportive of measures that improve the matchday experience for the children.</p> <p>In addition, discussions with those responsible for the pitch have confirmed that a fixed, concrete-based structure is an appropriate and supported approach, given the previous failures of temporary sheds.</p> <p>Overall, there is strong and consistent backing from those directly involved in delivering and attending grassroots football at the site, with a shared view that this project is a necessary and practical improvement.</p>
<p>How will the project be managed and how will you measure its success?</p>	<p>The project will be managed by Saltash United Juniors committee, and supported by volunteer coaches. Responsibility will include procurement of the shed, coordination of the concrete base installation, and liaison with the pitch provider.</p> <p>We will use trusted local contractors for the groundwork and installation, with oversight from the committee to ensure the project is delivered on time, within budget, and to an appropriate standard. A simple project plan and budget will be maintained, with key decisions approved by the committee.</p> <p>Success will be measured against clear, practical outcomes:</p>

	<ul style="list-style-type: none"> • Secure, weather-resistant storage installed and in regular use • Elimination of equipment loss or damage previously experienced • Reduction in time and effort required by volunteers to transport equipment • Improved reliability of fixtures, with fewer disruptions due to missing or damaged equipment • Positive feedback from coaches, parents and match officials over the course of the season <p>The project will be considered successful if it delivers a durable, long-term solution that supports consistent, well-organised matchdays for Saltash-based teams.</p>
<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p>	<p>Subject to a successful grant application, the project will begin in May-June, and will be completed as soon as possible.</p>
<p>What arrangements do you have in place to ensure safeguarding of children and/or young people and/or vulnerable people (applicable only if your project involves working with this client group)</p>	<p>Children will not be involved in the installation process. On a day to day basis the club goes to great lengths to safeguard children to include DBS checking all adults who are involved in coaching. We are an FA accredited organisation, all adults must be DBS checked and we have a club welfare officer.</p>

3. How you will pay for your project.

<p>What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)</p>	<p>The shed will cost around £1,177 as per Appendix 6. The club will pay for the cost of construction materials to include cement. Coaches who work in construction will not charge the club a small sum to build the concrete base.</p>
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How will you promote STC once application and project are complete?	We will ask the local media to prepare an article when the project is complete.
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Saltash Town Council considers Match Funding is extremely important. Please list any applications you have made for funding from other organisations in the table below:

Organization	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
Other options explored but none are practical. Our club will meet the shortfall in the total sum required by using funds generated from members.			

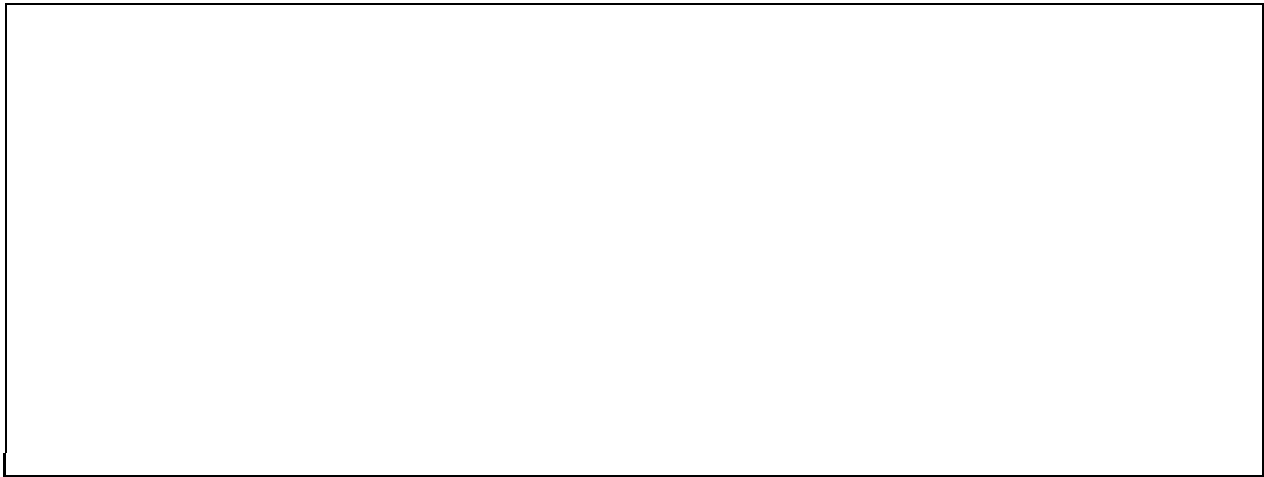
Please confirm the bank account your project is using is in the project's name/organization name	Confirmed
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4. Further information enclosed Checklist.

	Enclosed (please tick)
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A copy of your organization's most recent bank statements (mandatory)	App 1, note retained funds in account are designated to pay for pitch hire, trophies and other costs.
Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	App 2
A letter head showing the organization's address and contact details	App 3
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organization's status)	App 4
A copy of your organization's latest set of accounting statements (if any exist)	App 5
Copies of any letters of support for your project	None
If your organization has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Council	Media publicity as thanks was secured.
Other (please list)	App 6 – evidence of sum required

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



5. Declaration by the applicant

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

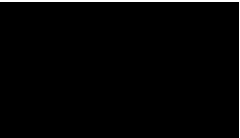

I/we declare that, I/we have read the Town Council's Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

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

I/we accept the following:

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

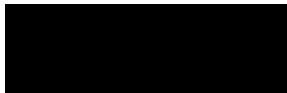
Please be aware that the decision as to whether you have been successful in your application will be communicated to you shortly after the relevant Council meeting.

Signed:			
Print Name(s):			
Position(s):	Treasurer		
Date:	27/3/26		

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

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

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



[Redacted]
SALTASH UNITED JUNIORS STARS
[Redacted]

Current Account

Summary	
Statement Date	05 MAR 2026
Period Covered	06 FEB 2026 to 05 MAR 2026
Previous Balance	£12,221.32
Paid In	£2,849.00
Withdrawn	£4,537.00
New Balance	£10,533.32
[Redacted]	

Welcome to your NatWest Statement

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

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
06 FEB 2026	BROUGHT FORWARD			12,221.32
	[Redacted]	60.00		12,281.32
09 FEB	[Redacted]	60.00		12,341.32
	[Redacted]	70.00		12,411.32
	[Redacted]	60.00		12,471.32
11 FEB	[Redacted]	60.00		12,531.32
	[Redacted]		2,000.00	10,531.32
13 FEB	[Redacted]		100.00	10,431.32
16 FEB	[Redacted]	60.00		10,491.32
	[Redacted]	60.00		10,551.32
	[Redacted]		800.00	9,751.32
20 FEB	[Redacted]	60.00		9,811.32
	[Redacted]	60.00		9,871.32
23 FEB	[Redacted]	9.00		9,880.32
	[Redacted]	10.00		9,890.32
	[Redacted]	60.00		9,950.32
	[Redacted]	60.00		10,010.32
24 FEB	[Redacted]	60.00		10,070.32
25 FEB	[Redacted]		179.00	9,891.32
26 FEB	[Redacted]	60.00		9,951.32



Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
	BROUGHT FORWARD			9,951.32
		60.00		10,011.32
		60.00		10,071.32
		60.00		10,131.32
		60.00		10,191.32
		60.00		10,251.32
		60.00		10,311.32
27 FEB		60.00		10,371.32
		60.00		10,431.32
		60.00		10,491.32
		20.00		10,511.32
		10.00		10,521.32
		70.00		10,591.32
			22.00	10,569.32
			668.00	9,901.32
02 MAR		60.00		9,961.32
		60.00		10,021.32
		5.00		10,026.32
		60.00		10,086.32
		60.00		10,146.32
		60.00		10,206.32
		60.00		10,266.32
		60.00		10,326.32
		60.00		10,386.32
		60.00		10,446.32
		60.00		10,506.32
		60.00		10,566.32
			84.00	10,482.32
03 MAR		60.00		10,542.32
		60.00		10,602.32



Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
	BROUGHT FORWARD			10,602.32
		60.00		10,662.32
		60.00		10,722.32
		60.00		10,782.32
		15.00		10,797.32
			540.00	10,257.32
04 MAR		60.00		10,317.32
			44.00	10,273.32
05 MAR		60.00		10,333.32
		60.00		10,393.32
		60.00		10,453.32
		60.00		10,513.32
		60.00		10,573.32
		60.00		10,633.32
			100.00	10,533.32

<p>Take control of your finances Stay on top of your finances with our digital banking services. To apply, visit www.natwest.com/mobile or to register for Online Banking, visit www.natwest.com/online App is available to personal and business customers aged 11+ using compatible iOS and Android devices and a UK or international mobile in specific countries</p>	<p>Switching to paperless statements By switching to paperless statements if applicable, you could cut down on the clutter and reduce paper waste. For more information, visit www.natwest.com/paperless You can change your paperless preferences in Online Banking, by selecting the Paperless Settings option</p>
<p>If you currently receive your statement less frequently than monthly (e.g. quarterly) we'd like to remind you that you can change this so that you receive statements more frequently. If you wish to change how frequently you receive your statements you can do so by contacting our customer service teams on the number below.</p>	
<p>Need help with your finances Whether you want to set up a savings goal to fund your dreams or make a financial plan for the future, we're here to help with our free financial health check. To find out more visit: www.natwest.com/financial-health-check.html</p>	
<p>You can change your marketing preferences We'd like to take this opportunity to remind you that you can view and make changes to your marketing preferences at any time. You can do this via any of the following ways:</p> <ul style="list-style-type: none">• Via the NatWest Mobile app.• Via NatWest Online Banking.• Visiting a Branch.• Calling us on 03457 888 444.• Chat to Cora our digital assistant. <p>If you don't wish to make any changes that's fine - we'll keep your marketing preferences the same.</p>	
<p>Statement Abbreviations N-S TRN FEE = Non Sterling Transaction Fee VRATE = Variable Payment Scheme Exchange Rate OD = Overdrawn</p>	
<p>How to contact us Message Us via the mobile app Ask Cora, our digital assistant at: www.natwest.com 24hr Lost/Stolen Cards: 0370 600 0459</p> <p>If you're a Business Customer: 24/7 Business banking support - 0345 711 4477 (Outside the UK +44 870 511 4477) Find useful contact information visit on our 'contact us' page: https://www.natwest.com/business/support/contact-numbers.html Reporting online banking transactions, payments or scams - 0345 711 4477 (Outside the UK - +44 345 711 4477)</p> <p>Or, if you're a Commercial, Corporate & Institutional customer: Please contact your local sector service team or your relationship manager. To use Relay UK, add 18001 in front of the numbers above. Branch Address: Plymouth City Centre Branch, 14 Old Town Street, Plymouth, PL1 1DG.</p>	
<p>Important information about compensation arrangements Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). Your eligible deposits with National Westminster Bank plc are protected by the Financial Services Compensation Scheme. This means that all deposits with one or more of NatWest, NatWest Premier, Ulster Bank, NatWest Boxed and Mettle are covered under the same FSCS limit. If you receive paper statements, a FSCS Information Sheet and list of exclusions will be provided to you on an annual basis. If you receive paperless statements, you can access the FSCS Information Sheet and list of exclusions: www.natwest.com/fscs-information-sheet If you can't open this link, please type the above URL into your web browser (ideally from a secure device in a private location). For further information about the compensation provided by the FSCS, refer to the website: www.FSCS.org.uk</p>	
<p>Dispute Resolution If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman. If you need to contact us about a complaint, you can:</p> <ul style="list-style-type: none">• Message Us via the mobile app• Visit www.natwest.com/complaints• Telephone 03457 888 444 (to use Relay UK add 18001 in front of the number)	
<p>For a Braille, large print or audio versions of your statement call 03457 888 444 or contact your local branch (to use Relay UK add 18001 in front of the number).</p>	



The National Game Insurance Scheme

Delivered by The FA's appointed broker, Marsh Sport

Countycover Plus Liability Insurance

Evidence of Cover 2025/26

Cover is operative for affiliated and sanctioned football within the non-league pyramid including Step 5 and Below (Men's Football), Tier 3 and below (Women's Football), and all youth football

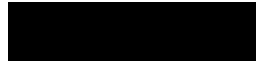


Countycover Plus Evidence of Cover 2025/26

This schedule tells you what is insured with Hiscox. It should be read carefully with your policy wording(s).

Schedule effective date: 01 July 2025

POLICY NUMBER:



INSURED:

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

BUSINESS:

Participation in Affiliated/Sanctioned Football and the Associated activities
of the operation of a grassroots football club or league

PERIOD OF INSURANCE:

1 July 2025, or date of affiliation if later, up to and including 30 June 2026

STEPS INSURED:

Adult/Open Age Football: Step 5 & below (Mens) and Tier 3 & below
(Womens)

Youth Football: All Steps

Referees and Match Officials: Step 3 & below (Mens) and Tier 3 & below
(Womens)

UNDERWRITTEN BY:

Hiscox Underwriting Limited

**GEOGRAPHICAL LIMITS &
APPLICABLE COURTS**

Abuse or molestation cover: United Kingdom, European Union, The Isle of
Man, The Channel Islands and Gibraltar

Crisis Containment: United Kingdom, The Isle of Man, the Channel Islands
and the Republic of Ireland

Employers Liability: Geographical Limit is Worldwide with the applicable
courts being United Kingdom, The Isle of Man and The Channel Islands

Public & Products Liability, Professional Indemnity and Management Liability
– Trustees and Individual Liability: Worldwide Excluding USA and Canada



Claims Notification Process

The key reason for buying insurance is to ensure that your club is protected in the event of an incident occurring for which you may be held liable. It is therefore important to be aware of the principal policy terms shown in this summary. The following guidelines apply to the liability insurances we place for you and if more detailed advice is required, please consult Marsh Sport.

To notify a claim/incident/potential claim a Liability Report Form should be completed and sent to Marsh Sport without delay. This form can be downloaded from marshsport.co.uk/ngis or you can request a form from Marsh Sport on **0345 872 5060** or at marshsport@marsh.com.

Please do not discuss liability with the claimant or make any offers of settlement without the insurer's prior written approval. Any correspondence you wish to send to the claimant should be passed to us to review first, in draft form. This is to ensure that your position is not prejudiced by matters in correspondence should the claim escalate.

Time Frames

Please note that your policy obliges you to notify the insurer of a claim, as well as circumstances which may give rise to a claim. All incidents should be notified to insurers promptly (generally within 28 days of the incident date).

Please note that there are strict timescales in place which must be adhered to following formal notification of a Public Liability or Employers' Liability claim.

The Ministry of Justice stipulates an Insurer in respect of legal liability matters only has:

- 21 days to reply to an initial Letter of Claim
- thereafter 90 days in which to complete their investigations and come to a conclusion on liability.

Failure to comply with these deadlines could result in proceedings being issued (which significantly increases the cost of a claim) or penalties becoming payable, so it is vital that notification happens as soon as possible.

Do not:

- admit liability
- or enter into correspondence with the claimant or their representative / insurer

In order that the requirements of the Ministry of Justice are met, it is essential that any incident involving injury of a Third Party or an employee is notified to your insurers immediately. Any correspondence received, making a formal injury claim against you, must be sent to Marsh Sport, immediately upon receipt.

Do:

- Record all incidents of injury in a GDPR approved accident book
- Retain copies of incident reports / correspondence etc.
- Notify Marsh Sport as soon as practicably possible of all incidents

Always:

- Forward any correspondence you have received to Marsh Sport unanswered and without delay

All forms and correspondence can be sent electronically to Marsh Sport at marshsport@marsh.com

Alternatively, please post to: Marsh Sport, Castlemead, 13th Floor, Lower Castle Street, Bristol, BS1 3AG

Please note that failure to report a claim or a potential claim immediately could result in indemnity under this policy being withdrawn by the insurers.

