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Agenda No. 8a

214.

**SALTASH TOWN COUNCIL
COMMUNITY CHEST APPLICATION FORM**

Name of Community Group	L V A A .	Lynher View Allotment Association .
Person to contact	①	Bob Thomas - LVAA Secretary .
Address:	②	
Telephone:	③	
Email address:	④	
Give details of exactly how the money would be spent if granted (continue on a separate sheet if necessary) <i>See additional information .</i>		To buy machinery and vital equipment i.e. mower, strimmer tiller and protective clothing and health & safety equipment.
How much money do you want from the Community Chest Fund?		£ 500-00 .
What other funds do you have? <i>See additional information .</i>	①	Reserves in the form of £517-64 bank balance, and
	②	Reserve Fund of £800-00 to pay Rent .
What other resources do you have (e.g. volunteer time, donated materials, access to tools and equipment)?		Our 35 tenants regularly give up their time, energy and equipment to help maintain the site to it's very high standard .
When do you plan to finish the project?		Within next 3 months .
What visible benefits will your project give to the town? <i>See additional information .</i>	①	Contribution to Council 'targets' to provide allotments .
	②	35 tenants working together to add to the local community .
	③	Saltash residents having pride in the site .
How will you report back to the Town Council on the success of your project?	①	Initial report within 1 month of completing the projects .
	②	Every 6 months as the Council desire .
How will you publicise Town Council support and the Community Chest?		Through the Councils website, local papers and free publication .

How the grant will be paid

Saltash Town Council will make an offer of grant (which may be conditional) to successful applicants, who will then have 2 months to accept the grant on the terms offered. The grant will normally be paid in advance to the organisation. Money cannot be paid into individuals accounts.

Applicants will normally be required to produce evidence (e.g. receipts, photos, press reports) to prove that the grant has been used for the purposes intended within the financial year that the grant has been paid, or exceptionally for a longer period defined by STC. Failure to do so will prejudice future applications.

Applications will not be considered in retrospect.

Saltash Town Council reserves the right to change these rules at any time and without notice.

CHECKLIST

Please note, prior to submission of your application, please ensure that you have enclosed and complied with the following:

- Signed and completed application form
 - Bank account details
 - Copy of full audited accounts
 - Estimates/quotes (project specific)
 - Registered charity/company number *Not Applicable.*
- See attached and additional information.*

I hereby submit my application and confirm that I have enclosed the above:

Signed *- LVAA Secretary.*

Dated *21st July 2017.*

If you have not submitted any of the above, your application will not be considered and will be returned to you.

if you require any further information, please do not hesitate to contact me. Many thanks.

Amended 22.06.17
BP/jra

LYNHER VIEW ALLOTMENT ASSOCIATION.

ASSOCIATION EQUIPMENT STOLEN IN BREAK - IN 10 / 11 JULY 2017.

1. EFCO E2 HUNTER 53 MOWER. Self - propelled, green deck, black engine housing. SERIAL NUMBER 53L122626. Purchased 5 / 3 / 2015. Cost £ 269.99
2. TANAKA TBC - 230 STRIMMER. SERIAL NUMBER B021962. Purchased 15 / 9 / 2009. Cost £ 250.00
3. MANTIS TILLER (Rotovator). SERIAL NUMBER 7263 - 15 - 14 (also numbered 1101026134). Purchased 15 / 6 / 2010. Cost £339.00
4. BATTERY OPERATED HEDGE TRIMMER - Black and Decker. SERIAL NUMBER 200449BM. Gift (2nd hand) - no cost to Assoc.
5. 5 litres petrol purchased 7 / 7 / 2017 plus petrol can. Cost £ 5.80 (petrol) plus £ 6.25 (can).
6. VISOR / EAR DEFENDERS purchased 15 / 9 / 2009. Cost £ 20, 50
7. STRIMMER LINE purchased 9 / 10 / 2016. Cost £ 12.99

DAMAGED BEYOND REPAIR - 2 COMBINATION PADLOCKS purchased 2016 from Screwfix. Cost £ 45.98

TOTAL COST OF LOSSES TO LVAA £ 950.51

Peter Hunkin. Treasurer. 11 July 2017.

①

Saltash Town Council - Community Chest:Additional information to Application Form:① Exactly how the money would be spent.

The Lyher Vlen Allotment Association (LVAA) was formed in 2008. It took over the near derelict site at the Hearde, Saltash and over the last 9 years has developed it into a site which is admired by many passer-bys. It has been made secure by planting blackthorn, erecting fences where needed and installing strong gates.

Overnight 10th/11th July the site was broken into and the concrete shed where the LVAA's machinery and equipment was stored was forced open using boltcutters. The entire contents, right down to a can of petrol, were stolen. Total losses to the LVAA being £950.51 as per list dated 11 July 2017 prepared by our Treasurer, Peter Hunkin.

The money would be spent on a mower, strimmer and tiller. There are shared paths and a grassy parking area which need to be regularly cut to maintain the high standards and look of the site. Without this equipment the site would quickly become over-grown and unsightly and deter tenants from working their plots.

② What other funds do you have.

Over the last 9 years we have built up 'working/available' reserves of around £500.00. In fact, as at 31 Dec. 2016 an exact amount of £525.07. (see accounts)

②

In addition to 'working/available' reserves we have a Reserve Fund (in the form of Premium Bonds) of £800-00 which represents the annual rent due for 2016 which is paid in arrears.

Our plan is to cover the estimated costs of £950-51 by utilising the majority of our 'working/available' reserves and, hopefully, £500-00 from the Community Chest.

Going forward, the LVAA is likely to impose an additional levy on all its tenants, in addition to annual rents, of between £5 and £10-00 to cover new security measures as advised by Devon & Cornwall police i.e. cameras, barriers and locks.

① What visible benefits will your project give to the town.

- Without this machinery + equipment the site would quickly become over-grown and be at risk of closing. Support of funds from the Community Chest would ensure the site is maintained and this would mean the Council's targets to provide allotments is met.
- There is a real sense of community amongst the tenants, almost a community within the community of Saltash. The principal aim of the LVAA. "is to provide for all members, without distinction of sex, sexual orientation, age, disability, nationality, race, or political, religious or other opinions access to the pursuit of gardening as a recreation and to promote good health, a good diet, education and a community fellowship".

③

- The site is clearly visible to those walking down the public access lane to the Hearde and beyond. Regularly people stop, enquire and admire the site, it's something they feel proud to be part of / have within their community. As a result we have a constant waiting list of people wanting to join the LVA and enhance their health & well-being.
- The ongoing operation of the site also has a number of other 'spin-offs' for the community e.g. it's adjacent to Churchtown Farm Community Nature Reserve and the growing of fruit, vegetables and flowers only supports and supplements what it's aims & objectives are. The LVA is always open to help in the Reserve's 'Discovery Days' by having a stall selling fresh fruit and vegetables and explaining to 'customers' where it came from and the benefits to health and wellbeing from gardening. Produce from tenants plots is sold at the gate during the summer months and all proceeds donated to local charities.

Saltash Town Council.
Re: P+R Meeting 17/10/17.



12 Sept 2017.

Dear Sir / Madam

Community Chest Application - LVAA.

