

Agenda no:	Item	Page no.	Notes
	Policy & Resources Committee Agenda	2	
6a	Finance Report	6	
6b	Budget Report Sheets	7-12	
9a	Community Chest Applications	13-15	
9b	Festival Fund Application	16-17	
12b	Notes from DOG meeting held 26.01.2017	18	
17	Letter from Ashtorre Rock	20	
20a	Neighbourhood Plan report	21	
20b	Road Safety Committee	22	
20dii	Notes from Property, Maintenance & Marketing Working Party meeting held 19.01.2017	23	



Saltash Town Council

Konsel an Dre Essa

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

15th February 2017

Dear Councillor,

I write to summon you to a meeting of the Policy and Resources Committee to be held at the Guildhall on Tuesday 21st February 2017 at 7.00pm.

Yours sincerely,

R Lane

Town Clerk

To:

W Phillips (Chairman)	Mrs H Frank (Mayor Ex Officio)
R Bickford	Mrs J Dent (Deputy Mayor Ex Officio)
J Ellison (Vice Chairman)	
Mrs S Hooper MBE	
A Killeya	
Mrs J Rance	
J Shepherd	
D Yates	All other councillors for information

AGENDA

1. Health and Safety Announcements
2. Recording of meetings – please notify the Chairman if you are intending to record this meeting
3. Apologies
4. Declarations of Interest:
 - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
 - b. To receive any declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting
 - c. To consider dispensations required
 - d. To Note an ongoing dispensation for Councillor Shepherd to act as Chairman of the Saltash Team for Youth.
5. Questions from the public
6. Finance:
 - a. Report from Finance Officer
 - b. To receive the current Committee budget statement
 - c. To receive a report on investments.
 - d. VAT
 - e. VAT partial exemption – years ended 31.03.2015 and 31.03.2016
7. Clerks report on delegated authority to spend
8. To consider the Community Chest and Festival Fund approval process
9. To consider Community Chest and Festival Fund applications
 - a.

Community Chest	
208 Saltash Rotary Club	£750
209 Saltash Maritime Cadets	£1500
210 Tamar Trotters Juniors	£555
 - b. Festival Fund

Cornwall International Male Choral Festival 2017 £250

10. S106 funding
11. Transportation (Bus/Train/Road)
12. Service Devolution and Asset Transfers
 - a. Notes from DOG meeting held on 26th January 2017
 - b. To consider accommodation options for Waterfront and Town Warden
13. Maurice Huggins Room
 - a. Building upgrade
 - b. Hire and lettings
14. Review of hall lettings & Registration of Guildhall as a Civic Ceremonies Venue (deferred from 13.12.2016)
15. To consider quotes for replacement of the Guildhall boiler
Pursuant to FTC 05.01.2017 Minute no. 398/16/17
16. Mayor Making Ceremony (Councillor Mrs Frank)
17. Ashtorre Rock – request for defibrillator to be installed outside public conveniences on Waterfront and offer of donation towards cost
18. To consider all future Remembrance Day Services to be held at Wesley Church (Councillor Mrs Frank)
19. Saltash Publicity Local Action Team – to consider options and prices for producing a Saltash Town Guide (Councillor Bickford)
20. To receive reports from Working Groups and Outside Bodies
 - a. Neighbourhood Plan Steering Group
 - b. Road Safety Committee
 - c. Anti-social Behaviour
 - d. Guildhall Property Maintenance and Marketing Working Party
 - i. Report on Heritage Centre
 - ii. Notes from meeting held 19th January 2017
21. Public Bodies (Admission to Meetings) Act 1960: To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public

and press leave the meeting because of the confidential nature of the business to be transacted.

22. As required or if necessary.
23. Public Bodies (Admission to Meetings) Act 1960: To resolve that the public and press be re-admitted to the meeting.
24. Urgent non-financial matters brought forward at the discretion of the Chair
25. Press Releases
26. Date of next meeting – Tuesday 18th April 2017

P & R Committee – 21st February 2017

6) Finance:

a. Report from Finance Officer

- All accounts and bank account reconciled up to 31st January 2017.
- Petty Cash is up to date and reconciled up to 31st January 2017.
- The setting of the Precept has now been completed and approved.
- The VAT Partial Exemption Calculation has been done and we are under the threshold.

b. To receive the current Committee budget statements

- See attached

c. To receive a report on investments

- £200,000 with Public Sector Deposit Fund
- £401,316 with Barclays Active Saver (£200,000 is Precept Funds that is gradually transferred to the Current Account as we need it)
- £203,464 with Lloyds Bank

d. VAT

- VAT Return was submitted for the period 01/10/2016 – 31/12/2016 and we have now received the VAT refund. Our next VAT Return is due on 7th May 2017 for the period 01/01/2017 – 31/03/2017.

e. To receive VAT Partial Exemption Calculation for the 2014/15 and 2015/16.