If you would prefer to contact Hiscox directly please email the insurer at liability.claims@hiscox.com. If you need to speak to a member of the Hiscox claims team urgently, please call the team on 0800 711 7156, 9.00am – 5:30pm Monday to Friday. If you wish to make a claim online, you can log most claims quickly and easily through the insurer claims notification portal at <https://claims.hiscox.co.uk/>.

You will need to provide your full name and contact details, the name of your business or organisation, your address and postcode, the policy reference and circumstances of the claim.

The **Important information and contact details** section below contains additional information specific to the covers applicable to your policy.

If you are unsure of who to contact please call our team on 0800 711 7156, 9.00am – 5:30pm Monday to Friday. They will ensure you get through to the correct claims team and let you know what actions you need to take.

If anything happens that might be covered under the policy, you must comply with the obligations set out in General claims conditions, together with the obligations set out under Your obligations in the section or sections under which you are making the claim. It is important that you read the policy for details of its terms in full.

Summary
Your covers

This is a summary of each section of your policy. See each section for cover details.

Cover	Insurance amount	Excess
Public and products liability	£10,000,000 any one occurrence in respect of Public Liability £10,000,000 any one claim and in the aggregate in respect of Products Liability	£100 each and every claim for damage to Third Party Property £25 in respect of each and every claim for damage to glass/windows for claims up to £2,000
Public liability Extensions	Limited to: £2,500,000 Abuse extension in the aggregate £2,000,000 Player v Player Defence Costs and Damages £2,000,000 Concussion and Neurodegenerative disease on an aggregate annual basis, limited per County FA	£1,000 for each and every claim for Abuse
Professional indemnity	£10,000,000 any one occurrence and in the aggregate	£100 each and every claim
Employers' liability	£10,000,000 any one occurrence £5,000,000 terrorism	£0
Management liability - Trustees and individual liability	£5,000,000 any one occurrence and in the aggregate	£250 each and every claim
Crisis containment	£25,000	£0

The figures above are in summary only and are not in addition to the amount insured specified against each cover section below.

Policy endorsements

Amendment of cover: members

The following is added to **General terms and conditions, General definitions**:

Member

Any:

1. affiliated football club and its subsidiaries, affiliated football league, players, temporary player or other person actively engaged in and appropriately registered for the purpose of playing the sport or activity specified in the schedule; or
2. referees, referee tutors and match officials affiliated to the County Football Association for engaging in officiating or referee tutoring in respect of Step 2 and below of the National League System or Tier 3 and below of the Women's Football Pyramid.

General terms and conditions, General definitions, You/your is amended to read as follows:

You/your

1. For the purposes of the **General terms and conditions, Professional Indemnity** and **Public and Products Liability** sections, other than **General conditions** for 5., 11. and 12., the insured named in the schedule; or
2. for all purposes:
 - a. **members** of the County Football Association as stated in the schedule, provided they adhere to the rules and by-laws of the County Football Association stated in the schedule; and
 - b. any director, executive officer, committee member, officeholder or employee of the County Football Association stated in the schedule and its currently affiliated leagues, clubs or club subsidiaries under the definition of **member**, whilst acting within the scope of their duties in that capacity.

General conditions 9. is amended to read as follows:

9. Where a section of this **policy** specifies an aggregate limit, this means **our** maximum payment per **member** for all relevant claims or losses covered under that section of **your policy**.

Repositioned definitions and Amendment of cover: Cyber definitions & General exclusions

A. Repositioned definitions: Cyber and personal data

We have repositioned the following cyber and personal data related definitions, moving them from the **Special definitions** of each applicable policy section to now sit within the **General definitions** in the General terms and conditions. **We** have also updated some of these definitions.

Depending on the cover(s) that you have selected and whilst we update the layout across all our policy wordings, some of these definitions may still be present in the **Special definitions for this section** of **your policy** wordings. Where this is the case, this **endorsement** shall apply:

Changes to Special definitions:

The following definitions are deleted from the **Special definitions for this section**:

- Computer or digital technology**
- Computer or digital technology error**
- Cyber attack**
- Hacker**
- Personal data**
- Social engineering communication**

Definitions of each of these terms are now set out in the **General definitions** in the General terms and conditions including, where applicable, updated definitions.

B. Amendment of cover: General exclusions

The following is added as a new introductory sentence to the start of the **What is not covered** section of each policy wording:

In addition to the **General exclusions** set out in the General terms and conditions, the following exclusions also apply to this section of **your policy**.

SECTION: PROFESSIONAL INDEMNITY

Cover start date:	01 July 2025
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Limit of indemnity	£10,000,000 any one occurrence and in the aggregate
Limit applies to	each and every claim, excluding defence costs
Excess	£100
Excess applies to	each and every claim excluding costs
Geographical limits	Worldwide (excluding United States of America and Canada)
Applicable courts	Worldwide (excluding United States of America and Canada)

Claims brought in USA or Canada	Not covered
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Additional cover (in addition to overall limit of indemnity stated above)		
Cover	Limit of indemnity	Limit applies to
Court attendance compensation – employees	£250	per person, per day
Court attendance compensation – directors and partners	£500	per person, per day
Court attendance compensation: in total	£100,000	in the aggregate

Special limits (included within not in addition to the overall limit in indemnity stated above)		
Cover	Limit of indemnity	Limit applies to
Personal data claims	£250,000	in the aggregate, including all costs

Business activities
Football Governing Body: Administration, Development and Governance of Grassroots Football. Football Clubs and Leagues: Participation in Affiliated/Sanctioned Football and the Associated activities of the operation of a grassroots football club or league

Retroactive date	01 July 2008
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Insurer
Hiscox Insurance Company Limited

Section endorsements
<p><u>Amendment of cover: neurodegenerative disease or concussion</u></p> <p>The following is added to Special definitions for this section:</p> <p>Concussion or neurodegenerative disease retroactive date</p> <p>01 July 2008</p> <p>We will not make any payment for any claim or part of a claim or loss directly or indirectly due to concussion, neurodegenerative disease, disorder or condition arising from your activities performed before the concussion or neurodegenerative disease retroactive date. This includes any such claim against any employee when they are acting on your behalf in whatever capacity.</p> <p>The following is added to What is covered for this section:</p> <p>Concussion or neurodegenerative disease</p> <p>If, as a result of your activities, any party brings a claim against you during the period of insurance for concussion, neurodegenerative disease, disorder or condition after the concussion or neurodegenerative disease retroactive date, we will indemnify you against the sums you have to pay as compensation.</p> <p>This includes a claim against any employee when they are acting on your behalf in whatever capacity.</p> <p>We will also pay defence costs but we will not pay costs for any part of a claim not covered by this section.</p> <p>The following is added to How much we will pay, Special limits:</p> <p>Concussion or neurodegenerative disease, disorder or condition</p> <p>For claims arising from concussion or neurodegenerative disease, disorder or condition the most we will pay is £2,000,000 for the total of all such claims, including defence costs.</p>

SECTION: PUBLIC AND PRODUCTS LIABILITY

Cover start date:	01 July 2025
Limit of indemnity	£10,000,000 any one occurrence in respect of Public Liability £10,000,000 any one claim and in the aggregate in respect of Products Liability
Limit applies to	each and every claim or loss, excluding defence costs and criminal proceedings costs
Excess	£100 each and every claim for damage to Third Party Property, £25 in respect of each and every claim for damage to glass/windows
Geographical limits	Worldwide (excluding United States of America and Canada)
Applicable courts	Worldwide (excluding United States of America and Canada)

Claims brought in USA or Canada	Not covered
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Abuse or molestation cover (included within not in addition to the overall limit of indemnity stated above)	
Limit of indemnity	£2,500,000
Limit applies to	in the aggregate, including all costs
Excess	£1,000
Excess applies to	each and every claimant in respect of each and every claim or loss, excluding defence costs
Geographical limits	United Kingdom, European Union, The Isle of Man, The Channel Islands and Gibraltar
Applicable courts	United Kingdom, European Union, The Isle of Man, The Channel Islands and Gibraltar
Retroactive date	01 July 1990

Additional cover (in addition to overall limit of indemnity stated above)		
Cover	Limit of indemnity	Limit applies to
Court attendance compensation: in total	£10,000	in the aggregate
Court attendance compensation: directors, partners, trustees, committee members, senior managers and officers	£250	per person, per day
Court attendance compensation: any other employees	£100	per person, per day
Car Park	£50,000	each and every loss to each vehicle
Changing facilities effects	£10,000	each and every loss
Non-negligent property damage	£1,000	each and every loss

Special limits (included within not in addition to the overall limit in indemnity stated above)		
Cover	Limit of indemnity	Limit applies to
Participant to participant	£2,000,000	each and every loss
Criminal proceedings costs	£100,000	in the aggregate
Unauthorised use of third-party telephones by your employees	£10,000	in the aggregate
Pollution defence costs	£100,000	in the aggregate

Special excesses		
Cover	Excess	Excess applies to
Unauthorised use of third-party telephones by your employees	£250	each and every loss
Windows and Windscreens	£25	each and every loss under £2,000 in value
Visitors effects in changing facilities	£100	each and every loss
Property damage in car parks	£100	each and every loss

Insurer
Hiscox Insurance Company Limited

Section endorsements

Removal of cover: participant to participant

We will not make any payment for any claim or part of a claim or loss directly or indirectly due to **bodily injury** caused or contributed to by any participant to any other participant whilst participating in a match, practice or training, arising from or caused by:

- an assault, battery or any intentional, pre-meditated, malicious or deliberate violence, criminal act or act, intent to cause harm or gross negligence committed or alleged to have been committed; or
- an act or acts committed by a member whilst under club, league or associations suspension or disputes between participants.

The following is added to **How much we will pay, Special limits**:

Participant to participant

For claims arising from **bodily injury** to any participant by any other participant whilst participating in a match, practice or training, the most **we** will pay is £2,000,000 each and every claim, not including **defence costs**.

Special limit: Historic Abuse or Molestation

How much we will pay, Special limits, Abuse or molestation is amended to read as follows:

For claims brought against **you** for **abuse** or **molestation**, the most **we** will pay is the amount stated in the schedule for the total of all such claims and their defence costs.

For claims brought against you for **abuse** or **molestation** as a result of your activities before 01 July 2008 but on or after the **abuse** or **molestation retroactive date**, the most **we** will pay is £250,000 for the total of all such claims and their **defence costs**. This is included within and not in addition to the overall limit for claims arising from **abuse** or **molestation** stated in the schedule.

Amendment of cover: neurodegenerative disease or concussion

The following is added to Special definitions for this section:

Concussion or neurodegenerative disease retroactive date

01 July 2008

We will not make any payment for any claim or part of a claim or loss directly or indirectly due to concussion, neurodegenerative disease, disorder or condition arising from **your activities** performed before the **concussion or neurodegenerative disease retroactive date**. This includes any such claim against any **employee** when they are acting on **your** behalf in whatever capacity.

What is covered, Claims against you is amended to read as follows:

If, as a result of **your business**, any party brings a claim against **you** for:

- a. **bodily injury**, other than **abuse or molestation**, concussion, neurodegenerative disease, disorder or condition, or **property damage** occurring during the **period of insurance**; or
- b. **personal injury** or **denial of access** committed during the **period of insurance**;

we will indemnify **you** against the sums **you** have to pay as compensation.

This includes a claim against any employee or volunteer worker of **yours** when they are acting on **your** behalf in whatever capacity.

We will also pay **defence costs** but **we** will not pay costs for any part of a claim not covered by this section.

The following is added to **What is covered** for this section:

Concussion or neurodegenerative disease

If, as a result of **your activities**, any party brings a claim against **you** during the **period of insurance** for concussion, neurodegenerative disease, disorder or condition after the **concussion or neurodegenerative disease retroactive date**, we will indemnify **you** against the sums **you** have to pay as compensation.

This includes a claim against any **employee** when they are acting on **your** behalf in whatever capacity.

We will also pay **defence costs** but **we** will not pay costs for any part of a claim not covered by this section.

The following is added to **How much we will pay, Special limits**:

Concussion or neurodegenerative disease, disorder or condition

For claims arising from concussion or neurodegenerative disease, disorder or condition the most we will pay is £2,000,000 for the total of all such claims, including **defence costs**.

Additional cover: property damage in car parks

The following is added to **How much we will pay, Special limits**:

Property damage in car parks

For claims arising from **property damage** to visitor's motor vehicles in car parks owned or operated by **you**, the most **we** will pay is the amount stated in the schedule for each and every claim including **defence costs**.

The following is added to **Your obligations**:

Property damage in car parks

In respect of car parks owned or operated by **you** and used for visitor's motor vehicles, **you** must ensure that a disclaimer of liability for loss or damage in the car park is prominently displayed.

We will not make any payment under this section in respect of any incident occurring while **you** are not in compliance with this condition unless **you** can demonstrate that such non-compliance could not have increased the risk of the damage occurring in the circumstances in which it occurred.

Designated changing facilities

The following is added to **How much we will pay, Special limits**:

Property damage in designated changing facilities

For claims arising from **property damage** to visitor's effects stored in any designated changing facility owned or operated by **you**, the most **we** will pay is the amount stated in the schedule for each and every claim, including **defence costs**.

The following is added to **Your obligations**:

Designated changing facilities

In respect of any designated changing facilities owned or operated by **you** that store visitor's effects, **you** must ensure that:

1. a disclaimer of liability for loss or damage to visitor's effects is prominently displayed in or adjacent to the designated changing facilities;
2. an attendant is on duty throughout the entire period that a changing facility is in use; and the changing facility is securely locked when left unattended.

We will not make any payment under this section in respect of any incident occurring while **you** are not in compliance with this condition unless **you** can demonstrate that such non-compliance could not have increased the risk of the damage occurring in the circumstances in which it occurred.

Additional cover: indemnity to landowner

The following is added to **What is covered**:

Indemnity to landowner

If, as a result of the use of a landowner's land for **your activities**, any party brings a claim against that landowner for: **bodily injury**, other than **abuse or molestation**, or **property damage** occurring during the **period of insurance**; or **personal injury** or **denial of access** committed during the **period of insurance**,

we will indemnify the landowner against the sums they have to pay as compensation, at **your** request, provided that the landowner:

has not, in **our** reasonable opinion, caused or contributed to the claim against them;

accepts that **we** can control the claim's defence and settlement in accordance with the terms of this section;

has not admitted liability or prejudiced the defence of the claim before **we** are notified of it; and

gives **us** the information and co-operation **we** reasonably require for dealing with the claim.

We will also pay defence costs but **we** will not pay costs for any part of a claim not covered by this section.

Addition of cover: fireworks and bonfires

What is not covered A. 18. a. iii. is amended to read as follows:

airborne lanterns, sky candles or wish lanterns;

The following is added to **How much we will pay, Special limits**:

Bonfires, fireworks or pyrotechnics

For claims arising from bonfires, fireworks or pyrotechnics, the most **we** will pay is £1,000,000 for the total of all such claims, excluding **defence costs**.