Further to our recent application please find attached quotes/information in respect of the machinery we need to acquire. (www.sgs.engineering.com)

1. Strimmer. £87-99 + VAT.

2. Mower. £263-33 + VAT.

3. Tiller. £197-63 + VAT.

Many thanks.





Yours faithfully

R. T. Thomas.

R. T. THOMAS - LVAA Secretary.

Tel: 01752 840658.

email: nellyie_nenman@fiscali.co.uk.

 <p>(https://www.sgs-engineering.com/garden-tools/trimmers/sct501-52cc-five-in-one-multi-tool) 52cc 5in1 Cutting Multi Tool Garden Set: Chainsaw Trimmer Strimmer Brush Cutter (https://www.sgs- £108.29</p> <p>More Info Add to Basket</p>	 <p>(https://www.sgs-engineering.com/garden-tools/trimmers/sst260-rga-o-26cc-petrol-trimmer) 26cc Petrol Grass Strimmer / Trimmer with Safety Hat & 2-stroke Oil (https://www.sgs- £86.99</p> <p>More Info Add to Basket</p>
<p>NEW</p>  <p>(https://www.sgs-engineering.com/garden-tools/trimmers/sst520-rga-o-52cc-petrol-trimmer) 52cc Petrol Grass Strimmer / Brush Cutter / Trimmer with Safety Helmet & 2-stroke Oil (https://www.sgs- £87.99</p> <p>More Info Add to Basket</p>	<p>NEW</p>  <p>(https://www.sgs-engineering.com/garden-tools/trimmers/sct501-rga-o-52cc-five-in-one-multi-tool) 52cc 5in1 Cutting Multi Tool Garden Set with Safety Hat, 2-Stroke & Chain Oil (https://www.sgs- £133.99</p> <p>More Info Add to Basket</p>
<p>4.5 ★★★★★ Google Customer Reviews</p>	

Ryobi One+	1
PRICE RANGE	
£0 - £3999	2



(<https://www.sgs-engineering.com/hyundaiyobi-grass-trimmer>)
Hyundai HYT140
2.5kW 139cc 4-Stroke Petrol Garden Tiller & Cultivator (HYT140)
 (<https://www.sgs-engineering.com/hyundaiyobi-grass-trimmer>)
 hyt140-tiller-cultivator)
 £204.16
£197.63



(<https://www.sgs-engineering.com/rlt254cdso>)
Ryobi RLT254CDSO
25.4cc Petrol Grass Trimmer (RLT254CDSO)
 (<https://www.sgs-engineering.com/rlt254cdso>)
 £449.00
£129.98

2

Recently Viewed

(<https://www.sgs-engineering.com/sst260-rga-o-26cc-petrol-strimmer>)
26cc Petrol Grass Strimmer / Trimmer with
£86.99

(<https://www.sgs-engineering.com/sct501-52cc-five-in-one-multi-tool>)
52cc 5in1 Cutting Multi Tool Garden Set:
£108.29

(<https://www.sgs-engineering.com/sst520-rga-o-52cc-petrol-strimmer>)
52cc Petrol Grass Strimmer / Brush Cutter /
£87.99

(<https://www.sgs-engineering.com/sst520-rga-o-52cc-petrol-strimmer>)
52cc Petrol Grass Strimmer / Brush Cutt
£58.32

Our Address

Contact Us

4.3 ★★★★★
 Google
 Customer Reviews

3



Hyundai HYM51SP 20 inch/51cm 173cc, 3.8kW, 4-in-1 Self-Propelled Petrol Rotary Mower

High Quality Precision Engineering From SGS

[Read all 1 Review\(s\)](#)

Was: ~~£349.99~~

Sale: £263.33 (£316.00 Incl. VAT)

Product Code: HYM51SP



4.5 ★★★★★
Google
Customer Reviews

[tools/chainsaws\)](#)

[luxurygardenmower](#)



[Leaf Blowers \(/garden-tools/leaf-blowers\)](#)

[\(/garden-tools/leaf-blowers\)](#)

[Overview](#)
[Product Manual](#)

4.5 ★★★★★
Google
Customer Reviews

**SALTASH TOWN COUNCIL
COMMUNITY CHEST APPLICATION FORM**

Name of Community Group	Saltash Town Cricket Club
Person to contact	Ross Braund
Address:	
Telephone:	
Email address:	
Give details of exactly how the money would be spent if granted (continue on a separate sheet if necessary)	The money to be spent on the purchase of a fine scarifier to remove thatch from the cricket wicket at the clubs Landulph ground. Thatch is old grass which lies just below the surface of the wicket and creates unpredictable bounce which in some cases can be dangerous.
How much money do you want from the Community Chest Fund?	£520.00 (see attached quotes)
What other funds do you have?	The cricket club will contribute £50.00 towards the project
What other resources do you have (e.g. volunteer time, donated materials, access to tools and equipment)?	The cricket club has a dedicated groundsmen and assistants who help with cutting and rolling the outfield and marking the wicket throughout the season. They are all unpaid volunteers.
When do you plan to finish the project?	Removal of thatch is an ongoing process. The scarifier would be used on a regular basis throughout the autumn and winter months.
What visible benefits will your project give to the town	The visible benefits would be sport articles in the local newspapers and the Cornwall cricket league and to encourage more participants from the local area.
How will you report back to the Town Council on the success of your project?	We would provide inspection reports from the Cornwall association of cricket groundsmen.

How will you publicise Town Council support and the Community Chest?

We would publicise the Town Council support in the local newspaper, local notice board, town notice board and the Cornwall Cricket Board website.

How the grant will be paid

Saltash Town Council will make an offer of grant (which may be conditional) to successful applicants, who will then have 2 months to accept the grant on the terms offered. The grant will normally be paid in advance to the organisation. Money cannot be paid into individuals accounts.

Applicants will normally be required to produce evidence (e.g. receipts, photos, press reports) to prove that the grant has been used for the purposes intended within the financial year that the grant has been paid, or exceptionally for a longer period defined by STC. Failure to do so will prejudice future applications.

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Saltash Town Council reserves the right to change these rules at any time and without notice.

CHECKLIST

Please note, prior to submission of your application, please ensure that you have enclosed and complied with the following:

Signed and completed application form



Bank account details



Copy of full audited accounts



Estimates/quotes (project specific)

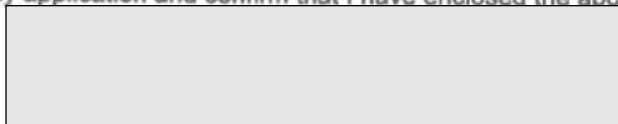


Registered charity/company number

.....

I hereby submit my application and confirm that I have enclosed the above:

Signed



.....

Dated

04/08/17



LWC Drinks Cornwall Cricket League

www.cornwallcricket.co.uk

ccf.play-cricket.com

Founded 1905 **President** : C. Rosevear **Chairman** : A P Kent **Vice-Chairman** : D. Eggins

Hon Secretary : K.V. Goldsmith, 2 Cowling Gardens, Menheniot, Liskeard PL14 3QJ **Tel**: 01579 346248

e-mail : keith-goldsmith@outlook.com

Hon Treasurer : C.N. Marsh, 17 Leat View, Saltash PL12 4UP **Tel**: 01752 840243 **e-mail**: chris.marsh@blueyonder.co.uk

2nd August 2017,

Dear Sir,

Re. Saltash Town CC

The Cornwall Cricket League fully supports the Cricket Clubs application to purchase a new petrol scarifier for their cricket wicket.