Saltash Town Council

Cover Sheet Budget Report - January 2017

Budget Report as at 31st January 2017										
Income	Received 2015/2016	Budgeted Income 2016/2017	From/to reserve	Received YTD 2016/17	Yet to Receive		Proposed Estimated Y/E Income	Proposed Budgeted Income 2017/2018	Forecast 2018/2019	Forecast 2019/2020
Burial Board : St. Stephen's	£ 15,972	£ 900	£ -	£ 5,820	£ -		£ 6,000	£ 6,180	£ 6,305	£ 6,435
Burial Authority : Churchtown	£ 9,370	£ 21,730	£ -	£ 6,635	£ 15,095		£ 10,000	£ 10,000	£ 10,200	£ 10,404
Services Committee	£ 4,653	£ 39,350	£ -	£ 5,202	£ 34,148		£ 6,312	£ 18,575	£ 18,947	£ 19,325
P&R Property	£ 11,963	£ 9,100	£ -	£ 7,524	£ 1,576		£ 9,170	£ 9,220	£ 9,404	£ 9,592
P&R General	£ 3,909	£ 2,800	£ -	£ 3,016	£ -		£ 3,000	£ 2,900	£ 2,958	£ 3,017
P&R Office	£ -	£ -	£ -	£ -	£ -		£ -	£ -	£ -	£ -
Staffing	£ -	£ -	£ -	£ -	£ -		£ -	£ -	£ -	£ -
Total	£ 45,867	£ 73,880	£ -	£ 28,197	£ 50,819		£ 34,482	£ 46,875	£ 47,814	£ 48,774
Expenditure	Spend 2015/2016	Budget 2016/2017	From/to reserve	Actual Spend YTD 2016/17	Actual Funds Available to date	Funds Available after Planned Spend	Proposed Estimated Y/E Spend	Proposed Budget 2017/2018	Forecast 2018/2019	Forecast 2019/2020
Burial Board : St. Stephen's	£ 1,309	£ 6,965	£ -	£ 1,097	£ 5,868	£ 5,755	£ 3,130	£ 6,465	£ 6,610	£ 6,761
Burial Authority : Churchtown	£ 22,412	£ 26,495	£ -	£ 23,297	£ 3,198	£ 3,164	£ 24,795	£ 24,855	£ 25,352	£ 25,859
Services Committee	£ 41,153	£ 142,820	£ -	£ 115,330	£ 27,490	£ 12,095	£ 81,717	£ 111,635	£ 113,868	£ 116,145
P&R Property	£ 17,413	£ 26,850	£ -	£ 16,898	£ 9,951	£ 9,943	£ 26,136	£ 29,275	£ 29,861	£ 30,458
P&R General	£ 84,558	£ 102,041	£ -	£ 57,414	£ 44,627	£ 27,017	£ 87,717	£ 106,057	£ 108,178	£ 110,342
P&R Office	£ 11,544	£ 15,140	£ -	£ 13,224	£ 1,916	£ 1,916	£ 15,374	£ 16,980	£ 17,330	£ 16,560
Staffing	£ 163,262	£ 213,632	£ -	£ 167,790	£ 45,842	£ 45,194	£ 205,921	£ 241,682	£ 246,516	£ 251,446
Total	£ 341,650	£ 533,943	£ -	£ 395,049	£ 138,893	£ 80,893	£ 444,790	£ 536,949	£ 547,714	£ 557,570
EMF expenditure	EMF b/f 2015/16	Budget 2016/2017	From/to reserve	Spend YTD 2016/17	Actual Funds Available to date	Funds Available after Planned Spend	Proposed Estimated Y/E Balance	Proposed Budget 2017/2018	Forecast 2018/2019	Forecast 2019/2020
Burial Board : St. Stephen's	£ 14,565	£ 500	£ -	£ 4,765	£ 10,300	£ 10,300	£ 10,300	£ 50,250	£ -	£ -
Burial Authority : Churchtown	£ 10,265	£ 11,200	£ 8,570	£ 13,023	£ 17,012	£ 16,083	£ 16,083	£ 2,500	£ -	£ -
Services Committee	£ 96,521	£ 79,825	£ 34,883	£ 18,208	£ 193,021	£ 172,537	£ 172,537	£ 36,650	£ -	£ -
P&R Property	£ 20,441	£ 72,570	£ 1,000	£ 9,637	£ 84,374	£ 82,294	£ 82,294	£ 34,290	£ -	£ -
P&R General	£ 34,863	£ 21,500	£ 5,000	£ 10,820	£ 50,543	£ 49,702	£ 49,702	£ 21,000	£ 5,000	£ 5,000
P&R Office	£ 531	£ 2,000	£ -	£ -	£ 2,531	£ 2,531	£ 2,531	£ 2,500	£ 1,500	£ 1,500
Staffing	£ 7,376	£ 10,000	£ -	£ 3,023	£ 14,353	£ 14,353	£ 14,353	£ -	£ -	£ -
Total EMF expenditure	£ 184,562	£ 197,595	£ 49,453	£ 59,476	£ 372,134	£ 347,799	£ 347,799	£ 147,190	£ 6,500	£ 6,500
Grand Total	£ 526,212	£ 731,538	£ 49,453	£ 454,525	£ 511,027	£ 428,693	£ 792,589	£ 684,139	£ 554,214	£ 564,070
STC Funds @ 31st January 2017								BALANCE	ESTIMATED INTEREST	MATURITY DATE
Barclays Current Account								£ 94,974		
Barclays Active Saver								£ 401,316		
Lloyds Current Account								£ 70		
Lloyds Investment - 12 months 1.05% pa								£ 101,857	£ 1,070	21/07/2017
Lloyds Investment - 12 months 1.05% pa								£ 101,607	£ 1,067	16/03/2017
Public Sector Deposit Fund - CCLA								£ 200,000	£ -	
Total								£ 899,824	£ 2,137	