The following is added to **Your obligations**:

Bonfires, fireworks or pyrotechnics

Whenever **you** are responsible for any fireworks, pyrotechnics or bonfire displays in connection with **your activities**, **you** must ensure that:

1. there is a written risk assessment in place for the proposed event;
2. all relevant authorities have been notified at least 7 days before the event;
3. the relevant local authorities have granted permission for the event;
4. any requirements from the authorities or fireworks manufacturers are fully complied with;
5. all manufacturer's guidelines in respect of the storage and use of fireworks and sparklers are strictly adhered to;
6. all fireworks are purchased from a reputable supplier and are not modified in any way;
7. all fireworks at **your** event are category F2 or F3 only;
8. there is no use of any airborne lanterns, sky candles or wish lanterns;
9. all volunteers and staff have received appropriate training and are aware of the safety procedures for the event. **You** must retain a written record of the appropriate training completed by all volunteers or staff;
10. there is appropriate first aid presence on site, in line with the written risk assessment;
11. appropriate fire extinguishing equipment is available at the event and all volunteers and staff have had the appropriate training for the use of such equipment;
12. all members of the public are kept at least 25 metres away from both the display area and the bonfire itself, behind appropriate safety fencing;
13. any bonfire is kept at least:
 - a. 25 metres away from the firework display area;
 - b. 5 metres away from any trees, fencing or other combustible materials; and
 - c. 100 metres away from any premises, car parks or other storage of any flammable or dangerous materials;

14. there is no use of accelerants or any flammable equipment on the bonfire;
15. **you** have conducted an appropriate check of all weather conditions prior to the event starting and, if appropriate, checked with the relevant authorities as to whether the event can continue;
16. after the event has finished:
 - a. a written record is kept of all thorough checks of the area to ensure that no potential fire hazards remain; and
 - b. the bonfire has been doused in water; and
 - c. any sub-contractor operating the display has and maintains public liability insurance with a reputable insurer, with a minimum limit of indemnity no less than **your** limit of indemnity stated in the schedule. **You** must retain a written record of the sub-contractor's insurance details, including their policy number and a copy of their policy schedule.

We will not make any payment under this section in respect of any incident occurring while **you** are not in compliance with these conditions unless **you** can demonstrate that such non-compliance could not have increased the risk of the liability occurring in the circumstances in which it occurred.

Amendment of cover: windows or windscreens

Special conditions for property damage to windows or windscreens

For claims arising from **property damage** to windows or windscreens:

1. **you** must pay an **excess** of £25 in respect of each such claim including **defence costs**;

we will cover such claim, subject to the terms of this section, in the absence of any evidence of legal liability provided that:

- a. **you** can provide evidence that such **property damage** occurred;
- b. **you** were responsible for such **property damage**; and
- c. the amount of the **property damage** does not exceed £2,000; and

if 2. above does not apply, **we** will only cover such claim if it can be established that the **property damage** was caused by **your** negligence.

Addition of cover: non-negligent property damage

The following is added to **What is covered**:

Non-negligent property damage

We will cover claims against **you** for **property damage** occurring during the **period of insurance** arising directly from **your** participation in any sport linked to **your activities**, regardless of **your** legal liability. However, **we** will not make any payment where the cost of the **property damage** is less than £25. The most **we** will pay for each such claim is £5,000, including **defence costs**.

SECTION: EMPLOYERS' LIABILITY

Cover start date:	01 July 2025
Limit of indemnity	£10,000,000
Limit applies to	each and every claim or loss, including defence costs but excluding representation costs
Geographical limits	Worldwide
Applicable courts	United Kingdom, The Channel Islands and The Isle of Man

Additional cover (in addition to overall limit of indemnity stated above)		
Cover	Limit of indemnity	Limit applies to
Representation costs	£250,000	in the aggregate
Court attendance compensation: in total	£10,000	in the aggregate
Court attendance compensation: directors, partners, trustees, committee members, senior managers and officers	£250	per person, per day
Court attendance compensation: any other employees	£100	per person, per day

Special limits (included within not in addition to the overall limit in indemnity stated above)		
Cover	Limit of indemnity	Limit applies to
War, terrorism and nuclear risks	£5,000,000	each and every claim or loss, including defence costs
Off-shore employees	£5,000,000	each and every claim or loss including, defence costs

Insurer
Hiscox Insurance Company Limited

SECTION: MANAGEMENT LIABILITY – TRUSTEES AND INDIVIDUAL LIABILITY
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Cover start date:	01 July 2025
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Limit of indemnity	£5,000,000
Limit applies to	in the aggregate, including all costs
Excess	£250 each and every claim
Geographical limits	Worldwide (excluding United States of America and Canada)
Applicable courts	Worldwide (excluding United States of America and Canada)

Claims brought in USA or Canada	Not covered
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Additional cover (in addition to overall limit of indemnity stated above)		
Cover	Limit of indemnity	Limit applies to
Additional defence costs and legal representation costs	£250,000	in the aggregate

Special limits (included within not in addition to the overall limit in indemnity stated above)		
Cover	Limit of indemnity	Limit applies to
Public relations expenses: for each insured person	£25,000	in the aggregate
Public relations expenses: in total	£100,000	in the aggregate
Pre-investigation costs	£1,000,000 or limit of indemnity whichever is less	in the aggregate
Court attendance compensation – employees	£250	per person, per day
Court attendance compensation – directors and partners	£500	per person, per day
Court attendance compensation: in total	£100,000 or 10% limit of indemnity whichever is the less	in the aggregate
Investigation mitigation costs	£100,000	in the aggregate
Emergency defence costs	10% of limit of indemnity	in the aggregate
Personal tax liability	£100,000	in the aggregate
Deprivation of assets expenses	£100,000	in the aggregate
Emergency legal representation costs	10% of limit of indemnity	in the aggregate
Bail costs	£100,000 or 10% limit of indemnity whichever is the less	in the aggregate
Loss of data resulting from a cyber incident	£250,000	in the aggregate

Insurer
Hiscox Insurance Company Limited

Section endorsements
<p>6918.0 Removal of cover: professional services</p> <p>We will not make any payment for any claim or loss, investigation, or any other liability under this section based upon, attributable to or arising out of any design, plan, specification, formula, direction or advice prepared or given by you, or any wrongful act, act, incident or occurrence performed, taking place, or alleged to have taken place solely as a result of your professional services.</p> <p>6905.0 Removal of cover: partner and member disputes</p> <p>The following are added to Special definitions for this section:</p> <p>Member</p> <p>A member of a limited liability partnership formed under the Limited Liability Partnerships Act 2000 or any similar or successor legislation.</p> <p>Partner</p> <ol style="list-style-type: none"> Any principal or partner of any partnership. Any member. Any salaried partner or anyone held out to be a partner.

Partnership

The relationship between **partners** carrying on a **business** in common.

We will not make any payment for any **claim, loss** or **investigation** based upon, attributable to or arising out of any:

- a. breach of any **partnership** deed or similar agreement;
- b. failure to appoint anyone as a **partner** of **yours**; or
- c. **claim** from any existing **partner** of **yours**.

SECTION: CRISIS CONTAINMENT

Cover start date:	01 July 2025
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Limit	£25,000
Limit applies to	Each and every crisis and in the aggregate
Geographical limit	United Kingdom, The Isle of Man, the Channel Islands and the Republic of Ireland

Special limits (included within not in addition to the total amount insured stated above)

Cover	Amount insured	Limit applies to
Outside working hours discretionary crisis mitigation costs	£2,000	each and every crisis and in the aggregate

Insurer

Hiscox Insurance Company Limited

General information

Underwritten by:	Hiscox Underwriting Ltd on behalf of the insurers listed for each section of the policy
General terms and conditions wording:	15661 WD-COM-UK-GTCA(4) The General terms and conditions apply to the whole of this policy. Any other conditions are shown in the section to which they apply.
Professional indemnity section wording:	22533 WD-PROF-UK-SP(7)
Public and products liability section wording:	16167 WD-NFP-UK-PPL(2)
Employers' liability section wording:	16164 WD-PROF-UK-EL(3)
Management liability – Trustees and individual liability section wording:	16019 WD-MLP-UK-AGG-TIL(4)
Crisis containment section wording:	9809 WD-PIP-UK-CRI(2)

Commercial assistance and legal advice helpline:

This policy gives you access to a legal advice helpline to assist in the day-to-day running of your business.

This helpline is available 24 hours a day, 7 days a week and will ensure you have the best advice when your business is facing legal issues at home or abroad on issues such as:

- Employment
- Prosecutions
- Discrimination in the workplace
- Health & safety
- European law

Helpline number: +44 (0)800 840 2269

Helpline hours: 24 hours a day, 7 days a week

This helpline is provided by DAS Legal Expenses Insurance Company Ltd. as a service for eligible Hiscox policyholders.

The policy number to be quoted is: 8618052

Complimentary Benefit: The Hiscox Risk Academy

The Hiscox Risk Academy provides an interactive learning and information management system and assessment centre for you and your employees to help you better manage risks and minimise disruption to your business. The Academy allows you to manage, track and deliver training and assessments in a simple online environment.

The interactive training is tailored to the needs of your business and covers topics including fire safety, cyber security, slips, trips and falls, mental health awareness and many more. The editable documents and templates allow you to identify and monitor risks in your own workplace.

This feature is provided as a complimentary part of your policy with Hiscox and can be accessed by registering at

riskacademy.hiscox.co.uk

Crisis containment:

Crisis line contact number (24 hours): +44(0)800 8402783 / +44 (0)1206 711796

Crisis containment provider: Hill & Knowlton Strategies Ltd

During office hours, the call **will** be answered by Hiscox. Outside of our normal opening hours, your call will be answered by Hill & Knowlton Strategies Ltd.

If you first become aware of a crisis outside of working hours, you must notify us of the crisis as soon as possible within working hours by telephoning +44(0)800 8402783 or +44 (0) 1206 711796.

Important information and contact details**Information about us**

This policy is underwritten by Hiscox Underwriting Limited on behalf of the insurers listed below.

Name	Hiscox Underwriting Limited
Registered address	22 Bishopsgate London EC2N 4BQ United Kingdom
Company registration	Registered in England and Wales number 02372789
Status	Authorised and regulated by the Financial Conduct Authority.

Insurers

These insurers provide cover as specified in each section of the schedule

Name	Hiscox Insurance Company Limited
Registered address	22 Bishopsgate London EC2N 4BQ United Kingdom
Company registration	Registered in England number 00070234
Status	Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

Using your personal information

Hiscox is a trading name of a number of Hiscox companies. The specific company acting as a data controller of your personal information will be listed in the documentation we provide to you. If you are unsure you can also contact us at any time by telephoning 01904 681198 or by emailing us at dataprotectionofficer@hiscox.com.

We collect and process information about you in order to provide insurance policies and to process claims. Your information is also used for business purposes such as fraud prevention and detection and financial management. This may involve sharing your information with, and obtaining information about you from, our group companies and third parties such as brokers, loss adjusters, credit reference agencies, service providers, professional advisors, our regulators or fraud prevention agencies.

We may record telephone calls to help us monitor and improve the service we provide. For further information on how your information is used and your rights in relation to your information please see our privacy policy at www.hiscox.co.uk/cookies-privacy.

Saltash United Juniors Football Club
Est. 1974



Success Through Fair Play
www.saltashunitedjuniors



8 November 2024

Dear XXXX



Club Constitution and Rules



Constitution and Club Rules

1. Name

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

2. Objects

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

3. Status of Rules

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

4. Rules and Regulations

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



5. Club Membership

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

6. Annual Membership Fee

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

7. Resignation and Expulsion

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



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

8. Club Committee

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



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

9. Annual and Extraordinary General Meetings

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

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

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

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



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

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

10. Club Teams

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

11. Club Finances

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



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



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

12. Fund Raising

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



13. Club Trophies

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

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

14. Discipline

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



15. Competitions

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

16. Dissolution

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

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

Signed:..... [Redacted] Date: 8th June 2010
 SUJFC Chairman

Signed:..... [Redacted] Date: 8th June 2010
 SUJFC Secretary



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SUJFC Chairman

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SUJFC Secretary

Saltash United Juniors Financial Statement end of season 2019/20

expenditure

Pitch fees	£690
player ID cards	£593
coaching courses	£410
Team support	£300
league fees	£838
meal	£180
saltmill	£10,677
djm fines	£87
saltash.net	£2,897
crc/dsb	£50
transfer fees	£18
affiliation	£150
insurance	£250
first aid course	£250
electrics update	£130
locks and keys	£135
total	£17,655

carried over from 2019	£2,611
------------------------	--------

Income

registration fees & Saltmill income	£19,044
total	£21,655

Income	£21,655
expenditure	£17,655

to be carried over to 2020/21	£4,000
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Saltash United Juniors Football Club
Est. 1974



Success Through Fair Play



Chairman:

**Copy of the request for our last bid.
With a report**

Our bid is for £1,000 to replace one pair of the goalposts at Warfelton. These goalposts have been in place many years and are rusty, not fit for purpose and we suspect are dangerous.

We have recently been awarded a grant of £1,000 which will replace the adult posts on the bottom pitch. By having both sets replaced at the same time will result in a considerable saving.

The replacement of the posts will fit in well with the recently established landscaping at Warfelton. It will considerably improve the leisure experience of the 174 registered players with Saltash United Juniors. It will improve the area in terms of appearance and vista. The residents will benefit as will dog walkers.

The replacement goal posts have a portable element to them which means that in the Summer they can be removed. The council used to do this but this has not been the case in recent years. We plan to do this and the whole area will be enhanced with the unsightly and frankly dangerous posts being removed and new ones in place which meet safety and FA standards, but also enhancement of experience and vista in the summer with no goalposts at all.

Any visit to Warfelton will show posts are removed on a regular basis and less slightly. There was publicity when this project was put in place, it was celebrated at the presentation, attended by the Mayor

I have enclosed photographs showing the current state of the goalposts. We have received support from Cornwall Airport for one set of goalposts of £1,000. This grant was awarded as part of the sponsorship of the Duchy League which the Cornwall Airport has initiated. The bid we made was deemed the most appropriate out of seven bids that were made. There will be considerable publicity attached to this and we can include further references to a successful outcome on this current bid

This was highlighted in the Cornish Times and reference was made to the updating of the top set of goalposts linked to the Saltash council bid. I think we received £800

Saltash United Juniors Football Club
Est. 1974



Success Through Fair Play



Chairman:

Community Chest application

Details of expenditure

Discountfootballkits

Two bazooka original goals, portable solid £95 x 2	£190
Crowd barrier x 2	£100
Range of bibs	£100
30 balls x £10	£300
Networdsports	
Forza 4 x 2 target goal x 4	£120
Rapid fire rebound boards 150 by 40 (pair)	£160
Total	£970

Saltash United Juniors**Accounts for the year ended 30 June 2025**

Page 109

	Year ended 30/06/2024	Year ended 30/06/2025	Movement
Income			
Registration fees	28,350	41,969	13,619
Grants	500	1,000	500
Chris Gue Donation	1,060	0	-1,060
Tournament	1,200	2,233	1,033
Saltmill	910	1,272	362
Sundry		70	70
Sponsorship (Bandits)		500	500
Total income	<u>32,020</u>	<u>47,044</u>	<u>15,024</u>
Expenses			
Pitch fees Warfelton	63	1,256	626
Courses/certificates	782	2,217	1,435
Team support	705	470	-235
League fees	2,438	4,641	2,203
Saltmill	21,318	26,278	4,960
DJM Fines	175	267	92
Saltash School	471	787	316
St Stephens School	32	1,45	1,125
Hatt	1	1,20	1,025
Pitch renovations		1,2	400
Trophies	2	3	445
Presentation			56
First Aid kits/equipment		2,91	2,615
End of season gifts		451	451
Sundry		102	-140
Total expenses		<u>47,273</u>	<u>15,374</u>
Net surplus/deficit	<u>121</u>	<u>-229</u>	<u>-350</u>



FREE DELIVERY
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10 YEAR WARRANTY
Weatherproof metal storage



50 YEARS
of expertise



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See our case studies



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£1,177 RRP: ~~£1,304~~

* Choose your Colour



Qty

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This is available for orders valued

between £250 - £5,000. With plans designed to offer you convenience and flexibility.

