

Recommendation from Policy and Finance Committee held 27 February 2024

156/23/24 **TO REVIEW THE TOWN COUNCIL'S POLICIES AND PROCEDURES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:**

The Town Council policies can be found on the below link.

[Please click here to view and download the Town Council Policies.](#)

The Town Clerk provided Members with an overview of the background to the policies being reviewed at the meeting and the procedure that will be put in place to streamline the process going forward.

All policies have been reviewed with amendments made to some but not all documents. Advice has been taken where appropriate from external advisers. Policies approved at this meeting (with any amendments) will be recommended to Full Town Council to be held on 7th March 2024 with all policies then being readopted at the Annual Meeting of the Town Council in May.

In future, the review of policies will be taken throughout the calendar year with the Policy and Finance Committee receiving a number of policies at each committee meeting.

Members considered and reviewed each individual policy, section by section.

a. Employees

1. NJC Green Book
2. Data Protection – Criminal Records Information Policy
3. Data Protection Policy (Employees)
4. Disability Employment Policy
5. Employee Handbook 2023
6. Protocol for Member Officer Relations
7. Provision of IT and Acceptable Use Policy
8. Recruitment and Selection Policy

The Town Clerk advised that the NJC Green Book forms part of the staff contract and was not for amendment or discussion at this meeting.

It was **RESOLVED** to note.

It was proposed by Councillor Miller, seconded by Councillor P Samuels and resolved to **RECOMMEND** the Employees policies and

amendments (as attached) to Full Council to be held on 7th March 2024.

b. Finance:

1. Accounts and Audit Regulations 2015
2. Annual Business Continuity Plan
3. Annual Internal Audit and Business Risk Assessment
4. Annual Reserves Policy 2024-25
5. Annual Statement on Internal Control 2024-25
6. Annual Treasury Management Strategy
7. Anti-Bribery Policy Statement and Anti-Fraud and Corruption Strategy 2024-25
8. Local Government Pension Scheme
9. Receipting of Income and Banking Procedures
10. Risk Management Plan Statement 2024-25
11. Risk Management Strategy 2024-25
12. Scheme of Delegation
13. Financial Regulations 2024-25

The Town Clerk advised that the Accounts and Audit Regulations 2015 is a regulation that the Town Council complies with and is not for amendment or discussion at this meeting.

It was **RESOLVED** to note.

It was proposed by Councillor Foster, seconded by Councillor Stoyal and resolved to **RECOMMEND** the Finance policies and amendments (as attached) to Full Council to be held on 7th March 2024.

c. General:

1. Acquisition or Sale of Land and Property
2. Allotments
3. Complaint Handling and Customer Behaviour Policies
4. Communications Policy and Strategy
5. Data Retention and Disposal Policy
6. Equality and Diversity Policy
7. Events and Hire of Town Council Premises
8. FOI Model Publication Scheme 2024-25
9. Freedom of Information Policy
10. Grants Policy
11. Match Funding Policy
12. Planning – a Guide for Councillors
13. Public Loudspeaker Policy
14. Receiving Public Questions, Representations and Evidence at Meetings

Councillor Foster left the meeting and then re-joined the meeting during discussion of this item.

15. Safeguarding Policy
16. Social Media Policy
17. Standing Orders

18. STC Seals and Logo
19. Terms of Reference – Committees and Sub-Committees
20. Training and Development Policy

It was proposed by Councillor Foster, seconded by Councillor Dent and resolved to **RECOMMEND** to remove the restrictions on Chairmanship from all Terms of Reference to Full Council on 7th March 2024.

It was proposed by Councillor Miller, seconded by Councillor Foster and **RESOLVED** to:

1. defer the Match Funding for Festivals Policy to a future Policy and Finance meeting;
2. defer the Events and Hire of Town Council Premises Policy to the Policy and Finance Committee meeting to be held on 12th March 2024;
3. refer the Social Media Policy to the Communications and Engagement Working Group to review, reporting back to the Policy and Finance meeting to be held on 14th May 2024.
4. **RECOMMEND** to Full Council to be held on 7th March 2024 the remaining General policies and amendments (as attached).

d. Health and Safety

1. Health and Safety Manual

e. Library

1. Home Library Service
2. Library Stock Management Policy

It was proposed by Councillor Foster, seconded by Councillor Bullock and resolved to **RECOMMEND** the Health and Safety and Library policies (as attached) to Full Council to be held on 7th March 2024.

f. Members

1. Advisory Dress Code (Councillors)
2. Co-option Policy
3. Code of Conduct

It was proposed by Councillor Miller, seconded by Councillor Dent and **RESOLVED** to withdraw the Advisory Dress Code (Councillors) from the Town Council library of policies.