Over the past few years they suffered with inconsistent bounce on their cricket wicket which is caused by too much thatch, the scarifier will remove this thatch and make for a more enjoyable game of cricket.

Yours sincerely,
Keith Goldsmith
League Secretary

HAY TER SP 36 PETROL SCREIFOR
 MOWERS ON HWS - ON 01452 616169.

RRP £589.

MOW DIRECT 0345 4588 905
 £509

MOWER MAGIC 01522 690005
 £529.00

DELIVERY

LAWNMOWERS DIRECT 01603 255825

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try { window.flx1_instances['15547'].jQuery(function() {var axel = Math.random() + ""; var aFlx = axel * 100000000000000 document.write(' ');}) } catch(e) { if (window.flx1_instances ['15547'].debug()) { window.flx1_instances['15547'].log(e); } } try { window.flx1_instances ['15547'].jQuery(function() {var axel = Math.random() + ""; var aFlx = axel * 100000000000000 document.write(' ');}) } catch(e) { if (window.flx1_instances['15547'].debug()) { window.flx1_instances['15547'].log(e); } }
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RRP £589.00

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Manufacturer: Hayter

Delivery Charge: Free To UK Mainland

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Hayter SP36 Petrol Lawn Scarifier 110J (Hayter-SP36-Petrol-Lawn-Scarifier-CODE110J.html)

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Cricket

Thrilling Clive Rosevear T20 Cup final

Saltash's last ball joy

Drama as winning run comes after catch is dropped

SALTASH won the Clive Rosevear T20 Cup at Gorran on Sunday after a dramatic last over in which the winning run came off the last ball following a dropped catch by a Wadebridge fielder.

Saltash looked very well placed at 107 for three off 13 overs in pursuit of 120 to win, needing 23 off 30 balls with seven wickets in hand. But that became six off the last over - with seven wickets down. It looked all over when a first ball single from David Bolland was followed by an edge for four by Mark Hutchings to tie the scores. But then it went, dot, run out, dot, to take it to the last ball. The delivery was spooned up by Saltash captain Ross Braund and went straight towards fielder Sam Gerry. But it slipped through his fingertips

and the Saltash celebrations started. Had the scores been tied a super over would then have been played. It is the fourth time in the competition's 30 years that Saltash have won it - and they are the first club to retain it. The teams had advanced from their respective semi-finals against Gorran and Dugie. Wadebridge captain Tom Wood won the toss and elected to bat. They opened with Matt Bennetts and Neil Menseer, who only two weeks ago scored 49 out of the 58 required to beat Saltash in their league match. Braund took on board the previous league match hiding and placed the two fielders allowed outside the ring during the power-play overs in Menseer's leg-side arc with opening bowlers, Blaze Eigenmann and Dave 'hoes' Bolland, bowl-



SALTASH Town pictured with the T20 trophy. Back row, left to right: Ian Stevenson, Chris Simpson, Mark Hutchings, David Bolland, Mike Hodge, Nick Carpenter. Front row, left to right: Eddie Dann, Blaze Eigenmann, Ross Braund (captain), Jonny Trembath, Adam Stevenson

ing outside of his off stump. The plan soon worked when Menseer was caught behind by stand-in keeper Mark Hutchings off the bowling of Eigenmann. Bennetts continued where he left off in the semi-final, timing the ball well and scoring at a good rate until the inspired introduction of Mike Hodge. Hodge produced a jaffa of an inswinger to clean bowl Bennetts. He conceded a further

10 runs in his four overs to end up with his most economical T20 figures of 4-0-17-4. Chris Simpson, at the other end, took two wickets in successive balls and a run out followed at the end of the same over when Hodge threw the ball in that was gathered superbly by Hutchings behind the stumps. Wood rebuilt the innings with the odd boundary and strong running between the wickets but a further

run out and some excellent tight bowling and fielding restricted Wadebridge to 138 for seven. The Saltash reply got off to a mixed start with star batsman, Simpson, looking to get the team off to a flyer, hitting the first ball for four, only to then be caught at long off the next ball. Opener Nick Carpenter and Eigenmann both allowed themselves some time to get capitalised on every loose ball. Eigenmann took a liking to left arm spinner Mennehnick, who had decent figures in the semi-final, and dispatched his first ball for six. Carpenter, however, was soon caught in two minds and chipped a simple catch to cover. His departure saw Adam Stevenson come to the crease. With the score on 100 for two with five overs



SALTASH captain Ross Braund receives the trophy from Cornwall Cricket League president and competition sponsor, Clive Rosevear

remaining, Wadebridge introduced young bowler, Jack Sander. A couple of balls into his spell, Sander clean bowled Eigenmann for 52, bringing Jonny Trembath to the crease and Stevenson seemed to take the game away from Wadebridge hitting more than 10 an over for the next two overs. Victory seemed a formality but Trembath was run out for 12. Saltash were cruising at 122 for four needing only seven to win off the final three overs. This brought about a collapse aided by tight bowling and fantastic fielding by Wadebridge, allied to Saltash batsmen Hodge and Eddie Dann not troubling the scorers.

The impressive Sander bowled Hodge and Dann and finished with figures of 3-0-6-3. At the other end, Stevenson was bowled by skipper Wood. Only one extra was scored in the 10th and 10th overs, leaving new to the crease batsman Hutchings and Bolland to get six runs off the final over. It was a mighty close run thing.

SCOREBOARDS

T20 Cup final

Table with 2 columns: Player Name and Score. Includes Wadebridge players like M Menseer, M Bennetts, J Dyer, M Hutchings, C Simpson, T Wood, D Trembath, J Dann, and Adam Stevenson.

SALTASH TOWN

Table with 2 columns: Player Name and Score. Includes Saltash players like C Simpson, M Hutchings, N Carpenter, A Eigenmann, T Wood, M Hodge, T Dann, J Bolland, M Hutchings, and R Braund.

COUNTRY ONE

Table with 2 columns: Player Name and Score. Includes players like J Latham, R Dyer, H Sander, R Braund, J Trembath, J Dann, J Bolland, and A Stevenson.

CALLINGTON

Table with 2 columns: Player Name and Score. Includes players like A Liddy, A Probert, R Braund, A Jones, C Cooke, J Dann, and Adam Stevenson.

The dramatic final over...

Wadebridge captain Tom Wood bowling, with all fielders inside the circle, Bolland manages to scramble a single off the first delivery, 124-7.

Hutchings plays and misses. No run, 124-7.

Hutchings tortuously edges wide of the keeper for four runs, much to the relief of the

Saltash team members watching on. Score level, 128-7.