Saltash Town Council

Burial Authority - Churchtown - Budget Report - January 2017

Code	Income Description	Received 2015/16		Budgeted Income 2016/17		Received YTD 2016/17	Yet to Receive		Comments	Proposed Estimated Y/E Income	Proposed Budgeted Income 2017/2018	Comments	Forecast 2018/2019	Forecast 2019/2020
	Income													
4612	Cemetery Fees	9,370		21,730		6,635	- 15,095			10,000	10,000		10,200	10,404
4614	Memorial Bench Income	-		-		-	-							
	Total Income	9,370	-	21,730		6,635	- 15,095			10,000	10,000		10,200	10,404
Code	Expenditure Description	Spend 2015/16		Budget 2016/17		Actual Spend YTD 2016/17	Actual Funds Available to date	Funds Available after Planned Spend	Comments	Proposed Estimated Y/E Spend	Proposed Budget 2017/2018	Comments	Forecast 2018/2019	Forecast 2019/2020
5653	Petrol	153		200		200	-	-		200	300		306	312
5654	Machinery Maintenance Costs	182		300		241	59	39		300	300		306	312
5655	Refuse Disposal Sacks	47		50		-	50	50		-	50		51	52
5656	Health & Safety	46		100		60	40	40		100	100		102	104
5657	General Site Maintenance	311		3,000		1,208	1,792	1,792	£3000 (Box Hedge, Tree Planting, Bedding Plants)	1,500	1,000		1,020	1,040
5658	Fire Extinguishers	18		50		-	50	50		50	50		51	52
5659	Miscellaneous Costs	-		100		-	100	100		100	100		102	104
5660	Hand Tool Costs	89		100		10	90	75		100	100		102	104
5661	Telephone - Groundsperson	-		250		60	190	190		100	125		128	130
5662	Tree Survey & Tree Maintenance	-		650		-	650	650		650	650		663	676
5628	Electricity Costs	181		250		133	117	117		250	250		255	260
5650	PLWB Loan Interest & Repayment	21,385		21,385		21,385	0	0		21,385	21,385	FIXED COST	21,813	22,249
5663	Water	-		60		-	60	60		60	300		306	312
5574	Memorial Bench (Expenditure)	-		-		-	-	-	Code used to offset income	-	-		-	-
	Security Alarm Maintenance	-		-		-	-	-		-	145		148	151
	Total Expenditure	22,412		26,495		23,297	3,198	3,164		24,795	24,855		25,352	25,859
Code	Ear Marked Reserves (EMF)	Spend 2015/2016	Balance B/F	Budget 2016/17	From/to reserve 2016/17	Actual Spend YTD 2016/17	Funds Available to date	Funds Available after Planned Spend		Proposed Estimated Y/E Balance	Proposed Budget 2017/2018	Comments	Forecast 2018/2019	Forecast 2019/2020
5178	Churchtown Cemetery Capital Works	-	5,065	5,700	3,512	3,888	10,389	9,460	Including Churchtown Water Pipe Brackets Work (£1500) + 5yr Repair Programme Figures (£5700)	9,460	-	Including Churchtown Water Pipe Brackets Work (£1500)	-	-
5619	EMF Replace Machinery & Equipment	3,748	5,595	2,500	5,058	8,640	4,513	4,513		4,513	2,500		-	-
5652	EMF Burial Administration	1,125	- 395	3,000	-	495	2,110	2,110	Digital Mapping System - to be discussed	2,110	-		-	-
	Total EMFs	4,873	10,265	11,200	8,570	13,023	17,012	16,083		16,083	2,500	-	-	-
	Grand Totals	27,285	10,265	37,695	8,570	36,320	20,210	19,247		40,878	27,355		25,352	25,859