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by awesome

Customer info & access to features

VISA

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"A stunningly good shed, very very well made and really simple to erect"

Show details >

ORS

Allow all

4.8/5



39 Reviews

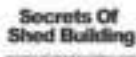
Add Your Review

Customize >



5x11 Metal Shed (Flexistore 1533) - 3 Point Locking

Details



5x11 Metal Shed (Flexistore 1533) - 3 Point Locking

The Flexistore range of all-metal garden sheds combines outstanding value with excellent storage capacity. This high-quality range of garden storage is designed and manufactured to the highest standards, right here in the UK at our West Yorkshire factory.

The 1533 (5ft 2" x 10ft 11") is a large garden shed from the highly acclaimed Flexistore shed range. Maintaining the same structural strength and excellent security features of the rest of the shed range, this great value metal shed has a very generous capacity of 9.3 cubic meters (weighing in at 39 stone). Easy access is provided through the large, heavy-duty door.

Weight Category Rating



The 5x11 FLEXISTORE SHED 3 POINT LOCKING is classed as a [Weight Category 3](#).

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the Flexistore 1533, you'll find a tough pick and drill-resistant, 3-point locking system, with a tough deadbolt inside the door. Inside you will find an integral full metal shed base - supplied complete with fixings for bolting to the shed to the ground.

Concerned about condensation in your shed? Not a problem - Condensation is kept to an absolute minimum by two fantastic innovative features - a vented roof and a vented fascia maximise the airflow inside the unit, keeping your tools both dry and safe. The Flexistore 1533 is a quality metal shed suitable for professionals and amateurs who are looking for quality in their garden storage.

Not only do you get all these features, but all Asgard metal garden sheds are also durable and built to last, requiring very little maintenance. We are so confident that we supply each Asgard storage unit with a free 10-year warranty. Check out the features tab for further information.

Water the garden... all year... for Free!

Use the Asgard gutter kit to collect rainwater straight from your shed, the perfect way to water the garden.

[See the Asgard Shed Gutter Kit here.](#)

*Actual size H 5ft 2" x W 10ft 11"

Accessories are shown for illustration purposes only.

Accessories

Asgard
Installation
Service



Installation Service - Large

£325

6/5 5 Reviews

[VIEW & BUY NOW](#)



Shelf Kit (Pack of 20) - Flexistore

£95 [Show details](#) >

3/5 3 Reviews

[VIEW & BUY NOW](#)



Universal Shed Hooks (10 Pack)

£29

4.5/5 4 Reviews

[VIEW & BUY NOW](#)

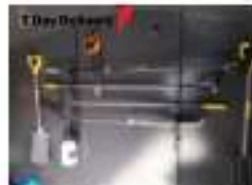
Flexistore 1511 5x4 Metal Shed - Assembly

Asgard Secure Plant Storage



Watch on

Product Code ASGF51533



Heavy Duty Ladder & Tool Rack 32

£55

5/5 3 Reviews

[VIEW & BUY NOW](#)



Lowest Price Guarantee

£46

5/5 10 Reviews

[Show details >](#)

[VIEW & BUY NOW](#)



Asgard Shed Guttering
Falling Kit

£30 ~~RSP: £36~~

4.1/5 6 Reviews

[VIEW & BUY NOW](#)

OSB Board



Marden Subfloor - FS1633

£234

5/5 ★★★★★ (1 Review)

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6x7 Metal Shed (Floors
1522) - 5 Point Locking

£809 ~~RRP: £898~~

4.9/5 ★★★★★ (55 Reviews)

[VIEW & BUY NOW](#)



7x7 Metal Shed (The
Gladiator) - Police Preferred
Specification

£1,838 ~~RRP: £2,040~~

4.6/5 ★★★★ (52 Reviews)

[VIEW & BUY NOW](#)



5x7 Metal Shed (The
Centurion P1) - Police
Preferred Specification

£1,894 ~~RRP: £2,402~~

4.9/5 ★★★★★ (14 Reviews)

[VIEW & BUY NOW](#)



7x11 Metal Shed (The
Gladiator P1) - Police
Preferred Specification

£2,105 ~~RRP: £2,337~~

4.6/5 ★★★★ (58 Reviews)

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Why choose an Asgard Metal Shed

Welded construction

Integral metal floor™

Interest-free credit™

Roof resistant

Vented roof

Made in Britain

COMPARE ASGARD TO THE REST

Lindsay Mansfield

From: [REDACTED]
Sent: 17 April 2026 08:58
To: [REDACTED]
Subject: Fw: FW: sessions at hatt sujfc
Attachments: safeguarding policy.pdf

From: [REDACTED]
Sent: Thursday, April 9, 2026 6:31:25 PM
To: [REDACTED]
Subject: Re: FW: sessions at hatt sujfc

Hello Gordon

Thank you for advising the Parish Council of your intentions.

In principle I don't see a problem with your request understanding that it is part of the STC grant funding.

I will forward this email to the Chairman & Vice Chairman so that they are aware of your proposal.

Regards, Christopher

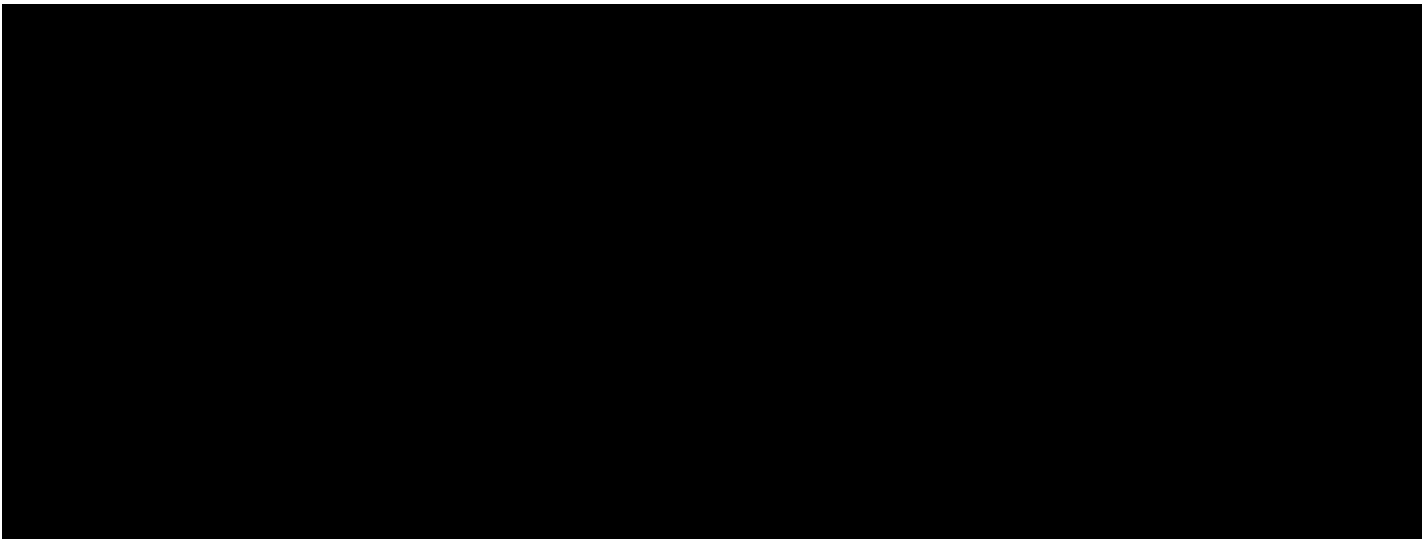
On 09/04/2026 17:54:54, Gordon McCaw <gordonmccaw@hotmail.com> wrote:

Hi Chris

We would like to replace the shed we use to store equipment at the Hatt pitch/field.

Would this be okay? And if so please can you confirm so by email. We plan to ask Saltash Town Council to fund the cost out of their Community Chest and they ask for confirmation that the landowner does not object before agreeing to any grants.

Thanks
Gordon





GUIDANCE NOTES NO:

1.4

SAFEGUARDING POLICY AND PROCEDURES: CLUB TEMPLATE

FOR CLUBS

Version: 1.1
Published: MAY 2019



FOR ALL

USING THIS POLICY

Page 116

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



FOOTBALL CLUB SAFEGUARDING CHILDREN POLICY

1. Football Club acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any club football activity. We subscribe to The Football Association's (The FA) Safeguarding Children – Policy and Procedures and endorse and adopt the Policy Statement contained in that document.
2. The key principles of The FA Safeguarding Children Policy are that:
 - the child's welfare is, and must always be, the paramount consideration;
 - all children and young people have a right to be protected from abuse regardless of their age, gender, disability, race, sexual orientation, faith or belief;
 - all suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately;
 - working in partnership with other organisations, children and young people and their parents/carers is essential.
3. Football Club has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is noted and accepted that The Football Association's Safeguarding Children Regulations (see The FA Handbook) applies to everyone in football whether in a paid or voluntary capacity. This means whether you are a volunteer, match official, helper on club tours, football coach, club official or medical staff.
4. We endorse and adopt The FA's Responsible Recruitment guidelines for recruiting volunteers and we will:
 - specify what the role is and what tasks it involves;
 - request identification documents;
 - as a minimum meet and chat with the applicant(s) and where possible interview people before appointing them ask for and follow up with two references before appointing someone;
 - where eligible require an FA accepted Disclosure and Barring Service (DBS) Check in line with current FA policy and regulations.

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

Football Club recognises that this is the responsibility of every adult involved in our club.

FOOTBALL CLUB SAFEGUARDING CHILDREN POLICY CONT'D

All current

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

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

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

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

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

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

6. Football Club has appointed a Club Welfare Officer in line with The FA's role profile and required completion of the Safeguarding Children and Welfare Officers Workshop. The post holder will be involved with Welfare Officer training provided by The FA and/or County FA. The Club Welfare Officer is the first point of contact for all club members regarding concerns about the welfare of any child or young person. The Club Welfare Officer will liaise directly with the County FA Designated Safeguarding Officer and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing awareness of Respect, poor practice and abuse amongst club members.

7. We acknowledge and endorse The FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable at our club. If bullying does occur, all players or parents/carers should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the Club Welfare Officer in cases of serious bullying the County FA Designated Safeguarding Officer may be contacted.

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

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

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

FOOTBALL CLUB SAFEGUARDING CHILDREN POLICY CONT'D

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

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

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

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

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

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

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

Name:

T:

E:

County FA:

County Football Association's Designated Safeguarding Officer

T:

E: CountyWO@

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



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

FF134 Tincombe Tea Party

Items to note

- Their insurance is due to be renewed late July, just before the event. Should the application be successful, it would be subject to receiving a copy of relevant Employers & Public Liability Insurance Certificates following renewal.
- A safeguarding policy has been provided, and it has been noted that the applicant has mentioned that a full event management plan and risk assessment are being prepared by Friends of Tincombe for Cornwall Council. These are to be requested prior to the event should the application be successful.

Available budget

6220 Festival Fund

£10,450

End of report

Planning and General Administrator

How long has your organisation been in existence?	Since November 2020. – 5 years & 5 months
--	---

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

1. Organisation Background

	Date Applied	Project	Amount Applied for	Successful Y/N
Have you applied for a grant from Saltash Town Council within the last <u>5 Years</u>? (Please list – continue on a separate sheet if necessary)	June 21	Tincombe Tea Party	£648	✓
	May 22	Tincombe Tea Party	£335	✓
	June 23	Tincombe Tea Party	£639.90	✓
	May 24	Tincombe Tea Party	£615	✓
	May 25	Tincombe Tea Party	£575	✓

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

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

2. Your project

Project	Start Date	29 / 08 / 2026
	Finish Date	29 / 08 / 2026
	Total Cost	£ 1,383.88
	Grant Applied For	£ 428.88

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

<p>Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)</p>	<ul style="list-style-type: none"> ● The Tea Party 2026 will raise funds for the Friends of Tincombe to support community use of the area. Last year we raised money for 12 wildlife rubbings which we have placed around the park. ● It will offer the users of Tincombe Park the chance to meet the Friends of Tincombe committee and allow consultation about future direction and projects. ● The Tea Party connects and celebrates the community. ● Any money raised from the event will be used to improve the environment and natural habitat at Tincombe, including education and leisure facilities. This will benefit all the users of Tincombe. ● Increasing numbers of people spending time in Tincombe. ● This Tea Party will allow the Friends of Tincombe to provide information on wildlife and the natural habitat, delivering benefits for health and wellbeing. ● Oaklands Community Centre will be receiving £100 in respect of their support for the event, providing them with income to support their activities. Also we will be donating £60 to Livewire for offering to play at this event.
<p>What evidence do you have that this project is required? (This might be survey work or statistical evidence)</p>	<p>There has been a steady growth in the number of people following our Friends of Tincombe Facebook page, which now has over 888 followers due to the past success of our group and events.</p> <p>There is increasing need from local youth groups for outdoor facilities. This project will help the Friends of Tincombe meet that need.</p> <p>This being our 6th year the Tincombe Tea Party has become a well known and talked about event in Saltash and previous visitors always look forward to.</p>
<p>What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation Consultation with Community)</p>	<p>We have used our Facebook page, flyers and word of mouth to consult with the community, and have received an overwhelmingly positive response over the last five years, with plenty of offers to help on the day.</p> <p>Cornwall Council is providing administrative support in preparing the risk assessment and event management plan.</p>

<p>How will the project be managed and how will you measure its success?</p>	<p>A volunteer committee has been set up to manage this project. It includes members with excellent experience of organising community events.</p> <p>Each stage of the planning is being checked with Cornwall Council's Events team and the relevant authorities.</p>
<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p>	<p>The event will take place between 1pm and 5pm on 29th August 2026.</p> <p>We have already submitted an application to Cornwall Council.</p> <p>The risk assessment has been completed and final checks will be made on the day.</p> <p>We are currently finalising the event management plan for this year's event, building on the plans from previous years.</p> <p>Our insurance will be renewed in late July 2026 as we cannot renew until one month before it runs out.</p>
<p>What arrangements do you have in place to ensure safeguarding of children and/or young people and/or vulnerable people? (Mandatory if your project involves working with this client group.)</p>	<p>This is a family event, and we do not envisage that any child or vulnerable person will be left alone at any time.</p> <p>We have designated a committee member to act as a Child Safety Officer on the day. The Child Safety Officer has a DBS check for children, and will be wearing a different colour hi viz jacket to ensure that she can be easily identified.</p>

3. How you will pay for your project.

<p>What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)</p>	<p>The list shows the overall budget, with the items we are asking for from Saltash Town Council highlighted in yellow:</p> <table border="0"> <tr> <td>Live Music</td> <td>£240.00</td> </tr> <tr> <td>2 x Toilet Hire</td> <td>£330.00</td> </tr> <tr> <td>Teardrop Banners</td> <td>£188.88</td> </tr> <tr> <td>Tea, coffee, sugar, milk</td> <td>£45</td> </tr> <tr> <td>Public Liability Insurance (to follow)</td> <td>£170</td> </tr> </table>	Live Music	£240.00	2 x Toilet Hire	£330.00	Teardrop Banners	£188.88	Tea, coffee, sugar, milk	£45	Public Liability Insurance (to follow)	£170
Live Music	£240.00										
2 x Toilet Hire	£330.00										
Teardrop Banners	£188.88										
Tea, coffee, sugar, milk	£45										
Public Liability Insurance (to follow)	£170										

	<p>Cake £100</p> <p>Hire of chairs, tables water urns etc. and logistical support (Oaklands Community Centre) £250</p> <p>Livewire Entertainers £60</p> <p>GRAND TOTAL £1,383.88</p> <p>TOTAL BEING APPLIED FOR FROM STC £428.88</p>
How will you promote the contribution to your project from STC?	Saltash Town Council will be promoted and thanked on social media, as well as in any editorial and in speeches on the day.