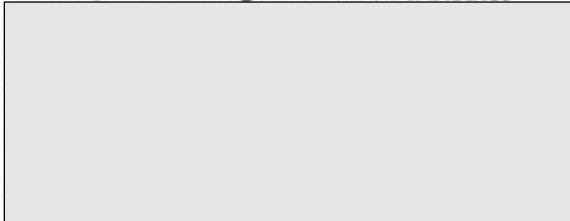
Hutchings blocks and he and Bolland set off for a suicidal single, with Bolland run out by a country mile, 128-8.

Skipper Ross Braund enters at number 10 to face ball five, which he wets at, but fails to make any contact. There is no run, 128-8.

Agenda No. 8b



The Royal British Legion – Saltash & District



RECEIVED
19 JUL 2017

Date: 10th July 2017

Saltash Festival Fund Committee
Guildhall
Saltash
Cornwall

Dear Sir/Madam,

Re: Annual Festival of Remembrance Concert to launch the Poppy Appeal.

As the new Social & PR Secretary for the Saltash & District branch of the Royal British Legion, I am writing to you enclosing our application for Festival Funding, in order to launch this year's Poppy Appeal here in Saltash, with our Annual Festival of Remembrance event at the Wesley Church on the 28th October 2017.

I do hope the Committee look favorably on this application, as without the Festival Funding, we would not be able to stage this event which brings the Saltash Community together at this poignant time of year.

Any queries, please do not hesitate to contact me.

Yours faithfully



Ms Carolann Pabst
Saltash & District – Social & PR Secretary

Enc.



SALTASH TOWN COUNCIL FESTIVAL FUND APPLICATION FORM

1. Name of Organisation	Royal British Legion - Saltash & District Branch																												
2. Contact Name	Ms Carolann Pabst - Social & PR Secretary																												
3. Contact Address																													
4. Telephone numbers																													
5. Email address																													
6. Name of Event	Festival of Remembrance Concert (to launch Poppy Appeal)																												
7. Date(s)	28th October 2017																												
8. Description of Event	<p>The Annual Festival of Remembrance is organised by the registered charity - The Royal British Legion. The Concert will launch the 2017 the Poppy Appeal within the Saltash & District area. It will engage local residents and dignitaries, both young and old within the community as they come together to remember and celebrate those who gave their lives for our town and country. The Concert will include the Saltash Town Band, Saltash Ladies Choir, Burraton Male Voice Choir, amongst other groups/leaders from within the Town and County, parading their Banners & Standards for a blessing by the RBL Chaplain, and we do hope that you will be able to support us by funding the event.</p>																												
9. Amount of funding Requested <i>(Itemise expenditure up to level sought)</i>	<table border="0"> <thead> <tr> <th align="left">Item</th> <th align="right">Cost</th> <th align="right">£</th> </tr> </thead> <tbody> <tr> <td colspan="3">Our budget is:</td> </tr> <tr> <td>Cost to hire Wesley Church</td> <td align="right">143.00</td> <td></td> </tr> <tr> <td>Cost to hire Saltash Town Band</td> <td align="right">200.00</td> <td></td> </tr> <tr> <td>Cost to hire Saltash Ladies Choir</td> <td align="right">50.00</td> <td></td> </tr> <tr> <td>Cost to hire Burraton Male Voice Choir</td> <td align="right">50.00</td> <td></td> </tr> <tr> <td>Estimated cost for Printing Programmes & Tickets</td> <td align="right">40.00</td> <td></td> </tr> <tr> <td>Estimated cost of Advertising & Promotion Banners</td> <td align="right">60.00</td> <td></td> </tr> <tr> <td> Estimated total</td> <td align="right"> £543.00</td> <td></td> </tr> </tbody> </table>	Item	Cost	£	Our budget is:			Cost to hire Wesley Church	143.00		Cost to hire Saltash Town Band	200.00		Cost to hire Saltash Ladies Choir	50.00		Cost to hire Burraton Male Voice Choir	50.00		Estimated cost for Printing Programmes & Tickets	40.00		Estimated cost of Advertising & Promotion Banners	60.00		 Estimated total	 £543.00		
Item	Cost	£																											
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 Estimated total	 £543.00																												
Continue if necessary on separate sheet if necessary																													
10. When is the funding required ?	30th September 2017																												

<p>11. To whom have you applied/intend to apply for other grants related to this application?</p>	<p>We are seeking this grant solely from Saltash Festival Funds, however as this event will be promoted throughout the County it will highlight Saltash Council's participation in this annual event</p>
<p>12. Attached - previous year's report / accounts <i>(Delete as appropriate, or explain if not attached)</i></p>	<p>Please see attached</p>

Signed

[Redacted Signature]

Date

10th July 2017

CHECKLIST

Please note, prior to submission of your application, please ensure that you have enclosed and complied with the following:

- Signed and completed application form
- Bank account details [Redacted]
- Copy of full audited accounts Copy of account statements from last year's event
- Estimates/quotes (project specific)

I hereby submit my application and confirm that I have enclosed the above:

Signed

[Redacted Signature]

Date

10th July 2017

FESTIVAL OF REMEMBRANCE 2016

RECEIPTS

DATE 2016/2017	ENTRY	Cash	Bank	Bk Cr	PV No	TOT	Grant & Donations	Ticket Sales	Raffle	Notes
October	Ticket Sales	250.00			038			250.00		
October	Raffle	84.00			038				84.00	
October	Ticket Sales (Piglets)	50.00			038			50.00		
October	To Bank from Cash		384.00	033	038	384.00				
October	Saltash Town Council		492.00		034		492.00			
		384.00	816.00			384.00	492.00	300.00	84.00	

PAYMENTS

DATE 2016/2017	ENTRY	Cash	Bank	Chq	PV No.	TOT	Band & Choir	Sundry Expenses	To Poppy Appeal	Venue	Notes
November 30	Saltash Wesley Meth Church		10.00		014	10.00					Programmes & Printing
October	Saltash Ladies Choir		50.00		047	50.00	50.00				
October	Saltash Town Band		150.00		048	150.00	150.00				
October	Burraton Male Voice Choir		50.00		049	50.00	50.00				
November	Saltash Wesley Meth Church		143.00		020	143.00				143.00	Venue Hire
October	From Cash to Bank	384.00			033	384.00					
January	To Poppy Appeal		413.00		016				413.00		Balance after Event
		384.00	816.00			384.00	250.00	80.00	413.00	143.00	
		0.00	0.00								
		384.00	816.00								

FESTIVAL OF REMEMBRANCE 2016

Receipts

Saltash Town Council 432.00
Ticket Sales 300.00
Raffle 84.00

Payments

Printing of Programmes & Tickets 10.00
Saltash Wesley Methodist Church 148.00
Town Band 150.00
Saltash Ladies Choir 50.00
Burraton Male Voice Choir 50.00
Saltash RSL Poppy Appeal 413.00

816.00816.00

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SALTASH TOWN COUNCIL FESTIVAL FUND APPLICATION FORM

1. Name of Organisation	Kalan Gwav	
2. Contact Name	Wendy Child	
3. Contact Address		
4. Telephone numbers		
5. Email address		
6. Name of Event	Kalan Gwav 2017	
7. Date(s)	4th November 2017	
8. Description of Event	Free Community Event celebrating the Celtic festival of the 1st day of winter, finishing with a public fireworks display.	
9. Amount of funding Requested (Itemise expenditure up to level sought) Continue if necessary on separate sheet if necessary	Item	Cost £
	fireworks	£1000.00
10. When is the funding required ?	October 2017	

11. To whom have you applied/intend to apply for other grants related to this application?	F.E.A.S.T Cornwall Council Ongoing fundraising by the committee
12. Attached - previous year's report / accounts <i>(Delete as appropriate, or explain if not attached)</i>	

Signed



Date

31/7/17

CHECKLIST

Please note, prior to submission of your application, please ensure that you have enclosed and complied with the following:

Signed and completed application form



Bank account details



Copy of full audited accounts



Estimates/quotes (project specific)



Registered charity/company number

.....