Saltash Town Council

Burial Board - St. Stephens - Budget Report - January 2017

Code	Income Description	Received 2015/16		Budgeted Income 2016/17		Received YTD 2016/17	Yet to Receive		Comments	Proposed Estimated Y/E Income	Proposed Budgeted Income 2017/2018	Comments	Forecast 2018/2019	Forecast 2019/2020
	Income													
4600	Cemetery Fees	15,972		900		5,820	-			6,000	6,180	Burial of ashes plots at St. Stephens	6,305	6,435
4613	Memorial Bench Income	-		-		-	-			-	-		-	-
	Total Income	15,972		900		5,820	-			6,000	6,180		6,305	6,435
Code	Expenditure Description	Spend 2015/16		Budget 2016/17		Actual Spend YTD 2016/17	Actual Funds Available to date	Funds Available after Planned Spend	Comments	Proposed Estimated Y/E Spend	Proposed Budget 2017/2018	Comments	Forecast 2018/2019	Forecast 2019/2020
5611	Petrol	324		700		359	341	341		700	700		715	730
5612	Machinery Maintenance Costs	182		1,000		234	766	766		1,000	1,000		1,020	1,040
5614	Refuse Disposal Sacks	46		170		-	170	170		-	170		175	180
5616	Health & Safety	-		250		-	250	250		-	250		255	260
5617	General Site Maintenance	464		900		323	577	577		900	900		920	940
5618	Fire Extinguishers	-		100		-	100	100		100	100		105	110
5621	Miscellaneous Costs	75		170		15	155	155		15	170		175	180
5622	Hand Tool Costs	-		50		-	50	50		-	50		55	60
5623	Telephone - Groundspersons	50		125		-	125	125		50	125		130	135
5624	Tree Survey & Tree Maintenance	-		3,000		-	3,000	2,887		-	3,000		3,060	3,125
5665	Reinstatement of Antony Estate Boundary	-		500		165	335	335	Cherry Tree and Hedge	365	-	To be deleted	-	-
5575	Memorial Bench (Expenditure)	167		-		-	-	-		-	-		-	-
	Total Expenditure	1,309		6,965		1,097	5,868	5,755		3,130	6,465		6,610	6,761
Code	Earmarked Reserves (EMF)	Spend 2015/2016	Balance B/F	Budget 2016/17	From/to reserve 2016/17	Spend YTD 2016/17	Funds Available to date	Funds Available after Planned Spend	Comments	Proposed Estimated Y/E Balance	Proposed Budget 2017/2018	Comments	Forecast 2018/2019	Forecast 2019/2020
5627	EMF Repairs to Cemetery Wall	2,435	9,565	-	-	4,445	5,120	5,120		5,120	50,000	£50,000 (Cemetery Wall)	-	-
5666	EMF Grave Restoration	-	5,000	-	-	320	4,680	4,680		4,680	-		-	-
5576	EMF War Memorial (St. Stephens)	-	-	500	-	-	500	500		500	250		-	-
	Total EMFs	2,435	14,565	500	-	4,765	10,300	10,300		10,300	50,250		-	-
	Grand Total	3,744	14,565	7,465		5,862	16,168	16,055		13,430	56,715		6,610	6,761