The motion was defeated.

It was proposed by Councillor Lennox-Boyd, seconded by Councillor Stoyel and resolved to **RECOMMEND** the Members policies (as attached) to Full Council to be held on 7th March 2024.

g. Civic

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

It was proposed by Councillor Stoyel, seconded by Councillor B Samuels and resolved to **RECOMMEND** the Civic policies and amendments (as attached) to Full Council to be held on 7th March 2024.

Match Funding for Festivals

RESPONSIBLE COMMITTEE: P&F

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

Current Document Status			
Version	1 NEW DRAFT	Approved by	
Date		Date	
Responsible Officer		Minute no.	
Next review date			

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
02/2024	NEW DRAFT	AJT	P&F 27.02.2024	156/23/24c	New policy. Deferred to future P&F meeting.
02/2024	2024 DRAFT	AJT	P&F 24.09.2024		

Document Retention Period
Until superseded

Match Funding for Festivals

Applicants should refer to the Grants Policy for full details on the criteria for eligibility for funding from Saltash Town Council.

Background

Saltash Town Council is committed to support local groups and organisations holding festivals in the town for residents and visitors. Festivals support several of the Strategic Priorities of the Town Council by bringing visitors into the town and providing leisure and cultural activity for residents.

The Town Council recognises the challenges faced to successfully and safely run these events and has established a fund to offer up to £xxxxx as match funding in addition to the Festival Fund Grant scheme. Applicants can apply for match funding up to a capped level of £xxxxx.

What is match funding?

Match funding is not the same as traditional grant funding but is a straightforward concept. The funder (in this case Saltash Town Council) agrees to match or partially match an amount of funding raised by festival organisers up to an agreed capped level.

The Town Council will not match fund against grants awarded from other Town Council grant schemes.

Eligibility

Applications should be submitted by Local Community Organisations with a formal constitution.

A festival is a large, free event lasting 6-7 hours and likely to attract several thousand people although other festivals may be considered. The festival should be within the Saltash Town Council boundary and accessible to all users.

Only one application per festival will be permitted and match funding will not be provided retrospectively.

Applications to the Saltash Town Council Festival Fund will be accepted in addition to a Match Funding application. The guidelines for grant applications in the Grants

Policy (available on the Saltash Town Council website) should be adhered to by the organisers.

There is no time limit for submitting applications but once all available funds have been allocated no further applications will be accepted.

Application criteria

An application form is available on the Town Council website or from the Guildhall or Community Library Hub during opening hours. Applications should be submitted to enquiries@saltash.gov.uk no later than six weeks prior to the next scheduled Policy and Finance Committee meeting.

It is the responsibility of the applicant to ensure that applications are submitted in good time to meet the needs of the festival. Match funding is not guaranteed without committee approval.

The applicant should provide the following:

- A copy of the organisations constitution.
- Proof of bank account and up to date statements.
- Evidence of secured funds raised by the organisation that are requested to be match funded.

In addition, if a Festival Fund grant application **has not** been submitted, the eligibility criteria as detailed in the Grants Policy should be adhered to and any required mandatory documentation supplied.

Submitted applications will be reviewed by the Town Clerk or delegated Officer. Applications missing key information or not meeting the criterial will be rejected and the applicant offered guidance to a revised application to be submitted.

Evaluation of applications

Applications fulfilling the criterial will be reviewed by the Chairman and Vice Chairman of the Policy and Finance Committee against the following benchmarks before being added to the agenda:

1. Evidence of secured funds raised by the organisation.

2. Evidence of compliance with eligibility criteria as detailed in the Grants Policy.

Applicants will be invited to attend the meeting where the application is considered to answer questions (five working days' notice will be given). However, all evidence should be in writing and provided at the time of application.

The Policy and Finance Committee will consider and score applications against the benchmarks using the scoring matrix¹. The level of the award by the Policy and Finance Committee will be based on the evidence before them at the meeting.

Post application process

The organisers should prominently publicise the support of the Town Council where they have received match funding for a festival in all promotional material. On completion of the event a report should be submitted to the Town Council in line with the Grants Policy requirements within six months.

Any unspent portion of the grant must be returned to Saltash Town Council within six months.

All successful applications will be used as evidence by the Town Council when promoting the Match Funding for Grants scheme.