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

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

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

4. Further information enclosed Checklist.

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

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

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

5. Declaration by the applicant

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

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

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

I/we accept the following:

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

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

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

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

Signed:			
Print Name(s):			
Position(s):	Chair		
Date:	6 th April 2026		

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

COMPLETED FORMS SHOULD BE RETURNED TO:

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

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

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

Friends of Tincombe

Your Account

COMMUNITY ACCOUNT

01 February 2026 to 28 February 2026

Money In	£0.00	Balance on 01 February 2026	£815.47
Money Out	£16.75	Balance on 28 February 2026	£798.72

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
09 Feb 26	██████████ 100000001704255980 RED BUS	FPO		12.50	802.97
17 Feb 26	SERVICE CHARGES REF : 476061034	PAY		4.25	798.72

Transaction types

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

Friends of Tincombe

Your Account

COMMUNITY ACCOUNT

01 March 2026 to 31 March 2026

Money In	£0.00	Balance on 01 March 2026	£798.72
Money Out	£119.75	Balance on 31 March 2026	£678.97

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
12 Mar 26	ANDY LOOS LIMITED 200000001726370867	FPO		115.50	683.22
17 Mar 26	SERVICE CHARGES REF : 478546916	PAY		4.25	678.97

Transaction types

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



FRIENDS OF TINCOMBE



FRIENDS OF TINCOMBE - Constitution

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

We will work to:

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

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

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

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

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

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

- Hear and discuss a report from officers and reps on the activities of the Friends for the previous year
- Hear and discuss a report on the group's finances, prepared by the Treasurer.
- Decide whether to introduce a membership subscription for the forthcoming year
- Identify and discuss matters of particular importance for the forthcoming year.
- Make rules on the way the Friends group will operate eg by amending the Constitution.

Page 137 Elect 3 members to be Chair, Secretary and Treasurer

- Amend bank signatories where necessary
- Conduct any other relevant business the meeting so decides

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

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

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

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

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

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

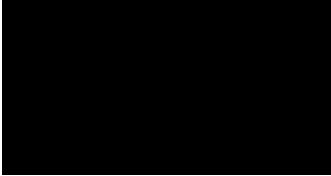
9. Dissolution If a General Meeting, or 10 members, wish at any time to dissolve the Friends of Tincombe, they should give to all members at least 14 days notice of a Special General Meeting to discuss this exclusive matter. If such a decision is agreed at that meeting by a simple majority of those members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

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



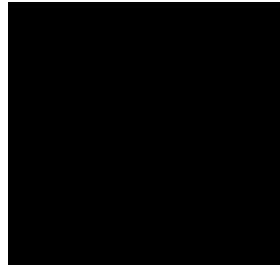
INVOICE

Gig: The Other Woman @ Tincombe Tea Party
Date: 29th August 2026



Description	Unit Price
1 hour acoustic set	£100.00
	Subtotal £100
	Total £100

Payments can be made to:



Thank you for having our band play - we'd love to do it again! Feel free to get in contact with us.

Yours sincerely,





QUOTATION

19 March 2026

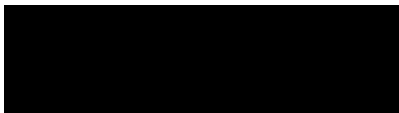
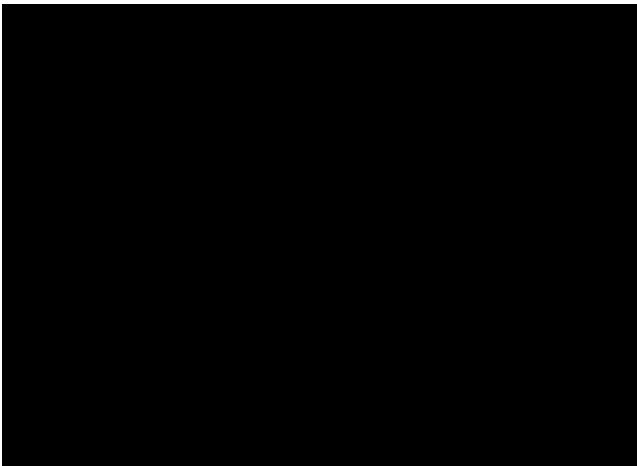
To: Friends of Tincombe

Event: Tincombe Tea Party 29th August 2026 at Tincombe Green, Saltash

Play 2x 45-minute sets between 2 and 4 pm, consisting of swing and dance music plus other items to be requested

We understand that chairs and mains electricity will be provided; we will provide our own gazebo.

For the sum of £140 payable on completion (includes fee of £20 for deputy First Trumpet)



TEARDROP FLYING FLAG ADVERTISING BANNERS

SKU: TDFFB

£66.15 Ex VAT

High-impact Teardrop Flying Banners printed on polyester with sublimation inks for long-lasting UV and waterproof durability. Supplied with carbon fibre pole, carry case, and base options. Available in Small, Medium, and Large sizes.

-  **FAST UK DELIVERY**
-  **TRUSTED UK SUPPLIER**
-  **BESPOKE DESIGN SERVICE AVAILABLE**

PLEASE SELECT YOUR OPTIONS:

TEARDROP BANNER SIZE

Small 225cm

£66.15

BASE OPTION

SMALL

- NONE
- GROUND SPIKE + ~~£13.49~~ £12.55
- SMALL BASE PLATE + ~~£15.20~~ £14.21
- TANK BASE & SPINDLE + ~~£27.90~~ £26.02
- CROSS BASE & WATER BAG + ~~£30.30~~ £28.26
- WHEEL BASE & CONVERSION KIT + ~~£42.97~~ £39.96
- CONCRETE BASE & SPINDLE + ~~£45.43~~ £41.97
- HORIZONTAL SURFACE MOUNT + ~~£16.45~~ £15.30
- ANGLED WALL MOUNT + ~~£12.25~~ £11.39
- VERTICAL WALL MOUNT + ~~£12.25~~ £11.39

PRINTING SERVICE

- YOU SEND US YOUR DESIGN
- WE DESIGN FOR YOU + £30.00

After receiving your order, we will carefully review your artwork and provide a digital proof for approval. If we notice any issues, we will let you know before printing. This ensures you are completely satisfied before production begins.

need help setting up your artwork? Additional information and templates are available in the printing and artwork section below



Drop files here to upload

After receiving your order, we will carefully review your artwork and provide a digital proof for approval. If we notice any issues, we will let you know before printing. This ensures you are completely satisfied before production begins.

Max file size: 20 MB

Permitted file types: jpg jpeg jpe png bmp tiff tif pdf zip

£157.40 Ex VAT

2

ADD TO BASKET



The Tincombe Tea Party Safeguarding Policy

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

2. Purpose This policy aims to:

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

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

4. Responsibilities

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

5. Safeguarding Procedures

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

6. Safe Recruitment

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

7. Code of Conduct

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

8. Reporting and Recording Concerns

- Any safeguarding concerns must be recorded accurately and confidentially.

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

9. Review and Monitoring

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

10. Contact Information For safeguarding concerns, contact: [REDACTED] [REDACTED]
[REDACTED] [REDACTED]

Last Reviewed: 01/04/2026

To receive a report on the Grants Policy and consider any actions and associated expenditure

Report to: Policy and Finance Committee

Date of Report: 10.05.26

Cllr Writing the Report: McCaw

Cllr Recommendations

1. **Remove or heavily restrict the Chairman’s power to refuse applications before committee hearing.** All applications that meet basic eligibility should be placed on the agenda for full P&F discussion.
2. **Shorten or abolish the 12-month reapplication ban** for refusals based on documentation, scoring, or technical non-compliance. Replace with a shorter cooling-off period or none at all for Community Chest.
3. **Replace the formal scoring matrix with a simple pass/fail eligibility checklist** for Community Chest applications (retain scoring only for Festival Fund).
4. **Introduce a risk-based, light-touch safeguarding option:** For low-risk events (garden parties, coffee mornings, Christmas lights, etc.) allow a one-paragraph “basic safeguarding statement” instead of a full policy or named officer.
5. **Publish an annual transparency report** listing every Community Chest application received, the outcome, and the exact reason (with the 12-month rule clearly explained where it applies). This would reduce perceptions of arbitrary “blocking on technicalities.”
6. **Increase the Community Chest budget allocation** (currently modest) given the Council’s healthy general reserves (over £1.93 million as at 31 March 2025).

These changes would directly address the examples above, reduce officer and member workload on minor technical issues, and better deliver on the policy’s own objective of supporting local initiatives.

Report Summary

Saltash Town Council's Policy & Finance (P&F) Committee has rejected or deferred several Community Chest applications on grounds of non-compliance with the Grants Policy, even when members expressed support for the underlying community initiatives.

The **key request made here** is to **significantly relax the rules** - particularly the Chairman's pre-hearing dismissal power, the rigid scoring/compliance thresholds, the automatic 12-month reapplication ban, and the one-size-fits-all mandatory requirements (e.g. formal safeguarding policies for low-risk events). These rules create unnecessary barriers for small-scale, resident-led projects and undermine the policy's stated purpose of supporting "initiatives in the local community."

The 12-month ban is **explicitly stated** in the current Grants Policy (Section on Application refused and Automatic Refusal): after a Chairman refusal that is not successfully appealed, or after a full Committee refusal, applicants "cannot reapply or submit a further grant request for the same or a similar project for a period of 12 months." The 2022 rejection of CC263 (Tamar Tolls Action Group) for failing to meet criteria and scoring thresholds is directly cited in 2025 minutes as precedent for enforcing this ban on non-compliant applications.

Chairman pre-hearing dismissal (refusal before the full committee considers the application) is **currently permitted** under the policy: **it should not be**. This power allows one person to block applications before they are heard by the committee, with only a 30-day appeal window. Relaxing or removing this would be a high-impact change.

Specific Examples from P&F Minutes

- **CC287 Pillmere Association (Christmas light switch-on / community event)** Members "expressed disappointment, as they were keen to support this valued community event." Concerns were raised about non-compliance with the Grants Policy. The application was **refused** on those grounds alone. Alternative funding sources outside the Council were suggested. **Outcome:** Refused; signposted elsewhere.
- **CC285 Oaklands Community Centre** Members "expressed general support for the initiative." However, the application was **not originally granted** because certain financial reports/bank statements were not available. While the application was later approved in November 2025, the delay was unnecessary and placed unfair pressure on the applicants.

These cases illustrate the problem: even popular, low-risk community events are blocked or delayed over technical compliance issues rather than merit.

Why the Current Rules Are Too Strict (and Should Be Relaxed)

- **Chairman pre-hearing dismissal power:** Currently allowed, but should be removed or severely limited. Applications should be heard by the full committee unless they are clearly ineligible on basic statutory grounds. This single change would prevent one person from acting as gatekeeper.
- **12-month reapplication ban:** Explicitly written into the policy. It applies after Chairman refusal (if not appealed) or Committee refusal. This ban is overly punitive for technical or documentation issues and should be shortened (e.g. to 3–6 months) or removed for low-value applications.
- **Scoring matrix and competitive assessment:** The policy uses a formal scoring system and judges applications “competitively.” This should be relaxed to a lighter eligibility checklist for Community Chest (as opposed to the larger Festival Fund).
- **Mandatory requirements (especially safeguarding):** The application form requires a safeguarding policy/officer “if your project involves working with children/young people/vulnerable people.” In practice this is being applied broadly, even to informal events where parents/guardians remain responsible. A simple “basic safeguarding statement” option for low-risk events would be far more proportionate.
- **Overall philosophy:** The policy is written as if every applicant is a large organisation. For a £1,000 maximum Community Chest pot aimed at “small scale community projects,” the burden of proof is disproportionate.

Signature of Cllr: G McCaw

SALTASH MUSIC, SPEECH & DRAMA FESTIVAL 2026 FESTIVAL REPORT

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

Our 2026 Festival was considered a big success in bringing together many hundreds of people to perform & support the local shops and hostelrys. We had over 500 entries spanning 6 days which was a slight increase in numbers from 2025. The Festival was in three sections i.e. 9 x 3 hour sessions of Speech, 3 x 3 hour sessions of Vocal & 5 x 3 hour sessions of Instrumental all adjudicated by three very experienced Adjudicators provided by the British & International Federation of Festivals, culminating in the very well supported & enjoyable Gala Concert at the end.

Despite several incidents regarding traffic accidents, etc. on the bridge & surrounding areas causing much delay & upset, the Adjudicators & our committee dealt with the situations with grace and understanding.

Throughout the whole Festival reference was made to the Town Council supporting the event on the screen at Saltash Wesley and on the syllabus & programme, seen on the attached sheets. The Festival was also advertised on several face book pages. Many people thought & said that it was brilliant to see the Town Mayor opening the Festival & the Deputy Mayor at the Drama night & Gala Concert. Thank you.

Very positive feedback has been received from both the Adjudicators and teachers/parents such as : “Thank you so much for another lovely Festival, parents were all saying how well run the Festival is run and how convenient it is that the age groups perform everything on the same day” and “It was nice to catch up at the Festival, we all thoroughly enjoyed it & being part of it” just to mention a few. It was also fantastic to note that we were considered an excellent Festival for neurodivergent children, who all felt safe & secure & proved to be amazing communicators. Thankfully there were no safeguarding issues to report.

Please also find attached finance sheets as at March this year together with a selection of invoices showing some of the major expenses that we have incurred. As usual you can see a very high percentage of our outgoings are on the Adjudicators fees which are set by the Federation of Festivals together with their accommodation, hire of Wesley Church, etc. culminating in costing the Festival approximately £6K to run. As can be seen the grant given by the Town Council to the Festival is of vital importance to continue our existence.

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

Phil Taylor

Chairman – Saltash Music, Speech & Drama Festival



ASTRALIS

PRINT & DESIGN

Invoice to:

Saltash Festival Of Music & Drama



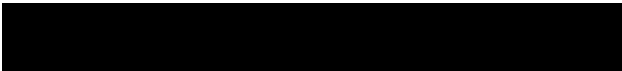
Order Description 50 x 2026 syllabus Music and Drama 68pp all printed in black cover printed on 230 pale green

Our Order Number 20708
Your PO Ref

Invoice Number 13273
Invoice Date 27/08/2025

Description	Net	VAT	Gross
50 booklets A4 to A5 , 68pp inside sheets printed on 80gsm cover on 230gsm pale GREEN Take off page number 1 and 2 on the cover and pages 67 AND 68 PLEASE NOTE THE BACK COVER IS PRINTED ON WITH THE CHILD PROTECTION CONSENT FORM	95.00	0%	95.00
	Net		95.00
	VAT		0.00
	Total		£ 95.00

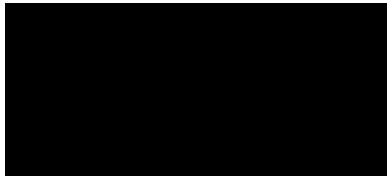
The goods remain the property of Significant Print and Design Ltd until paid for in full.
We accept BACS transfers and all card payments.
Bank details



*PAID 8925
CHQ no. 100176
£95.00*

INVOICE

Saltash Festival Music + Drama

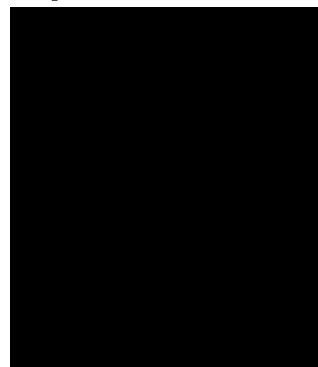


Invoice Date
29 Oct 2025

Invoice Number
13822

VAT Number
[REDACTED]

Significant Print and



Item	Description	Quantity	Unit Price	VAT	Amount GBP
	20 booklets A4 to A5 , 68pp inside sheets printed on 80gsm cover on 230gsm pale GREEN Take off page number 1 and 2 on the cover and pages 67 AND 68 PLEASE NOTE THE BACK COVER IS PRINTED ON WITH THE CHILD PROTECTION CONSENT FORM	1.00	48.00	Zero Rated	48.00
				Subtotal	48.00
				TOTAL ZERO RATED	0.00
				TOTAL GBP	48.00

Due Date: 3 Nov 2025

We accept all card payments.