Saltash Town Council

P&R General - Budget Report - January 2017

Code	Income Description	Received 2015/16		Budgeted Income 2016/17		Received YTD 2016/17	Yet to Receive		Comments	Proposed Estimated Y/E Income	Proposed Budgeted Income 2017/2018	Comments	Forecast 2018/2019	Forecast 2019/2020
4901	Bank Interest Received	3,909		2,800		3,016	-			3,000	2,900		2,958	3,017
4908	P & R Miscellaneous Income	-		-		-	-			-	-		-	-
	Total Income	3,909		2,800		3,016	-			3,000	2,900		2,958	3,017
Code	Expenditure Description	Spend 2015/16		Budget 2016/17	From/to reserve 2016/17	Actual Spend YTD 2016/17	Actual Funds Available to date	Funds Available after Planned Spend	Comments	Proposed Estimated Y/E Spend	Proposed Budget 2017/2018	Comments	Forecast 2018/2019	Forecast 2019/2020
5105	Bank Charges	394		600		369	231	231		400	620	FIXED COST	632	645
5106	Audit	1,250		2,100		1,405	695	695		2,100	2,500	FIXED COST	2,550	2,601
5110	Mayor Choosing	146		160		173	-	13	Overspend	173	-	Merge with 5111	-	-
5111	Civic Occasions (including Road Closures)	390		800	400	1,049	151	151	£400.00 from General Reserves	1,200	4,500		4,590	4,682
5112	Mayors' Allowance	4,600		4,600		3,800	800	800		4,600	4,600		4,692	4,786
5113	Councillors' Allowance	2,500		3,200		-	3,200	3,200		3,000	3,265	£204 per Councillor	3,330	3,397
5017	Insurance - Council	9,830		13,330		9,590	3,740	3,740		9,590	13,600	FIXED COST	13,872	14,149
5116	Youth Council	-		3,000		3,000	-	-		3,000	3,000		3,060	3,121
5119	Citizens' Advice Bureau	5,000		-		-	-	-		-	-		-	-
5128	Subscriptions	2,759		2,630		2,898	-	268	Fee Increases	2,898	3,250	FIXED COST	3,315	3,381
5141	Oyster Beds	1		1		-	1	1		1	1	FIXED COST	1	1
5150	Community Chest	2,769		10,450		4,138	6,312	6,312		7,500	7,500		7,650	7,803
5160	Website	120		520		532	-	12		532	530		541	552
5162	Councillor Expenses	18		520		40	480	480		40	530		541	552
5163	Health & Safety	2,435		3,600		2,793	807	807		3,000	3,700	£2250 (Ellis Wittam)	3,774	3,849
5164	Annual Report	-		410		-	410	410		-	420		429	437
5169	Miscellaneous	-		70		8	62	52		8	100		102	104
5171	Data Protection	35		40		35	5	5		35	45	FIXED COST	46	47
5173	Mayor's Badges	-		40		-	40	40		40	45		46	47
5175	Meet the People & Ward Consultation	-		-		-	-	-		-	-	Delete	-	-
5177	Freedom of the Town	-		-		-	-	-		-	-	Merge with 5111	-	-
5180	Local Council Award Scheme	25		200		-	200	200		-	200	FIXED COST	204	208
5530	Festival Fund & Event Expenditure	9,887		10,450		3,784	6,666	6,666		6,000	10,650		10,863	11,080
5558	Town Messenger	2,400		4,320		1,800	2,520	2,520		3,600	4,000	FIXED COST	4,080	4,162
5184	Commissioning Youth Work	40,000		40,000		22,000	18,000	-		40,000	40,000		40,800	41,616
5700	Inclusion Cornwall	-		1,000		-	1,000	1,000		-	1,000		1,020	1,040
	Councillor Training	-		-		-	-	-		-	2,000		2,040	2,081
	Total Expenditure	84,558		102,041	400	57,414	45,027	27,017		87,717	106,057		108,178	110,342
Code	Earmarked Reserves (EMF)	Spend 2015/2016	Balance B/F	Budget 2016/17	From/to reserve 2016/17	Spend YTD 2016/17	Actual Funds Available to date	Funds Available after Planned Spend	Comments	Proposed Estimated Y/E Balance	Proposed Budget 2017/2018	Comments	Forecast 2018/2019	Forecast 2019/2020
5713	EMF CIC Projects	-	2,500	-	-	-	2,500	2,500		2,500	- 2,500	To be deleted	-	-
5165	EMF Crime Reduction	-	2,000	10,000	-	5,050	6,950	6,950		6,950	-		-	-
5166	EMF Election	-	4,363	4,000	-	-	8,363	8,363		8,363	20,000		5,000	5,000
5174	EMF Robes & Civic Regalia	-	500	500	5,000	251	5,749	4,908		4,908	-	£5000 from Reserves	-	-
5107	EMF Legal Fees	1,827	2,192	2,000	-	1,784	2,408	2,408		2,408	3,500		-	-
5182	EMF Internet Redevelopment	-	2,025	-	-	-	2,025	2,025		2,025	-		-	-
5183	EMF Neighbourhood Plan	16,762	13,662	5,000	-	3,735	14,927	14,927		14,927	-		-	-
5328	EMF Support/Promote Public Transport	511	7,621	-	-	-	7,621	7,621		7,621	-		-	-
	Total EMF	19,100	34,863	21,500	5,000	10,820	50,543	49,702		49,702	21,000		5,000	5,000
	Grand Total	103,658	34,863	123,541	5,400	68,234	95,570	76,719		137,419	127,057		113,178	115,342

