

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 consistent publication of monthly budget reports for each committee meeting.	Completed	
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. The 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	Completed	
									The Death of a VIP protocol has been amended to reflect changes in the monarchy and new guidance. Town Clerk has progressed with Stage 2 of the policy review with Administration to assist with formatting and distribution subject to final sign off received from Town Clerk. Communications via social media upon the election of Chairmans and Vice Chairmans providing clear infomation on the remits and resposibilities of each Committee.	Completed	

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. 1st Quarter of new year completed with reports received from youth organisations as per funding agreement. An agreement has been signed between SYN and the Town Council and will be reviewed annually.	Completed	
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. Application from a county-wide charity, which falls outside the current policy criteria, presented to the Policy and Finance Committee for consideration on the basis of its local impact. Advice provided on alternative funding sources where enquiries fall outside the funding scope. Advice given to applicant when plan to deliver project change, applicant supported to make changes on application form to ensure it matched quote. Grant oppotunities continue to be advertsied through social media channels with applications continuing to be regularly received through appropriate avenues and support given accordingly.		
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. Successful event delivered where charter was signed. Charter is being framed and additional signed copy sent to Plougastel. Preperations continue for reaffirmation of friendship event to be held on 2026 in Plogastel.	Completed	