Bank details:

Significant Print and Design Limited

*PAID 31-10-25
J.P. 148-00
C.A. 100177*



[View and pay online now](#)

Invoice - Festival Insurance for 2026 - Colin Oakes

Festivals House [REDACTED]

To [REDACTED]

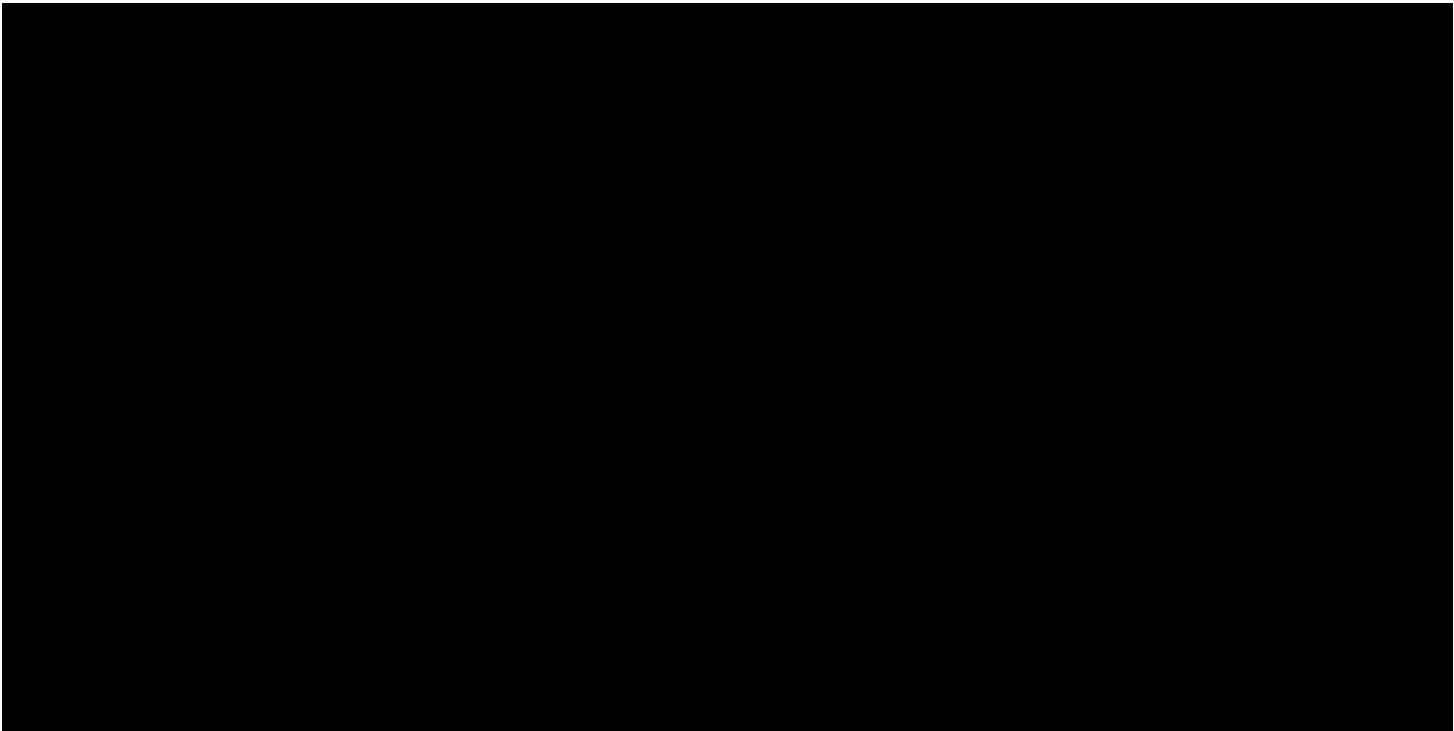
12/11/25 19:28

1

Thank you for completing your festival insurance form for 2026.

This policy will cover you from 1st January to 31st December 2026.

Dear Colin, Your insurance certificate will be available mid January 2026.



Payment Information

Amount £285.00

Date 12th November, 2025 7:28 PM

Registered Email

[REDACTED]

Colin Oakes
100178
12-11-25
£285.00



Adjudicator Fee Invoice

Total

Up to 3 hrs	£165
Up to 6 hrs	£220
Up to 9 hrs	£295

£885

Travel Expenses

Car (no. of miles @ 45p per mile)

(6.5 x 45) £29.25
3070 - £1380.20

Train

Coach / Bus

HOTEL

£336 (£87 st million)
£75 Bridge

Other Expenses (including meals) with receipts please

.....

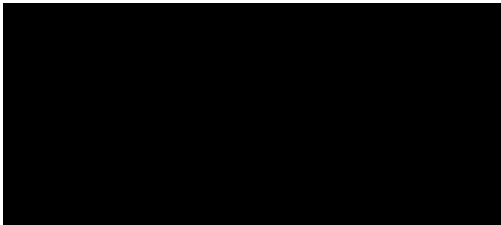
Date

Total Expenditure *£1500.00*

Adjudicator signature



PAID CHD
100.182



Adjudicator Fee Invoice

Total

Up to 3 hrs	£165
Up to 6 hrs	£220
Up to 9 hrs	£295 £295.00

Travel Expenses

Car (no. of miles @ 45p per mile)	420 miles @ 45	£189 00
Train
Coach / Bus

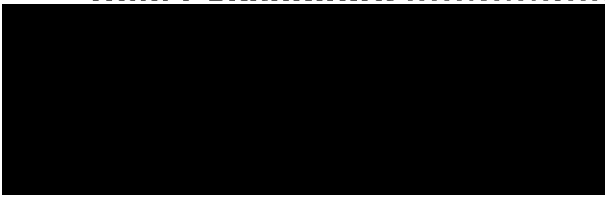
Other Expenses (including meals) with receipts please

PAY CHEQUE 10018

.....

Date 29/03/2020 Total Expenditure £484.00

Adjudicator signature



INVOICE No. 1706

CUSTOMER'S NAME & ADDRESS

Invoice to:
Saltash Music, Speech
and Drama
Festival
Saltash

SALES INVOICE

Date 9.1.26

QTY	DESCRIPTION		
600	x A5 Certificates on 325gm smooth white uncoated stock P753 CHW 10018		

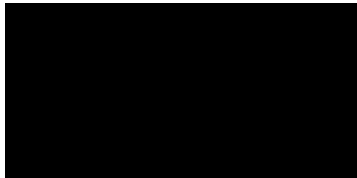
TERMS & CONDITIONS:

Total 125- 00



INVOICE

Saltash Festival Music + Drama

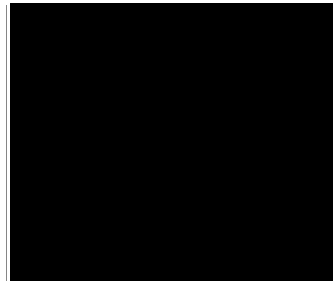


Invoice Date
8 Jan 2026

Invoice Number
14295

VAT Number
295574258

Significant Print and
Design Limited Trading as
Astralis Print and Design



Item	Description	Quantity	Unit Price	VAT	Amount GBP
	120 56p programmes , 120 x Programmes 56pp cover Pale Cream inside 80gsm all printed in Black	1.00	145.00	Zero Rated	145.00
	Artwork , Artwork to add Advert take off page numbers on cover make amendments	1.00	25.00	Zero Rated	25.00
				Subtotal	170.00
				TOTAL ZERO RATED	0.00
				TOTAL GBP	170.00

Due Date: 13 Jan 2026



DB CHQ 100184



Invoice for Saltash Festival

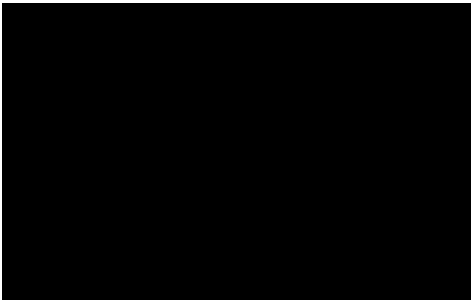
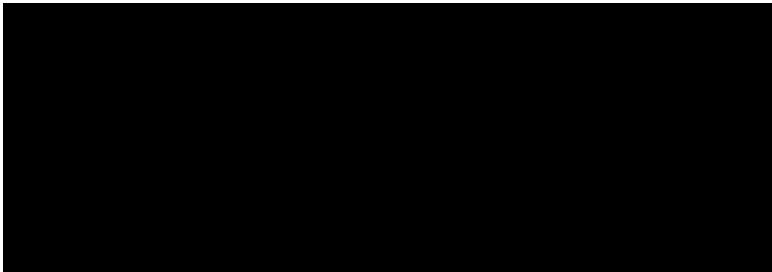
February 3rd/4th 2026

Music Adjudication

FOA: Saltash Festival, Cornwall

Invoice no: 26.01

Invoice Date 03.02.2026



Tuesday 3 sessions = £295

Wednesday 3 sessions = £295

Expenses: 235 miles x 2 = 470 miles

470 x 45p = £211.50

Food - Tuesday evening £23.40

~~Total £801.50~~

Many Thanks



235 miles x 2 = 470 miles
 470 x 45p = £211.50
 Food - Tuesday evening £23.40
 Breakfast Wed - £10.00 receipt enclosed
 £211.50
 23.40
 10.00

 £849.15

£10.00 receipt enclosed
 £100.185
 4-2-26

SALTASH MUSIC, SPEECH & DRAMA FESTIVAL

SALTASH WESLEY USAGE

CHURCH :- 15 x 4 HOUR SESSIONS x £80 = 1200
2 x 4 HOUR SESSIONS x £80 = 160
(TUES. 3 FEBRUARY)

ROOM 1 :- 1 x 4 HOUR SESSION x £20 = 20
(THURS 29 JANUARY)

ROOM 2 :- 3 x 4 HOUR SESSIONS x £25 = 75
2 x 1 HOUR SESSIONS x £12.50 = 25

ROOM 3 :- 1 x 4 HOUR SESSION x £16 = 16

TOTAL :- £1471.

IN ADDITION - GALA CONCERT 7 FEBRUARY

CHURCH : 1 x 4 HOUR SESSION x £80 = 80

FINAL TOTAL :- £1551.

APD CHD 100186
8-2-26



INVOICE

Saltash Festival Music + Drama



Invoice Date
2 Feb 2026

Invoice Number
14435

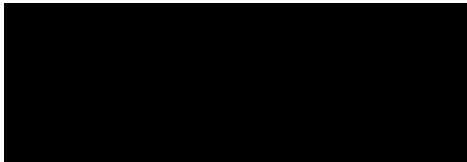
Reference
Phil

VAT Number
295574258

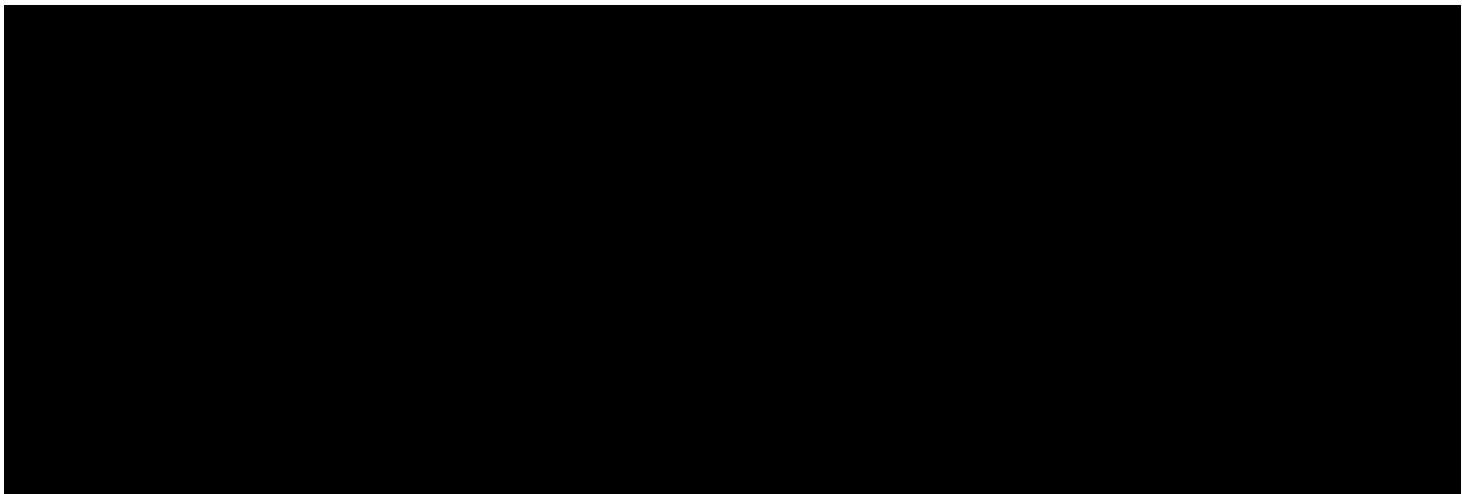
Significant Print and



Item	Description	Quantity	Unit Price	VAT	Amount GBP
	35 56p programmes reprint 21738, 35 x Programmes 56pp cover Pale Cream inside 80gsm all printed in Black	1.00	68.00	Zero Rated	68.00
				Subtotal	68.00
				TOTAL ZERO RATED	0.00
				TOTAL GBP	68.00



*PAID CHA. 100187
10-2-26*



Invoice - 2026 Festival Membership Renewal - Colin Oakes

Federation of Festivals [REDACTED]
 To [REDACTED]
 02/03/2026 12:03
 1

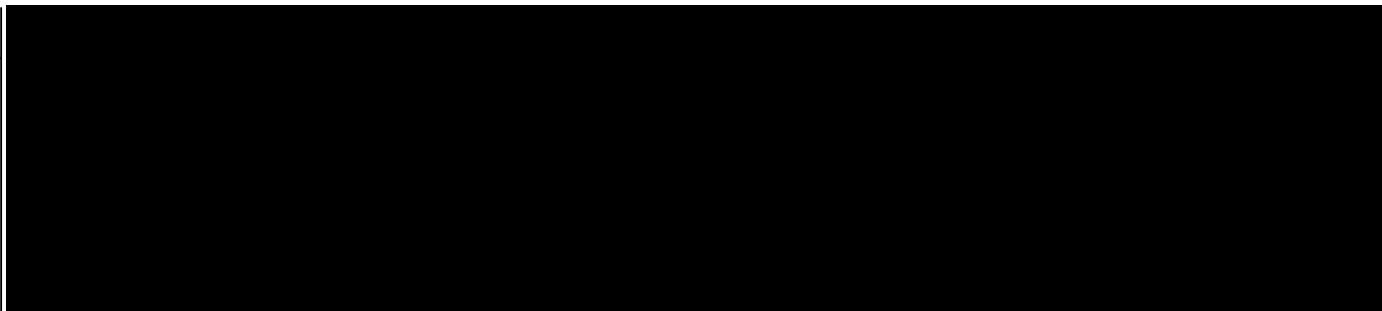


Dear Colin,

Thank you for completing your Membership Subscription Renewal Form for 2026 on behalf of your festival.