Saltash Town Council

P&R Office - Budget Report - January 2017

Code	Expenditure Description	Spend 2015/16		Budget 2016/17		Actual Spend YTD 2016/17	Actual Funds Available to date	Funds Available after Planned Spend	Comments	Proposed Estimated Y/E Spend	Proposed Budget 2017/2018	Comments	Forecast 2018/2019	Forecast 2019/2020
5010	Telephone	745		930		423	507	507		930	950	FIXED COST	970	990
5012	Stationery/Postage/Printing	1,879		2,570		1,576	994	994		2,570	2,630	FIXED COST	2,685	2,740
5013	Office & IT Equipment	869		3,280		3,036	244	244		3,280	3,350	FIXED COST	3,420	3,490
5014	Copier Maintenance	3,600		3,080		3,314	- 234	- 234		3,314	3,600	FIXED COST	3,675	3,750
5015	Broadband	240		440		396	44	44		440	450	FIXED COST	460	480
5019	Sage Accounts	1,940		2,090		2,081	9	9		2,090	2,500	FIXED COST	2,550	2,210
5020	IT Maintenance	2,271		2,750		2,397	353	353		2,750	3,500	FIXED COST	3,570	2,900
5021	Miscellaneous	-		-		-	-	-		-	-		-	-
	Total Expenditure	11,544		15,140		13,224	1,916	1,916		15,374	16,980		17,330	16,560
Code	Earmarked Reserves (EMF)	Spend 2015/2016	Balance B/F	Budget 2016/17	From/to reserve 2016/17	Spend YTD 2016/17	Actual Funds Available to date	Funds Available after Planned Spend		Proposed Estimated Y/E Balance	Proposed Budget 2017/2018	Comments	Forecast 2018/2019	Forecast 2019/2020
5564	EMF Computer Equipment Renewal	969	531	2,000	-	-	2,531	2,531	£2000 (Computer Equipment) £500 (New Laptop)	2,531	2,500	£2500 (Computer Equipment)	1,500	1,500
	Total EMF	969	531	2,000			2,531	2,531		2,531	2,500		1,500	1,500
	Grand Total	12,513	531	17,140			13,224	4,447		17,905	19,480		18,830	18,060