I hereby submit my application and confirm that I have enclosed the above:

Signed



Date

31/7/17

If you have not submitted any of the above, your application will not be considered and will be returned to you.

For and on behalf of Saltash Town Council

..... Date

For and on behalf of Organisation/Group

..... WA Child Date 31/7/17

EXPENDITURE

Brandon Hire (Lighting & Portaloos)	604.08
First Responders (Medical cover)	180
Fireworks (exc VAT)	1000
2,000 leaflets	53
Love Saltash artwork and centre spread	250
Observer (Publicity October issue)	100
Rubber Band	350
Prizes for apple products/scarecrows	0
	2537.08

INCOME

Saltash Town Council	1000
FEAST	850
Saltash United Football Club	200
Donations on night	553
	2603

CELEBRATION PYROTECHNICS

*where timing & choreography
make the difference*



Celebration Pyrotechnics
5 Priory Road
Bodmin
Cornwall
PL31 2AJ

Tel: 01208 78790
www.celebrationpyro.com

Saltash Town Council,
The Guildhall,
12 Lower Fore Street,
Saltash,
Devon.
PL12 6JX

8th November 2016

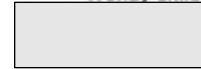
Invoice 1564

Re: Firework Display - Saturday 5th November 2016

To provide, set up and fire a display as agreed:	£1,000.00
VAT:	£200.00
Total:	£1,200.00
Less Deposit Paid:	£0.00
Total Payable:	£1,200.00

**Please make cheques payable to Celebration Pyrotechnics Ltd.
or pay direct to: HSBC, 40-12-22, A/C 01390899**

Wendy Child



26th September 2017

Cllr. Bill Phillips
Chair, P&R Committee,
Saltash Town Council
The Guildhall
Lower Fore Street
Saltash PL12 6JX

26 SEP 2017

RE: Supporting document for Kalan Gwav application to Festivals Fund

Dear Cllr. Phillips,

I am writing to provide some background in support of the application for funding for the Kalan Gwav Festival.

In 2016, a team of volunteers worked together to stage a highly successful public firework display, the first one in Saltash for over 20 years. We used the event as a vehicle to celebrate our Cornish heritage, succeeding in drawing down funding from the Arts Council and Cornwall Council to create a 'Wassail' song specially for Saltash. An estimated 3,000 people came to the event, and we received extremely positive feedback. So positive, in fact, that we have decided to try and make it an annual event in the town's calendar.

Throughout the year, we have been fundraising by having a presence at various local events, including the May Fair and Regatta. We have approached various businesses for sponsorship, and have also approached Cornwall Council for funding. All relevant risk assessments have been carried out, medical services have been engaged, and the documents for this year's event have already been approved by the licensing authority, the police and Cornwall Council.

St. Stephen's Primary School has kindly agreed to allow the fireworks to be let off from their school grounds, meaning that safety to the public can be guaranteed. We intend to engage Celebration Pyrotechnics to stage the display. This is the same company that provided the fireworks at Kalan Gwav 2016, staged the firework display off the Brunel Bridge in 2013, and has provided fireworks at recent Christmas Festivals in Saltash. It is the company used by Cornwall Council to lead firework safety workshops.

Again: this event is being organised by volunteers for the general public. The firework display will be free, and the event provides a fundraising opportunity for local clubs such as Girlguiding Saltash and the Football Club, as well as enhancing community cohesion through 'attractions' such as the Bake-Off and the Scarecrow competitions (which are free to enter). We hope you will be able to support our application for funding.

Please do not hesitate to contact me should you have any further questions.



Wendy Child
Honorary Treasurer, Kalan Gwav

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SALTASH TOWN COUNCIL FESTIVAL FUND APPLICATION FORM

1. Name of Organisation	SALTASH MUSIC, SPEECH & DRAMA FESTIVAL						
2. Contact Name	PHIL TAYLOR - CHAIRMAN						
3. Contact Address							
4. Telephone numbers							
5. Email address							
6. Name of Event	SALTASH MUSIC, SPEECH & DRAMA FESTIVAL						
7. Date(s)	22 JANUARY 2018 TO 3 FEBRUARY 2018 INCL						
8. Description of Event	A COMPETITIVE FESTIVAL OF THE ARTS OF SPEECH, DRAMA & MUSIC ADJUDICATED BY PROFESSIONAL ADJUDICATORS.						
9. Amount of funding Requested <i>(Itemise expenditure up to level sought)</i> Continue if necessary on separate sheet if necessary	<table> <thead> <tr> <th>Item</th> <th>Cost</th> <th>£</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>1000</td> </tr> </tbody> </table> <p>AS CAN BE SEEN FROM THE ATTACHED ACCOUNTS, WE UNFORTUNATELY WERE UNSUCCESSFUL WITH OUR APPLICATION FOR FUNDING AND SUBSEQUENTLY MADE A LOSS OF OVER £900. THE FESTIVAL COSTS £6000 TO STAGE ∴ IT CANNOT EXIST IF LOSSES OF APPROX. £1000 ARE EXPERIENCED. THE FESTIVAL, SHOULD IT SUSTAIN ANOTHER SUCH LOSS, MAY HAVE TO CEASE TO EXIST.</p>	Item	Cost	£			1000
Item	Cost	£					
		1000					
10. When is the funding required ?	MID JANUARY 2018						


11. To whom have you applied/intend to apply for other grants related to this application?	NONE
12. Attached - previous year's report / accounts <i>(Delete as appropriate, or explain if not attached)</i>	ACCOUNTS FOR 1/7/2016 TO 30/6/2017 FULLY AUDITED

Signed 

Date 4 SEPTEMBER 2017

CHECKLIST

Please note, prior to submission of your application, please ensure that you have enclosed and complied with the following:

- Signed and completed application form
- Bank account details *PLEASE CONTACT TREASURER MR. COLIN DAKES* 
- Copy of full audited accounts
- Estimates/quotes (project specific) *PLEASE SEE EXPENDITURE ON ATTACHED ACCOUNTS*
- Registered charity/company number *1046226.....*

I hereby submit my application and confirm that I have enclosed the above:

Signed 

Date 4 SEPTEMBER 2017

If you have not submitted any of the above, your application will not be considered and will be returned to you.