If you require a full VAT receipt for your records, please contact accounts@federationoffestivals.org.uk and we will be happy to provide this.

If you have opted to pay by BACS or cheque please use the details below to make your payment.



Membership Information

Membership Type	Festival
Membership Start Date	1st March, 2018
Membership Expiration Date	28th February, 2026

Membership Fee

Payment Amount	£55.00
Payment Amount	£230.00
Amount	£285.00
Date	2nd March, 2026 12:03 PM

Registered Email



*PAID CHQ NO
100190
2-3-26*

Expenditure

Printing	£557.15
BIFF Insurance	£285.00
Cash Float	£150.00
Accommodation	£180.00
Speech Adjudicator	£1,500.00
Vocal Adjudicator	£484.00
Instrumental Adjudicator	£849.15
Expenses	£39.79
Wesley Church	£1,551.00
Bounced Cheque	£7.50
Accompanist	£150.00
BIFF membership	£285.00

TOTAL **£6,038.59**

Balance C/F	£4,505.03
Income	£6,179.66
TOTAL	£10,684.69
Expenditure	£6,038.59

TOTAL BALANCE **£4,646.10**

Hon.Treasurer

Date

Independent Examiner

Saltash Music Speech & Drama Festival*Breakdown of Accounts - 21st March 2026***Income**

Speech Entries	£1,410.00
Instrumental Entries	£497.50
Vocal Entries	£374.00
Speech Door	£272.00
Vocal Door	£90.50
Instrumental Door	£122.00
Advertising	£110.00
Friends	£720.00
Programme Sales	£202.00
Float	£150.00
Raffle	£114.00
Sum Up Payments	£842.66
Gala Concert	£155.00
Town Council	£1,000.00
Accommodation Refund	£120.00
TOTAL	£6,179.66

**ALL ENTRIES MUST BE IN BY
MONDAY 24 NOVEMBER 2025**



34th

**Annual
Saltash Music, Speech
& Drama Festival**

**SALTASH WESLEY
METHODIST CHURCH**

2026

26th JANUARY TO 7th FEBRUARY

SYLLABUS

Supported by Saltash Town Council



34th Annual

**Saltash Music, Speech
& Drama Festival**

SALTASH WESLEY
METHODIST CHURCH

2026

26th JANUARY to 7th FEBRUARY

PROGRAMME £3.00p

Supported by Saltash Town Council

Church contact number during Festival



To receive a report on the Mayoral hats and consider any actions and associated expenditure

Report to:

Annual Meeting of Saltash Town Council

Date of Report:

23 April 2026

Officer Writing the Report:

Mayor's Secretary/Receptionist

Purpose of the report:

To review the current provision of Mayoral hats and determine whether further provision is necessary.

Officer's Recommendations

Members are asked to consider:

1. Purchasing an Deputy Mayor tricorne hat, with a silver-embroidered loop and adjustable hat-reducing foam to accommodate different head sizes at a cost of £521.95;
2. Approving the loan and insurance of a Mayoral hat currently being offered for the year 2026/27 at an increase in insurance of £1 and an excess of £250;
3. Approve a written agreement between the Town Council and a former Mayor for insurance purposes;
4. Purchasing a new Town Clerk robe and collarette at a cost of £2,447.92.
5. Approving all associated cost to budget code 6272 Civic Regalia.

Report Summary

The Town Council's ceremonial hat regalia currently comprises a Mayor's tricorne hat, a Mayor's bicorne hat, and a Deputy Mayor's bicorne hat. The hats are distinguished by embroidered trim: gold for the Mayor and silver for the Deputy Mayor.

Saltash Town Council does not currently own a tricorne hat with silver braid.

Both the Mayor and Deputy Mayor may choose to wear either a tricorne or bicorne hat, as the regalia is not gender-specific; however, the trim colour must correspond to the office held (gold for Mayor, silver for Deputy Mayor).

At present, the only Deputy Mayor's hat STC own is a small size and does not fit. The supplier has advised that best practice is to purchase a larger-sized hat and use hat-reducing foam to ensure a comfortable fit for different wearers.

The supplier has confirmed that, if an order is placed by 10 May 2026, the hat can be supplied by the end of May 2026.

The Mayor Elect has made arrangements with a fellow Councillor and former Mayor to borrow a suitably fitting ceremonial hat, as the hats currently held by Saltash Town Council do not fit and replacement costs would be significant.

The Town Council's insurers have confirmed:

- The cost for cover of £500 with an excess of £250, would be a total annually of £1.00 including IPT;
- There would need to be a written agreement in place, stating that Saltash Town Council are responsible for insuring the hat whilst on loan.

The Town Clerk's robe has been in use for approximately 20 years and whilst it has been dry cleaned several times it is now showing signs of wear. The hem and edging of the garment are threadbare and the tassels are worn and thin.

The supplier of Town Council regalia has confirmed that due to the nape of the material repair will not be possible.

Costs for a replacement Town Clerk Robe made from Black Grosgrain with Black Velvet Trim and Black Tassels have been ascertained for members consideration.

The Town Council may wish to consider purchasing collarette for the Town Clerk.

Report Images:



How Does This Meet the Business Plan?

The use of the civic regalia at events and functions promotes Saltash as a vibrant and welcoming visitor destination. It supports cultural activity by continuing traditions and keeping the town's history alive.

Quotes Provided

(Obtained Quotes attached):

Deputy Mayor tricorne hat with hand embroidered silver loop: £515

Hat reducing foam: £6.95

Town Clerk Robe made from Black Grosgrain with Black Velvet Trim and Black Tassels: £2,435.00

Town Clerk Collarette: £12.92

Delivery: £40

Insurance of loaned ceremonial hat for one year period: £1

Total cost of all items: £3,010.90

Procurement Threshold

Does this project meet the procurement threshold?

No

Due to the specialist nature of the item, only one quotation for the hat and robes has been obtained.

Ordering from this specialised supplier ensures the hat will complement the Mayor's tricorne hat, with matching embroidery.

Budgets

Budget Codes:

6272 Civic Regalia

Budget Availability:

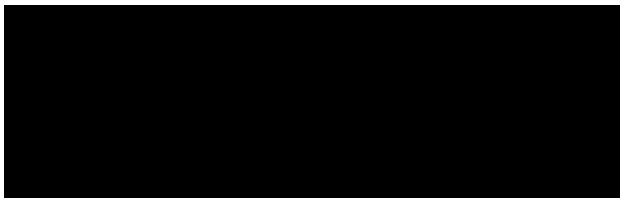
£9,191

Committed Spend:

£3,542.50

Signature of Officer:

Mayor's Secretary/Receptionist

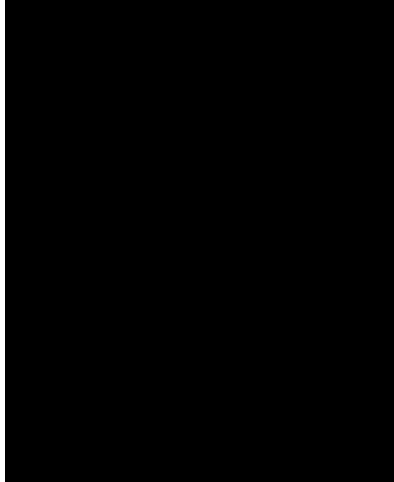


QUOTE NUMBER
10563

DATE
23 April 2026

EXPIRY DATE
22 June 2026

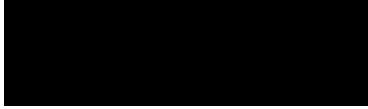
FROM



FOR

Saltash Town Council

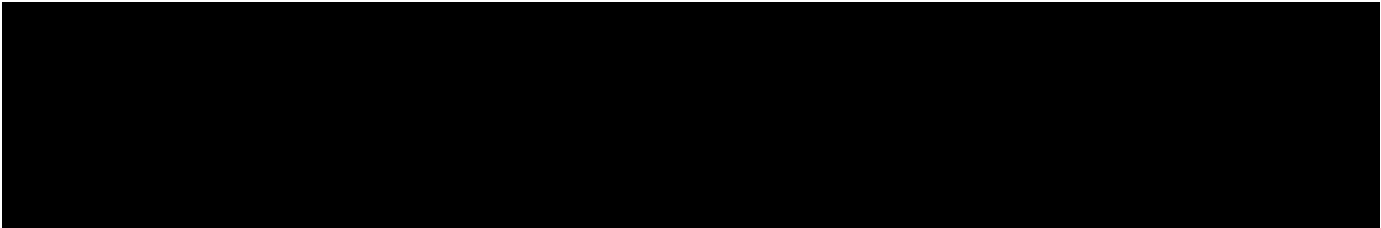
TO



ADDRESS




The Guildhall
12 Lower Fore Street
Saltash PL12 6JX

Saltash Town Council Civic Headwear



Editable Quote

Please note that this is an editable quote which allows you to select/deselect items and also the quantity required. Once you have selected the required items and quantity, please accept the quote at the bottom.

<p><input checked="" type="checkbox"/> Mayoral Tricorn</p> <p>Deputy Mayoral Tricorn with Hand Embroidered Silver Loop</p> <p>Most popular size for female wearers: 57cm</p> <div style="display: flex; justify-content: space-around;">   </div>	<p>515.00 x 1 515.00</p>
<p><input type="checkbox"/> Hat Reducing Foam</p> <p>Hat Reducing Foam (X 4 Stripes Per Pack)</p> 	<p>6.95 x 1 6.95 Not selected</p>

DPD Delivery	15.00 x 1 15.00
---------------------	-----------------------

Options selected	1 of 2
Subtotal	530.00
VAT 20%	106.00
Total GBP	£636.00

Sizing & Colour Options

If any items have different size or colour options, please list these in additional comments once accepted

Payment Terms

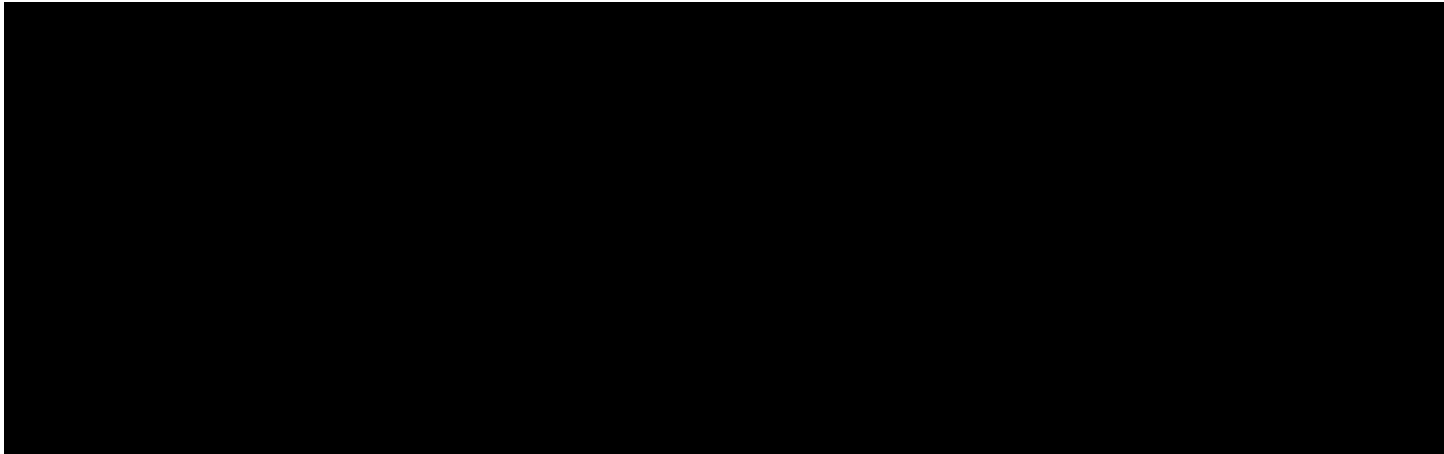
- We require payment in full within 30 days of delivered goods.
- Payment can be made by Card, BACS, Cheque or via the supplier portal (If Applicable)

Purchase Orders

If an Official Purchase Order is required, please accept the quote and add the PO/Order Number in the Additional Comments or send the Purchase Order separately to [REDACTED]

Delivery

Please add required delivery date and best delivery address in Additional Comments



COMPANY A

QUOTE NUMBER

10293

DATE

10 July 2025

EXPIRY DATE

7 July 2026


Saltash Town Council Town Clerks Robe

About Michaels

Since 1995, Michaels are a proud UK manufacturer of Civic Robes, Headwear & Accessories. Working closely with Civic Officers and Secretaries, Michaels have created a long-standing reputation of quality, reliability and excellent customer service. As well as Civic Robes, Michaels also manufacturer Civic Regalia such as Past Mayor/Chair Badges, Replica Badges of Office, Honorary Badges & Pin Badges.

Editable Quote

Please note that this is an editable quote which allows you to select/deselect items and also the quantity required
Once you have selected the required items and quantity, please accept the quote at the bottom.

Town Clerks Robe Town Clerks Robe made from Black Grosgrain with Black Velvet Trim and Black Tassels. 	2,435.00 x 1 2,435.00
DPD Delivery	15.00 x 1 15.00
Subtotal	2,450.00
VAT 20%	490.00
Total GBP	£2,940.00

Payment Terms

- We require payment in full within 30 days of delivered goods.
- Payment can be made by check, card, BACS or via the supplier portal (If Applicable)

Purchase Orders

If an Official Purchase Order is required, please accept the quote and add the PO/Order Number in the Additional Comments or send the Purchase Order separately to info@civicrobes.com

Delivery

Please add required delivery date and best delivery address in Additional Comments

**To receive a report on the agreement with Saltash Youth
Network and consider any actions and associated
expenditure.**

Report to:

Policy and Finance

Date of Report:

18 December 2025

Officer Writing the Report:

Office Manager / Assistant to the Town Clerk

Pursuant to:

P&F held on 14 January 2025 minute nr. 112/24/25

Purpose of the report:

To consider a draft agreement with Saltash Youth Network for the provision of annual funding. Attached as **Appendix A**.

Officers Recommendations

Members are asked to consider:

1. To approve the draft agreement attached, subject to the Town Clerk's final review and sign-off,
2. To provide delegated authority to the Town Clerk to sign the annual agreement on behalf of the Town Council.

Report Summary

At the Policy & Finance Committee meeting held in January 2025, the Town Council requested that a formal funding agreement be drafted between the Town Council and Saltash Youth Network, in order to improve the funding process and align with best practice.

The draft agreement is attached as Appendix A.

The Town Council also agreed to increase the level of funding, to be drawn down in two instalments, in support of the vital work undertaken by Saltash Youth Network, including its role in supporting smaller organisations within Saltash.

The Saltash Youth Network have reviewed the agreement and are happy to sign subject to Town Council approval.

How Does This Meet the Business Plan?

This initiative aligns with the Town Council's Business Plan strategic priorities, particularly those overseen by the Policy & Finance Committee. It supports the setting of appropriate and sustainable budgets for organisations delivering professional youth work and promotes greater awareness of youth work provision. In doing so, it encourages collaboration, best practice, and effective use of resources across local youth organisations.