Saltash Town Council

Services Committee - Budget Report - January 2017

Code	Income Description	Received 2015/16	Budgeted Income 2016/17	Received YTD 2016/17	Yet to Receive	Comments	Proposed Estimated Y/E Income	Proposed Budgeted Income 2017/2018	Comments	Forecast 2018/2019	Forecast 2019/2020			
4500	Allotment Rents	2,782	2,500	2,767	-		2,727	2,500	FIXED INCOME	2,550	2,601			
4510	Public Footpath Grant	1,038	1,000	-	- 1,000		1,000	1,000	FIXED INCOME	1,020	1,040			
4311	Services Misc Income	193	350	1,157	-		1,157	75	FIXED INCOME - Boats £75.00	77	78			
4511	Xmas Event Income	640	500	1,278	-		1,428	-	To be deleted	-	-			
4521	Waterside Income	-	35,000	-	- 35,000		-	15,000		15,300	15,606			
	Total Income	4,653	39,350	5,202	- 36,000		6,312	18,575		18,947	19,325			
Code	Expenditure Description	Spend 2015/16	Budget 2016/17	From/to reserve 2016/17	Actual Spend YTD 2016/17	Actual Funds Available to date	Funds Available after Planned Spend	Comments	Proposed Estimated Y/E Spend	Proposed Budget 2017/2018	Comments	Forecast 2018/2019	Forecast 2019/2020	
5313	Environment	403	2,620	-	2,620	2,525			2,000	8,000	£5000 (Enhanced Cutting) £3000 (Budget)	8,160	8,323	
5565	Highways Weed Control	-	14,000	-	6,585	7,415	3,915	3 applications	12,000	13,500	3 applications	13,770	14,045	
5511	Civic Christmas Event	6,352	6,150	- 1,025	6,336	- 1,211	- 1,478	See Income above	6,150	500		510	520	
5512	Allotments	859	1,570	-	805	765	765		1,570	1,605		1,637	1,670	
5513	Street Furniture (Maintenance)	21	2,050	-	1,319	731	731		2,050	3,000		3,060	3,121	
5515	Street Lighting	458	450	-	536	- 86	- 86	Livewire Outside Lighting	536	550	FIXED COST	561	572	
5520	Grounds Maintenance & Watering	17,177	20,500	-	18,071	2,429	2,429		22,000	23,000	FIXED COST	23,450	23,929	
5542	Community Toilet Scheme	922	1,600	-	800	800	800		800	1,600	FIXED COST	1,632	1,655	
5544	Public Toilets (Operational Costs)	8,546	40,000	-	15,569	24,431	22,207	£10,000 (Belle Vue) £10,000 (Waterside) £10,000 (Alexandra) £10,000 (Longstone)	20,000	30,000	£10,000 (Belle Vue) £10,000 (Waterside) £10,000 (Longstone)	30,600	31,212	
5552	Miscellaneous	-	110	-	10	100	100		110	115		117	120	
5561	Trailer (Repair & Maintenance)	1,006	1,000	-	-	1,000	875		1,000	1,020		1,040	1,061	
5311	Tourism and Signage	300	2,050	-	110	1,940	1,940	£1,050 (Budget) £1000 (Toilet Signage)	2,050	2,095		2,137	2,180	
5523	Bus Shelters (Maintenance)	677	600	-	-	600	600	£900 (Window Cleaning)	-	600		612	624	
5360	Twimming	14	110	-	31	79	79		31	110		112	114	
5319	Town Leaflets/Reprinting	-	1,050	-	20	1,030	1,030		20	1,075		1,097	1,118	
5322	Garage (Regatta Store)	160	160	-	-	160	160		-	-	To be deleted	-	-	
5318	Festive Lights Maintenance and Electricity	395	1,530	-	273	1,257	1,257		1,000	1,565	£500 (Electricity - FIXED COST)	1,596	1,628	
5330	Road Safety Grant	-	200	-	200	-	-		200	200	FIXED COST	204	208	
5331	Cross & Ewell Woods (Maintenance)	723	1,570	-	291	1,279	1,279		1,570	1,570	£250 (Electricity - FIXED COST)	1,601	1,633	
5537	Highways Training & Equipment	-	2,000	-	-	2,000	2,000		-	2,000		2,040	2,081	
5538	Flags and Bunting	420	1,500	-	1,138	362	362		1,500	1,530		1,561	1,592	
5539	Community Payback Scheme	2,240	5,000	-	2,987	2,013	2,013		4,480	5,000	FIXED COST	5,100	5,202	
5566	Pillmere Estate (Maintenance)	480	2,000	-	-	2,000	2,000	£1500 (Maintenance)	-	6,000		6,120	6,242	