SALTASH TOWN COUNCIL FESTIVAL FUND APPLICATION FORM

1. Name of Organisation	Saltash Community Flood Forum				
2. Contact Name	Sue Hooper MBE (Chairman)				
3. Contact Address					
4. Telephone numbers				Evening : SAME	
5. Email address					
6. Name of Event	Autumn Serenade – Fund raising Concert				
7. Date(s)	November 25 th 2017				
8. Description of Event	Autumn concert to raise funds for the Saltash Community Flood Forum				
9. Amount of funding Requested <i>(Itemise expenditure up to level sought)</i>	Item	Cost	£		
	Hire of Guildhall		144.00		
	Poster/Flyers/ <i>Banner</i>		153.20		
	Stationery and envelopes etc. and stamps for mailing list		76.00		
		Total	373.20		
	<u>NB we have not asked for the VAT on the Banner</u>				
Continue if necessary on separate sheet if necessary					

10. When is the funding required ?	As soon as possible please so that we can get the flyers/posters/banner produced. Also to get the mailing letters out to concert goers on our data base.
11. To whom have you applied/intend to apply for other grants related to this application?	There are no other applications planned. However, volunteer time and sponsors of concert refreshments total around £250
12. Attached - previous year's report / accounts <i>(Delete as appropriate, or explain if not attached)</i>	(TO FOLLOW ASAP) The Flood Forum has applied to Lloyds Bank for a Community Account. We are expecting our account very shortly. We are a relatively new Saltash Organisation. The SCFF was set up to provide an outstanding service to the whole of the Saltash Community. We act as a watchdog regarding potential flooding issues and act as consultees on planning matters where and when appropriate. The SCFF also keeps the Neighbourhood Plan team in touch with our research, speakers and copies of all our responses to Cornwall's own consultations on Cornwall/Local plans. It has been said by the Environment Agency Officers, that our work in Saltash should be valued as a knowledgeable resource.

Signed

..... 

Date

...28th September

2017.....

CHECKLIST

Please note, prior to submission of your application, please ensure that you have enclosed and complied with the following:

Signed and completed application form

tick

Bank account details

await

Copy of full audited accounts

new organisation

Estimates/quotes (project specific)

tick

Registered charity/company number

.....N/A.....

I hereby submit my application and confirm that I have enclosed the above:

Signed 

Date28th September
2017.....

If you have not submitted any of the above, your application will not be considered and will be returned to you.

CONDITIONS OF GRANT

Saltash Town Council may withhold further payments of the grant and will be entitled to reclaim from you amounts already paid if any of the following events occur:

1. Any of the terms and conditions of this agreement are not complied with.
2. Any information given to Saltash Town Council either in the application or at any time and concerning the approved project is found to be incorrect.
3. There has been any financial impropriety by you or anyone connected with the project.
4. You fail to provide information regarding the project within the timescales prescribed in this letter or in any other communication to you.
5. The grant paid has not been used towards the completion of the approved project.
6. You or anyone connected with the project become subject to a bankruptcy order, or in the case of a company go into liquidation whether compulsory or otherwise.
7. Any payment of grant has been made to you in error.

REPORTING PROCEDURES

On completion of the project you will provide Saltash Town Council with the details of your finished project. (This can be in the form of photos or a letter.)

OTHER CONDITIONS

You agree to co-operate in publicising Saltash Town Council and the Festival Fund.

ACCEPTANCE OF THIS OFFER

Acceptance of the terms and conditions of this offer will be indicated by you signing and returning one copy of this letter to Saltash Town Council. The offer remains open for a period of two months from the date of this letter. If acceptance does not take place

within this period, the offer will lapse and Saltash Town Council will be under no obligation to provide any grant assistance.

This letter should not be construed as giving any consents required for carrying out the project. Sponsoring organisations and other interested parties must ensure that they have the necessary authority (legislative or otherwise) for the activities proposed. All persons must comply with the law for the time being in force in the United Kingdom, and in particular must:

1. Take all necessary steps to secure the health, safety and welfare of all persons involved in the project.
2. Not unlawfully discriminate against any persons on the grounds of sex or race. The Commission for Racial Equality and the Equal Opportunities Commission have issued.
3. Codes of Practice giving guidance on the law and equal opportunities good practice in employment.

For and on behalf of Saltash Town Council

..... Date

For and on behalf of Organisation/Group

..... Date

**SALTASH COMMUNITY FLOOD FORUM
MISSION STATEMENT**

To meet quarterly or as often/less as is necessary.

Provide local information, and work with current bodies to offer vital information to those making the decisions re developments up stream of potential flood areas e.g. Local Authorities, Environment Agency, Cornwall Planning South West Water etc.

Representatives of these and other bodies may be invited to SCFF meetings if the Forum members feel such attendances would be helpful.

Be able to obtain information to ensure the most current calculations and models re flood prevention or alleviation are being used by the above bodies when making decisions.

Be able to seek assurances that suitable flood prevention is being put into place prior to any development starting and that it meets the required standards, with a regular maintenance programme adhered to.

Be able to support individuals and communities who are affected or potentially affected by flooding by providing practical advice and signposting to relevant bodies.

Investigate who is liable if flood prevention or alleviation fails and support people to proceed against these bodies.

To keep a watchful eye on potential flooding issues at Saltash Waterside and other vulnerable areas.

To ask questions on any proposed new flood prevention and/or improvements to existing schemes and to seek appropriate answers.

To feedback results of research, and experience, both historical and current, as and when considered relevant to the Saltash Neighbourhood Plan team.

Below as promised quote for print
Thank you
Sue

This e-mail and attachments are intended for above named only and may be confidential. If they have come to you in error you must take no action based on them, nor must you copy or show them to anyone; please e-mail us immediately at enquiries@saltash.gov.uk

Please note that this e-mail may be subject to recording and/or monitoring in accordance with the relevant legislation and may need to be disclosed under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004.

Security Warning: It is the responsibility of the recipient to ensure that this e-mail and any attachments are virus free. The Authority will not accept liability for any damage caused by a virus.

From: PrintMinor - Hello <hello@printminor.com>
Sent: 26 September 2017 07:48
To: sue hooper
Subject: Re: Quote please

Good Morning Sue,

Prices as follows:

