

To receive a report from the Finance Officer

Report to: Policy and Finance

Date of Report: 5 November 2025

Officer Writing the Report: Finance Officer

Purpose of Report:

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

Officers Recommendation:

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

Report Summary:

1. Debtors

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

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

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

The details of the two cases are as follows:

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

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

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

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

2. CIL (Community Infrastructure Levy) Neighbourhood Parish Payments

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

CIL 4th round for Saltash Waterside Improvement Project has been approved and STC have committed to spend £10k of Neighbourhood Parish Payments. This will leave a budget left to spend of £8,823.12.

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

Date Received	Amount Received	Amount Committed CIL 4th round	Balance to Spend	5 Year Deadline	Planning Ref	Planning Address
07/04/2021	£1,395.00	£1,395.00	£0.00	06/04/2026	PA19/09168	Land off 28 Castlemead Drive, Saltash
17/04/2021	£189.06	£189.06	£0.00	16/04/2026	PA20/05475	Land Adjacent To Polmear, Homer Park, Saltash, PL12 6HJ
15/11/2021	£385.99	£385.99	£0.00	14/11/2026	PA19/09772	Old Churchtown Farm Farm Lane St Stephens Saltash Cornwall PL12 4AR
15/11/2021	£840.00	£840.00	£0.00	14/11/2026	PA18/09294	Land On The North Side Of 1 Castle View, St Stephens, Saltash, PL12 4RD
07/10/2022	£2,434.67	£2,434.67	£0.00	06/10/2027	PA21/06948	Land East Of 16 Castle View, St Stephens, PL12 4RD
07/10/2022	£815.63	£815.63	£0.00	06/10/2027	PA21/03745	Land South of Old Churchtown Farm Lane, Stephens, PL12 4AR
19/04/2023	£1,372.84	£1,372.84	£0.00	18/04/2028	PA20/10644	12 Sunningdale Road, St Stephens, Saltash, PL12 4BN
19/04/2023	£2,246.66	£2,246.66	£0.00	18/04/2028	PA22/09842	Land East of 62 St Stephens Road, Saltash, PL12 4BJ
19/04/2023	£943.29	£320.15	£623.14	18/04/2028	PA21/03745	Land South of Old Churchtown Farm Lane, Stephens, PL12 4AR
18/10/2023	£8.82		£8.82	17/10/2028	PA20/10644	12 Sunningdale Road, St Stephens, Saltash, PL12 4BN
18/10/2023	£2,246.66		£2,246.66	17/10/2028	PA22/09842	Land East of 62 St Stephens Road, Saltash, PL12 4BJ
18/04/2024	£341.79		£341.79	17/04/2029	PA21/05336	Land West Of The Stables, Farm Lane, St Stephens, Saltash, PL12 4AR
14/10/2024	£1,034.93		£1,034.93	14/10/2029	PA21/05336	Land West Of The Stables, Farm Lane, St Stephens, Saltash, PL12 4AR
10/04/2025	£3,821.13		£3,821.13	08/04/2030	PA21/05314	118-120 North Road Saltash Cornwall PL12 6BQ
10/04/2025	£746.65		£746.65	08/04/2030	PA23/03710	18 Churchtown Drive St Stephens Saltash Cornwall PL12 4FB
16/10/2025	£2,908.10		£2,908.10	14/10/2030	PA23/04774	62A St Stephens Road Saltash Cornwall PL12 4BJ
	£21,731.22	£10,000.00	£11,731.22			

Note: The Town Council have five years from receipt to spend the income on infrastructure projects within the area that meet the criteria set out in CIL Regulation 59C. The relevant dates are provided in the table for reference.

Signature of Officer:
Finance Officer