¹ Scoring matrix - page --

Applying for Match Funding

Applicant: prior to application

- Established group with formal constitution and bank account.
- Plan and cost your event.
- Funding is raised by festival organisation for match funding consideration.
- Complete and submit the application form. It is the responsibility of the applicant to ensure all relevant documents are provided at the time of the application.

Consideration of the application

- The application will be reviewed for compliance by the Town Clerk or a delegated Officer.
- Applications that fail to provide the required information will be returned for the applicant to resubmit.
- Accepted applications will be reviewed by the Chairman and Vice Chairman of the Policy and Finance Committee before being added to the next available meeting agenda.
- The Policy and Finance Committee will consider the application to award match funding and the value to be awarded. The decision of the Policy and Finance Committee is final.

After the decision

- Applicants not awarded match funding will receive a summary of the reasons the application failed.
- Successful applicants will be advised in writing and asked to provide written evidence when the funds they have raised are in place to release the match funding from the Town Council.
- Required reports are provided and promotion of the funding provided is actioned by the organisation.

Saltash Town Council

Match Funding for Festivals Application Form

DATE APPLICATION SUBMITTED:

Contact Name:	
Position:	
Organisation:	
Contact Address:	
Telephone Number:	
E-mail:	
Status of Organisation:	
Charity/Company number (if applicable)	Charity No: Company No:
How long has your organisation been in existence?	

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

Application continues on next page

1. Organisation Background

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

<p>Are you part of a religious group?</p>	<p>Yes / No or N/A</p>
<p>Is the application is for a Church, School, education, health or social service establishment?</p>	<p>Yes / No or N/A</p>

2. Your festival - a detailed plan should be supplied to include:

- Full costs for equipment and services.
- Materials and equipment which should be from responsibly sourced materials.
- Details of any planning and license requirements.

Festival	Start Date	/ /
	Finish Date	/ /
	Total Cost	£
	Match funding Applied For	£

Festival name:	
Description of Festival (please continue on a separate sheet if necessary):	
Where will the festival take place?	

Who owns the land the were the festival is to be held and do you have written permission for the event?	
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<p>Who will benefit from the festival? (What groups will benefit and approximately how many people will benefit in total)</p>	
<p>What evidence do you have that this festival is required? (This might be survey work or statistical evidence)</p>	
<p>What support have you received for this festival? (Please tell us about any expressions of support you have received from outside your organisation including Consultation with Community)</p>	
<p>How will the festival be managed and how will you measure its success?</p>	
<p>Please give the timescale and key milestones for your festival, including a start date and finish date. Note: The festival should be held within 12 months with an interim report submitted after six months have elapsed.</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 festival involves working with this client group)	
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3. How you will pay for your festival.

What will the money be spent on? (Provide a full breakdown of festival cost(s) identifying what cost(s) this match funding grant would be spent on)	
How will you promote STC if the application is approved?	

Partnership funding.
 Please provide evidence of secured funds raised and any confirmed partnership funding.

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

Other secured funds raised:

Source of funds eg. Donations, fundraising activity	Amount

<p>Please confirm the bank account your festivals is using is in the festivals name/organisation name</p>	
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Application continues on next page

4. Further information enclosed Checklist.

	Enclosed (please tick)
A copy of your organisation's most recent bank statements (mandatory)	
Evidence of local consultation demonstrating local need and community support	
A letter head showing the organisation's address and contact details	
A copy of your constitution and articles of association	
Accurate festival costs with a detailed plan <ul style="list-style-type: none"> • Full costs for equipment and services. • Materials and equipment which should be from responsibly sourced materials. • Details of any planning and license requirements. 	
A copy of your organisation's latest set of accounting statements (if any exist)	
Evidence of secured funds raised by the organisation and any confirmed partnership funding	
Written confirmation of permission and support from the landowner for the festival (if applicable)	
If your organisation has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Council	
Other (please list)	

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

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Application continues on next page

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	
Notes	

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 Match Funding for festivals Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

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 as required by the Policy;
- (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):		
Date:		

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

COMPLETED FORMS SHOULD BE RETURNED TO:

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

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Match Funding for Festivals - Application Scoring Matrix

Evaluation Criteria

Match funding applications are to be scored against the listed evaluation criteria:

1	Compliance with the eligibility criteria of the Town Councils grants policy.	
2	Accessibility and suitability of festival.	
2	Sustainability of festival.	
3	Deliverability of the festival.	
4	Local support and need for the festival.	
5	Funding requirements met.	
Total		/12

Scoring:

- 0** Does not meet criteria
- 1** Partially meets criteria
- 2** Meets criteria