1,000 flyers gloss double sided (A5 as usual) £76.00

100 Posters single sided (A3 as usual) £29.00

8ft X 2ft BANNER £48.20 + VAT

Many Thanks

Adam



SALTASH TOWN COUNCIL FESTIVAL FUND APPLICATION FORM

1. Name of Organisation	SALTASH WATERFRONT RESIDENTS ASSOCIATION SWRA																					
2. Contact Name	JOE ELLISON																					
3. Contact Address																						
4. Telephone numbers																						
5. Email address																						
6. Name of Event	WATERSIDE CHRISTMAS CAROLS EVENT																					
7. Date(s)	10TH DECEMBER 2017																					
8. Description of Event	CHRISTMAS CAROL SERVICE AROUND THE CHRISTMAS TREE AND FESTIVE FIREWORK DISPLAY																					
9. Amount of funding Requested (Itemise expenditure up to level sought) Continue if necessary on separate sheet if necessary	<table> <thead> <tr> <th>Item</th> <th>Cost</th> <th>£</th> </tr> </thead> <tbody> <tr> <td>25M XMAS TREE (X POLDATHIC)</td> <td></td> <td>100.00</td> </tr> <tr> <td>LABOUR (PUT UP, TAKE DOWN)</td> <td></td> <td>150.00</td> </tr> <tr> <td>FIREWORKS (OFF FERRY PIER) (TOM BRICKNELL CELEBRATION)</td> <td></td> <td>400.00</td> </tr> <tr> <td>CHILDRENS SWEETS (LIDL)</td> <td></td> <td>25.00</td> </tr> <tr> <td>PA HIRE</td> <td></td> <td>60.00</td> </tr> <tr> <td style="text-align: right;">TOTAL</td> <td></td> <td><u>735.00</u></td> </tr> </tbody> </table>	Item	Cost	£	25M XMAS TREE (X POLDATHIC)		100.00	LABOUR (PUT UP, TAKE DOWN)		150.00	FIREWORKS (OFF FERRY PIER) (TOM BRICKNELL CELEBRATION)		400.00	CHILDRENS SWEETS (LIDL)		25.00	PA HIRE		60.00	TOTAL		<u>735.00</u>
Item	Cost	£																				
25M XMAS TREE (X POLDATHIC)		100.00																				
LABOUR (PUT UP, TAKE DOWN)		150.00																				
FIREWORKS (OFF FERRY PIER) (TOM BRICKNELL CELEBRATION)		400.00																				
CHILDRENS SWEETS (LIDL)		25.00																				
PA HIRE		60.00																				
TOTAL		<u>735.00</u>																				
10. When is the funding required ?	BY END NOV. 2017																					

<p>11. To whom have you applied/intend to apply for other grants related to this application?</p>	<p>SWRA WILL PROVIDE 3 x LIT ARTIFICIAL TREES FOR LIVEWIRE/ASHTORRE/JUST BE AT A COST OF £280 F</p>
<p>12. Attached - previous year's report / accounts (Delete as appropriate, or explain if not attached)</p>	<p>ATTACHED</p>

Signed



D.C. ELLISON (CHAIR)

Date

05/10/17

CHECKLIST

Please note, prior to submission of your application, please ensure that you have enclosed and complied with the following:

Signed and completed application form



Bank account details



Copy of full audited accounts



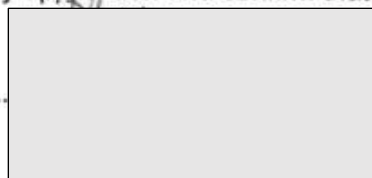
Estimates/quotes (project specific)



Registered charity/company number



I hereby submit my application and confirm that I have enclosed the above:



Signed

Date

05/10/17

If you have not submitted any of the above, your application will not be considered and will be returned to you.

Agenda No. 10

31st August 2017

Saltash Town Council
The Guildhall
12 Lower Fore Street
Saltash
Cornwall
PL12 6JX

Dear Sinead,

Re: - Annual monitoring fee for public access defibrillator cabinets

Further to our recent email conversation, I wanted to highlight the annual fee that is occurred with the monitored cabinets within the Saltash area.

We install our monitored cabinets on behalf of the charity FLEET, whose aim is to install public access defibrillator cabinets within every town and village throughout Cornwall. Our cabinets have monitoring equipment within them which allows the cabinet to be monitored 24/7 and allows us to know that the cabinet and the defibrillator are rescue ready as and when required.

This monitoring costs £160+VAT (£192) per year, which is cheaper than current costs from AED locator who monitor the cabinet for you at the hearing bloom. We are also able to change that cabinet to our system should the town council wish. There is an additional one off change over fee of £125+VAT (£150) for this change over.

This would allow the town council to save money each year on the current AED locator monitoring costs which are £315+VAT (£378)

We would like to thank the town council for your support in installing the cabinets within the Saltash area, and hope you are willing to support the annual monitoring fee for the cabinet at the Appleby Westward group. Jack Phelan has worked very hard to raise the required funds to purchase the cabinets within the area.

Duchy Defibrillators
Tremerrans, Gweal-An-Top, Redruth, Cornwall, TR15 2DS
www.duchydefibs.co.uk hello@duchydefibs.co.uk

Kind regards

A handwritten signature in black ink that reads "A. Odgers".

Alan Odgers

Duchy Defibrillators

Duchy Defibrillators confirmed that the 2016/17 Mayors Cadet raised funds to purchase the cabinet located on Forge Lane Saltash and that STC agreed to pay the annual monitoring fee as the Council does for the cabinet located outside Bloom Hearing on Fore Street.

There is no minute confirming the approval of the annual monitoring fee therefore I ask the council for **APPROVAL**.

Details as follows:INVOICE

Date: 8th August 2017

Your ref: - Annual Monitoring fee

Our ref: - JN033

Client: - Saltash town council, 12 Lower Fore Street, Saltash, Cornwall, PL12 6JX

Cabinet location: - Appleby Westward Group Ltd, Forge Lane, Saltash, PL12 6LX

Description: - Supply one years annual monitoring to the installed public access defibrillator cabinet

Annual monitoring fee	£160.00
VAT	£32.00
TOTAL	£192.00

GOOGLE MAPS

Cabinet Location: Appleby Westward Group Ltd (SPAR), Forge Lane, Saltash.



Letter from Duchy Defibrillators

Re: - Annual monitoring fee for public access defibrillator cabinets

Further to our recent email conversation, I wanted to highlight the annual fee that is occurred with the monitored cabinets within the Saltash area.

We install our monitored cabinets on behalf of the charity FLEET, whose aim is to install public access defibrillator cabinets within every town and village throughout Cornwall. Our cabinets have monitoring equipment within them which allows the cabinet to be monitored 24/7 and allows us to know that the cabinet and the defibrillator are rescue ready as and when required.

This monitoring costs £160+VAT (£192) per year, which is cheaper than current costs from AED locator who monitor the cabinet for you at the hearing bloom. We are also able to change that cabinet to our system should the town council wish. There is an additional one off change over fee of £125+VAT (£150) for this change over.

This would allow the town council to save money each year on the current AED locator monitoring costs which are £315+VAT (£378)

We would like to thank the town council for your support in installing the cabinets within the Saltash area, and hope you are willing to support the annual monitoring fee for the cabinet at the Appleby Westward group. Jack Phelan has worked very hard to raise the required funds to purchase the cabinets within the area.

Duchy Defibrillators

Tremerrans, Gweal-An-Top, Redruth, Cornwall, TR15 2DS

www.duchydefibs.co.uk

hello@duchydefibs.co.uk

Agenda No. 16***Legal Briefing***

L04-17

July 2017

Reform of data protection legislation- General Data Protection Regulation and Data Protection Bill**General Data Protection Regulation**

As explained in Legal Briefing L03-17, the EU regulation known as General Data Protection Regulation ("GDPR") will come into force on 25 May 2018. As an EU regulation, the GDPR has direct effect; no national legislation is required for its provisions to apply. L03-17 confirmed that preparations for compliance with the requirements of GDPR will have significant resource implications for councils but should not be delayed. Compliance will be difficult if councils leave preparations until next year.