Budgets

Budget Codes:

6206 PF Youth Council

Budget Availability:

£6,000

Signature of Officer:

Office Manager / Assistant to the Town Clerk

SALTASH TOWN COUNCIL

ONGOING GRANT FUNDING AGREEMENT

Date:

Between:

Saltash Town Council, The Guildhall, 12 Lower Fore Street, Saltash, PL12 6JX
("the Town Council")

and

Saltash Youth Network [Address]
("the Recipient")

1. Purpose of the Funding

The Town Council agrees to support the Recipient through the provision of grant funding, reviewed on an annual basis, to assist in strengthening voluntary youth provision within Saltash.

The Funding must be used solely for activities that support, coordinate or enable youth services within the town in accordance with this Agreement.

This Agreement shall remain in force unless terminated in accordance with its terms. The award and level of funding are subject to annual review and approval as part of the Town Council's budget-setting and decision-making process.

For the avoidance of doubt, this Agreement relates solely to the provision of grant funding and does not constitute a contract for services, nor does it create a partnership, agency, or employment relationship between the parties.

2. Amount and Funding Period

Grant funding of £[amount] shall be provided for the financial year 1 April [year] to 31 March [year].

Payment will be made by bank transfer following acceptance of this Agreement.

3. Reporting and Monitoring

The Recipient shall provide an annual written report summarising activities undertaken, together with a financial summary detailing how the Funding has been spent.

The Chairman of the Town Council shall be invited to attend the Annual General Meeting of the Recipient.

The Town Council may reasonably request further information to satisfy itself that public funds have been used appropriately.

4. Safeguarding and Compliance

The Recipient confirms it has appropriate safeguarding policies in place and complies with all relevant legislation, including health and safety, equality and data protection requirements. Safeguarding policies shall be provided on request.

5. Termination and Recovery of Funds

Either party may terminate this Agreement by giving 30 days' written notice.

The Town Council may terminate the Agreement with immediate effect and recover all or part of the Funding if it is misused, unspent, or if the Recipient ceases to operate. Any sums due shall be repaid within 28 days of written notice.

6. Information and Data Protection

The Town Council is subject to the Freedom of Information Act 2000 and may be required to disclose information relating to this Agreement.

Both parties shall comply with applicable data protection legislation.

7. Governing Law

This Agreement shall be governed by the laws of England and Wales.

Signed on behalf of Saltash Town Council

Name:

Position:

Signature:

Date:

Signed on behalf of Saltash Youth Network

Name:

Position:

Signature:

Date:

DRAFT

To receive an invitation from The Core and consider any actions

Report to:

Policy and Finance

Date of Report:

6.05.26

Officer Writing the Report:

Office Manager / Assistant to the Town Clerk

Purpose of the report:

To notify Members of an invitation from The Core and to agree attendance and associated arrangements.

Officer's Recommendations

Members are requested to note the invitation from The Core and agree whether the Mayor and Consort, together with any interested Town Councillors, will attend the afternoon tea.

Members are also asked to confirm attendance numbers and any dietary requirements so these can be communicated to The Core within the requested timescale.

Report Summary

An invitation has been received for the Mayor and Consort, together with Town Councillors, to attend an afternoon tea at The Core.

The invitation has been sent by The Core's Youth Work Coordinator/Centre Manager as a gesture of thanks to the Town Council for the significant funding awarded this year in support of professional youth work.

The invitation is attached as **Appendix A**.

The Core has requested an indication of attendee numbers at least one week prior to the event and asks that any dietary requirements for those attending are provided in advance.

Signature of Officer:

Office Manager / Assistant to the Town Clerk



Invitation to afternoon tea

THE YOUNG PEOPLE AT THE CORE
WOULD LIKE TO INVITE YOU TO
AN AFTERNOON TEA.

AS ONE OF OUR FUNDERS WE
WOULD LIKE THIS OPPORTUNITY
TO THANKYOU FOR ALL YOUR
SUPPORT OVER THE YEARS.

DATE - THURSDAY 28TH MAY

TIME - 3PM

VENUE - THE CORE

To receive a report on the Saltash May Fair Community Engagement and consider any actions and associated expenditure

Report to: Policy and Finance Committee

Date of Report: 06/05/2026

Officer Writing the Report: Development and Engagement Manager (DEM)

Purpose of the report: To provide a summary of public engagement at the Saltash Town Council stall at the Saltash May Fair 2026, together with recommendations for future improvement.

Officer's Recommendations

Members are asked to delegate authority to the DEM for the following tasks:

- 1) To undertake research into methods of increasing the visibility of all Town Council services at events, including the identification of suitable promotional materials and associated costs, with findings to be reported to a future Policy and Finance Committee meeting.
- 2) To investigate additional interactive activities for use at future events to enhance public engagement, including any associated costs, with findings to be reported to a future Policy and Finance Committee meeting.
- 3) To obtain quotations for the installation of a central guttering system for adjoining gazebos, to mitigate the risk of water ingress during events and to protect equipment.

Report Summary

The DEM attended the Saltash May Fair alongside Councillors and representatives from the Saltash Library Hub. The DEM developed a series of display boards to promote the work of the Council, which also served as key engagement tools and discussion points during the event. A full example of these designs is included in Appendix A, together with photographs of their presentation at the event.

In addition, the DEM provided promotional materials, including posters highlighting Council services, the Town Visitor Guide, and Meet Your Councillor (MYC) leaflets.

Merchandise was also made available, including small multicoloured bug toys, which proved particularly popular with younger attendees.

Public Engagement Summary

The event successfully engaged a wide cross-section of the community, with particularly strong participation from families, working-age adults, and older residents.

Engagement Overview

Total interactions	Primary location	Additional visitors from
51 interactions (plus very short engagement from handing out toys)	Saltash	Plymouth, Gunnislake, Portsmouth, Bodmin, Liskeard, Bedfordshire, and Gloucester

Engagement varied in depth, from quick interactions (e.g. toy requests) to more detailed conversations regarding council services and local developments.

Audience Profile

Children & Young People (3–17)	Adults (25–59)	Older Adults (60+)
High engagement volume; Primarily attracted through merchandise (toys).	Largest group for meaningful engagement; Strong interest in services, developments, and council information.	Highly engaged; More likely to have in-depth discussions (transport, infrastructure, planning).

Engagement Levels

Low Engagement	Medium Engagement	High Engagement
Majority of interactions; Typically brief (toys, leaflet collection).	Significant proportion; Included discussions about services, visitor information, and local issues.	Smaller number but high value; Included detailed conversations around strategy, transport, and planning.

Issues Raised	Outcome	Additional Topics
<p>Aldi / Latchbrook development concerns – feeling their voice isn't heard.</p> <p>Parking and disabled access</p> <p>Asked why STC had shut toilets during the event.</p> <p>Tyres falling into property from local business (recorded on the MYC form – request for a Cllr's attendance)</p>	<p>The DEM signposted them to the STC website and Facebook page to enable them to stay informed about local issues and forthcoming public consultations, which they had previously missed due to not following Council communications.</p> <p>The resident was signposted to the correct contact via our website.</p> <p>The resident was informed that the toilet facility was closed due to vandalism, and that STC is working in partnership with the police to identify a suitable resolution. They were also advised that responsibility for the provision of toilets at the May Fair rests with the event organisers, and were signposted to alternative facilities, including those at the Guildhall.</p> <p>This complaint was handled through the Admin department.</p>	<ul style="list-style-type: none"> • Library services and walking routes • Social media and communications • Christmas festival planning • Youth funding • Transport (Saltash Red Bus) <p><u>All of these have been dealt with by the DEM.</u></p>

Materials Distributed

Toys	MYC Leaflets	Visitor Guides
200	40	50

<u>Successes</u>	<u>Challenges</u>
<ul style="list-style-type: none">• Strong engagement across all age groups• Visual displays effectively attracted attention• Family-friendly approach increased footfall• Printed materials encouraged conversations	<ul style="list-style-type: none">• Limited awareness of council processes (however, the boards helped inform residents on this topic)• Recurring concerns around specific developments (Aldi etc)

Questions & Feedback

Requests for clearer information on:

- Transport services
- Public Consultations
- Events
- Local developments

Positive feedback: Council social media channels are valued and considered useful, Delivery of professional youth work funding, Town Visitor Guide + MYC leaflet, partnerships and specifically Plymouth Boat Trips was mentioned.

Concerns: Some residents expressed frustration about feeling unheard, particularly regarding development issues.

Recommendations

- Increase the visibility of public consultations.
- Clearly communicate how residents can influence decision-making processes.
- Broaden the promotion of Council social media channels.
- Provide clear, accessible information about STC for distribution at events, specifically designed for attendees who may prefer not to engage in conversation.
- Continue the use of family-friendly engagement tools, including merchandise, and explore the introduction of additional interactive elements at the stall,

such as games or a 'Did You Know?' style quiz to promote awareness of Council services.

- Installation of guttering for the gazebo, as rain ingress at the adjoining sections resulted in equipment becoming wet during adverse weather conditions.

How Does This Meet the Business Plan?

This directly supports the Business Plan, as public engagement events promote awareness and demonstrate how the Council is working to deliver the strategic priorities set out within the 2024–2027 Business Plan.

Furthermore, promoting the work of the Council and improving public understanding of how to engage with consultations, services, events, and Councillors supports delivery across all strategic priority areas.

Signature of Officer:

Development and Engagement Manager

Link to the full designs: [May Fair Designs \(how the blue boards will look\)](#)

[Picture of the event set up](#)



**To receive a report on the Library Hub's attendance at Saltash May Fair 2026
and consider any actions and associated expenditure**

Report to: Policy and Finance Committee

Date of Report: 09.05.2026

Officer Writing the Report: Community Hub Team Leader

Purpose of the report: To provide a summary of Saltash Library Hub's attendance at Saltash May Fair 2026, including levels of community engagement, feedback received from residents, key staff observations, and recommended follow-up actions arising from the event.

Officers Recommendations

Members are invited to review the information as detailed in the report and raise any suggestions for future community outreach events and consider any associated costs.

Report Summary

Saltash Library Hub attended Saltash May Fair 2026 alongside Saltash Town Council. The event provided an opportunity to engage with a wide range of residents, including individuals who may not otherwise access library services, and helped to raise the profile of the library within the local community.

Public engagement was strongest during the Saturday morning period, supported by favourable weather and high visitor numbers. Attendance reduced later in the day as weather conditions deteriorated, although some engagement continued despite heavy rain. Community Hub assistants and the Community Hub Team Leader engaged with a large number of people across all age groups, from young children to older residents. 'Shifts' were taken to man the stall, providing staff equal opportunity to be out in the community.

The stall included books, promotional materials, information on library services and groups, and blood pressure monitors, all of which supported conversation with visitors and helped promote the wider library offer.

Successes	Challenges
<ul style="list-style-type: none"> • Public interaction was high. • Existing library members and non-members were interacting and offering views, asking questions and showing interest in the library offer. • Wide audience, reaching varied ages. • Interesting and useful feedback and suggestions received. • Signups and signposting completed. • Promotion and community engagement. • Opening the Library Hub stall and Town Council stall to create one large stall enabled good communication with the STC councillors providing opportunities for wider engagement. 	<ul style="list-style-type: none"> • Poor weather reduced visitor numbers in the afternoon. • Adverse weather deterred visitors from stopping at the stall for long, wanting to avoid the rain. • Some resources were affected by the rain and the set up needed adjusting to prevent further damage to resources. • Rain ingress through the middle section of the two stalls.

Staff Feedback

Staff feedback following the event identified the following points:

- Groups and activities were of high interest. Able to promote groups to a wider audience.
- One new member signed up to the book club.
- Strong interest was shown in the Writers Group.
- Some books were issued on site using a tablet and the online library system.
- There were many conversations about the internal refurbishment of the library.
- The event supported engagement with councillors.
- The event supported engagement with partner organisations, including the police and Livewire. The CHTL made meaningful connections with youth workers, police officers and has provided key contacts for potential workshops to be held at the library upon completion of the refurbishment works.
- The event was considered worthwhile by staff.
- Twenty craft activity packs were distributed to children.
- For future events such as the Regatta, a dedicated craft area would be beneficial. Craft materials were available, but space could not be used once the weather deteriorated.
- There was strong interest in the Brilliant Me journals promoting children's wellbeing, which were well received.
- Advice and troubleshooting were provided in relation to PressReader.
- Overall engagement levels were high.

Public Feedback

A suggestion sheet was used to capture views from residents on potential future activities and service developments. The suggestions received are set out below.

- Home education activities on Monday and Tuesday afternoons.
- Alternative school provision from 9.00 am to 3.00 pm.
- Dungeons and Dragons sessions at 10.30 am and a K'Nex Club for children aged approximately 9 years and above on Saturdays.
- Green tea served as part of a small café offer.

- Teen games night, including consideration of late opening.
- Men's social coffee morning.
- Sensory play sessions.
- Art exhibitions.
- Mindfulness sessions.
- Conversation group based on set themes or topics.
- Children's book club.
- Dinosaurs and robots themed day.

The feedback received will be useful in informing future service planning. A significant proportion of suggestions related to provision for children, young people, and home-educating families, indicating potential demand for further development in these areas. All public suggestions are community focused activities that would enhance the library offer. Further research into this will be conducted by the CHTL.

Follow Up Actions

The Community Hub Team Leader will utilise feedback gathered from the Saltash May Fair to develop services offered at Saltash Library Hub through the actions as follows.

- Further development into the events and activities calendar with focus on catering to children, young people, and home-educating families. CHTL is in the process of developing a Dungeons and Dragons session for young people, working with a facilitator to provide resources and guidance for people with no experience to ensure the workshops are accessible and inclusive. The CHTL has been in contact with a Home Educator who oversees sessions at the Core. The library can offer bespoke packages for Home Education children such as tailored book resources according to their curriculum, a craft activity to support this and workshops with external facilitators. This will be developed further once the library service is back in the main library building.
- Sensory Play will be explored, CHTL to look into purchasing suitable equipment and scheduling. Thursday and Friday mornings offer potential,

with no established library groups running at these times. There are few groups in the wider Saltash area on these days so could present an opportunity for good engagement.

- Art exhibitions could be run at the library to offer a community focused and creative offering. The CHTL has approached the art department at Saltash Community School, however, has not had a response. CHTL to follow up.
- A dedicated craft activity area to be considered for future public events, where practical and weather conditions allow.
- See that community events continue to be used to promote library groups, digital services, wellbeing resources, and improvements to the library environment. Additional attractions for the Saltash Regatta to be considered by the CHTL such as Story Time/story telling, bubble machine and free incentives for new sign-ups. There will also be additional promotional material available during the Regatta for the Summer Reading Challenge provided by Cornwall Libraries.
- Robots and Dinosaurs workshop to be planned as part of the Summer Reading Challenge calendar.

Following up on public feedback demonstrates to the public that their views are valued and needs are being met.

Saltash May Fair 2026 provided a positive and worthwhile outreach opportunity for Saltash Library. The event enabled the promotion of services, direct engagement with residents, the collection of useful feedback, and the strengthening of links with councillors and partner organisations. Although poor weather affected attendance later in the day, the overall level of engagement demonstrated the value of maintaining a library presence at community events. Residents' queries regarding the refurbishment work at the library building were valuable and visitors were encouraged to visit the temporary library situated at the Welsey Methodist Church.

How Does This Meet the Business Plan?

Attendance at the Saltash May Fair meets the strategic priorities as set out in the Town Council Business Plan 2024-2027 by promoting the library service which offers educational wellbeing, promotes Saltash as a vibrant visitor destination, encourages and receives public feedback and supports residents through constructive two-way communication. Promoting the services of Saltash Town Council raises awareness of the provision offered and encourages the continued utilisation of community assets. Providing residents and visitors with the opportunity to help shape library hub services demonstrates a clear commitment to service improvement and positive, community-focused change.

Signature of Officer:

Community Hub Team Leader.