Getting ready for GDPR

1. With reference to L03-17 and the Information Commissioner Office's ("ICO") guide entitled "Preparing for the General Data Protection Regulation (GDPR) 12 steps to take now" (available via the web link <https://ico.org.uk/media/1624219/preparing-for-the-gdpr-12-steps.pdf>), the 12 steps required by councils include the following.
 - i) Ensuring that all councillors are aware that the law is changing and appreciate the impact this is likely to have. Councils should identify the activities/areas that could cause compliance problems under the GDPR.
 - ii) Auditing and documenting the personal data that they hold, where the personal data came from and how it is used or shared. This exercise will require resourcing.
 - iii) Identifying the lawful basis for processing and retaining personal data, documenting this and updating privacy notices. Under the Data Protection Act 1998 ("the 1998 Act"), a privacy notice is a reference to particular information which an organisation is required to provide to individuals when it is processing their personal data. This information includes confirmation of the identity of the organisation (i.e. the data controller) and, if any, the identity of the person processing personal data on behalf of the organisation (i.e. the data processor), the purpose(s) for which personal data will be processed and any other information which is necessary in the specific circumstances to enable the data processing to be fair. GDPR includes a longer and more detailed list of information that

Page 1 of 5

National Association of Local Councils

Tel: 020 7637 1865 • Fax: 020 7436 7451 • e-mail: nalc@nalc.gov.uk • website: www.nalc.gov.uk



Legal Briefing

L04-17

July 2017

must be provided in a privacy notice. GDPR also requires privacy notices to be:

- × concise, transparent, intelligible and easily accessible;
- × written in clear and plain language, particularly if addressed to a child; and
- × free of charge.

Detailed advice about privacy notices is available from the ICO via <https://ico.org.uk/for-organisations/guide-to-data-protection/privacy-notices-transparency-and-control/privacy-notices-under-the-eu-general-data-protection-regulation/>. It includes guidance about how to write privacy notices. The ICO has also compiled examples of good and bad privacy notices which can be accessed via <https://ico.org.uk/media/for-organisations/documents/1625136/good-and-bad-examples-of-privacy-notices.pdf>

- iv) Reviewing how consents are sought, recorded, and managed. There is a fundamental difference between telling individuals how their personal data will be used and obtaining their consent for the same. Consents to a council must be freely given, specific, informed and unambiguous. There must be a positive opt-in consent cannot be inferred from silence, pre-ticked boxes or inactivity. It must also be separate from other terms and conditions, and there must be simple ways for people to withdraw consent.
 - v) Recruiting/procuring the services of a Data Protection Officer ("DPO") who is required by GDPR to have expert knowledge of data protection law and practices. To clarify L03-17, GDPR requires "public authorities" (which includes local authorities such as parish councils and, in Wales, community councils) to appoint a DPO. More information about the DPO is in the Annex.
2. Councils may use the ICO's self-assessment exercise in respect of compliance with GDPR. This is available via <https://ico.org.uk/for-organisations/resources-and-support/data-protection-self-assessment/getting-ready-for-the-gdpr/>.
 3. Councils should use the ICO's website for detailed and practical guidance about GDPR via <https://ico.org.uk/for-organisations/data-protection-reform>.

Page 2 of 5

National Association of Local Councils

Tel: 020 7637 1865 • Fax: 020 7436 7451 • e-mail: nalc@nalc.gov.uk • website: www.nalc.gov.uk



Legal Briefing

L04-17

July 2017

Data Protection Bill

At the opening of Parliament on 21 June 2017, the Government committed itself to the introduction of the Data Protection Bill. Parts of the 1998 Act would need to be repealed for data processing to be within the scope of the GDPR and it is necessary to ensure that the 1998 Act does not duplicate or create inconsistencies with the GDPR, because the GDPR will be directly applicable.

In respect of the Data Protection Bill, the Government said its key priorities were:

- × ensuring data protection rules were "suitable for the digital age";
- × empowering individuals to have more control over their personal data;
- × giving people the "right to be forgotten" when they no longer wanted an organisation to process their data - providing there were no legitimate grounds for an organisation retaining the data;
- × modernising data processing procedures for law enforcement agencies;
- × allowing police and the authorities to "continue to exchange information quickly and easily with international partners" to fight terrorism and other serious crimes;
- × ensuring the country met its obligations while a member of the EU, and would help the UK maintain its "ability to share data with other EU members states and internationally after we leave the EU" and
- × replacing the 1998 Act.

■ NALC 2017

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National Association of Local Councils

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ANNEX

a) What are the DPO's responsibilities?

The DPO's minimum tasks are defined in Article 39 of GDPR. These are below.

- × To inform and advise the organisation and its employees about their obligations to comply with the GDPR and other data protection laws;
- × To monitor compliance with the GDPR and other data protection laws, including managing internal data protection activities, advise on data protection impact assessments; train staff and conduct internal audits and
- × To be the first point of contact for supervisory authorities and for individuals whose data is processed (employees, customers etc.).

The DPO will therefore have an "internal" and "external" aspect to their role, and it will be important that these do not interfere with one another.

The appointed DPO must at all times have regard to "the risk associated with the processing operations, taking into account the nature, scope, context and purposes of processing." This is an overarching obligation which means that the role of the DPO will vary in proportion to the risks to the rights of individuals affected by the organisation's processing of personal data.

A DPO is not personally responsible in case of non-compliance with GDPR. Article 24 of GDPR makes it clear that data protection compliance is a responsibility of the data controller or the data processor.

b) Who may be appointed as the DPO?

Article 37(6) of the GDPR provides that the DPO may be an employee or external to the organisation, fulfilling the tasks on the basis of a service contract.

Where an employee is chosen as the DPO, there is nothing to prevent that individual from also performing other roles at the organisation, provided such roles do not affect his ability to adequately perform the role of DPO. The appointment of an internal DPO may also raise confidentiality and conflict of interest issues, and it will be important for organisations to develop policies and procedures to manage any such issues.

If the DPO is external, his function can be exercised based on a service contract with an individual or an organisation. Where an external DPO is selected, it will be

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important for organisations to ensure that the DPO is able to form productive relationships with internal stakeholders and colleagues in order to perform the DPO role adequately.

c) Does the DPO need specific qualifications?

Article 37(5) of the GDPR provides that the DPO shall have expert knowledge of data protection law and practices. This should be proportionate to the type of processing that the organisation carries out, taking into consideration the level of protection the personal data requires. In the case of a public authority, the DPO should have sound knowledge of the organisation's administrative rules and procedures.

The DPO's relevant skills and expertise should ideally include:

- × expertise in national and European data protection laws and practices including an in-depth understanding of the GDPR;
- × understanding of the processing operations carried out;
- × understanding of information technologies and data security;
- × knowledge of the business sector and the organisation and
- × ability to promote a data protection culture within the organisation.

d) Resources for DPO

Article 38(2) of the GDPR provides that depending on the nature of the processing operations and the activities and size of the organisation, the following resources should be provided to the DPO:

- × active support of the DPO's function by senior management ;
- × sufficient time for DPOs to fulfil their tasks;
- × adequate support in terms of financial resources, infrastructure (premises, facilities, equipment) and staff where appropriate;
- × official communication of the designation of the DPO to all staff;
- × access to other services within the organisation so that DPOs can receive essential support, input or information from those other services and
- × continuous training.

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