5567	Waterfront (Maintenance Costs)	-	35,000	- 32,350	2,650	-	-	£32350 underspend transferred to EMF Waterside - Capital Works (5579)	2,650	5,000	Check Business Report	5,100	5,202	
	Public Footpaths & Bridleways	-	-	-	57,598	- 57,598	- 57,598		-	2,000		2,040	2,081	
	Total Expenditure	41,153	142,820	- 33,375	115,330	- 5,885	- 12,095		81,717	111,635		113,868	116,145	
Code	Earmarked Reserve (EMF)	Spend 2015/2016	Balance B/F	Budget 2016/17	From/to reserve 2016/17	Spend YTD 2016/17	Actual Funds Available to date	Funds Available after Planned Spend	Comments	Proposed Estimated Y/E Balance	Proposed Budget 2017/2018	Comments	Forecast 2018/2019	Forecast 2019/2020
5514	EMF Notice Boards (Repair & Replace)	80	2,930	1,500	722	822	4,330	4,330	£722 (Income from Insurance Payment)	4,330	-		-	-
5317	EMF Saltash Recreation Areas	3,260	26,740	-	-	-	26,740	26,740		26,740	-		-	-
5324	EMF Festive Lights	-	27,813	4,000	-	2,407	29,406	29,166		29,166	6,000	£6000 (Waterside Lights) £29166 (Town Lights) £5000 (Saltmill etc.) £5000 (Carnegie)	-	-
5327	EMF Public Art and Maintenance	-	7,675	2,325	-	1,768	8,232	6,192		6,192	5,000		-	-
5335	EMF Salt Bins	165	19,422	-	-	-	19,422	19,422		19,422	-		-	-
5535	EMF Street Furniture (New and Replace)	-	5,000	2,000	-	-	7,000	7,000		7,000	3,000		-	-
5563	EMF Disused Toilets Repair/H&S	-	5,000	-	-	-	5,000	5,000		5,000	-		-	-
5568	EMF Pillmere Estate (Capital Works)	-	-	13,000	-	5,950	7,050	7,050	£7000 (Works and Ground Maintenance) £7000 was for Allotment Works - Committee to consider Allotment Works for 2017/18 Precept	7,050	8,000	£12000 (Allotment & Capital Works)	-	-
5570	EMF Waterfront (Capital Works)	-	-	5,000	32,350	-	37,350	37,350		37,350	12,650	£32350 underspend transferred from Waterside Maintenance (5579)	-	-
5571	EMF Bus Shelter Installation	-	-	10,000	-	-	10,000	10,000	£10,000 (1 new bus shelter)	10,000	-		-	-
5572	EMF Public Toilets	-	- 160	37,000	-	-	36,840	19,262	£5500 (5 year Repair Programme Figures - Waterside) £30000 (Alexandra Square Toilets) £1500 (Longstone Park - Child Friendly)	19,262	-	£5500 (5 year Repair Programme Figures - Waterside) £30000 (Alexandra Square Toilets)	-	-
5573	EMF Memorial Peace Garden	-	2,101	5,000	786	7,261	626	-	-	-	-	To be a revenue budget	-	-
	EMF Christmas Festival Support Fund	-	-	-	1,025	-	1,025	1,025	£786 (Income from Donations)	1,025	-	Surplus from 5511	-	-
	EMF Town War Memorial	-	-	-	-	-	-	-	-	2,000	-		-	-
	Total EMF	3,505	96,521	79,825	34,883	18,208	193,021	172,537		172,537	36,650		-	-
	Grand Total	44,658	96,521	222,045	1,508	133,538	187,138	180,441		254,254	148,285		113,868	116,145

SALTASH TOWN COUNCIL COMMUNITY CHEST APPLICATION FORM	
Name of Community Group	ROTARY CLUB OF SALTASH,
Person to contact	DAVID WILLCOCKS
Address:	169, ST. STEPHENS ROAD SALTASH PL12 4NJ
Telephone:	01752 842948
Email address:	david.willcocks@btinternet.com
Give details of exactly how the money would be spent if granted (continue on a separate sheet if necessary)	THE PROJECT IS TO REFURBISH THE CLUB SLEIGH WHICH IS USED EXTENSIVELY IN DECEMBER EACH YEAR (CONTINUED)
How much money do you want from the Community Chest Fund?	£750 - 00
What other funds do you have?	£250 - 00
What other resources do you have (e.g. volunteer time, donated materials, access to tools and equipment)?	VOLUNTEER TIME TO REPAINT AND REFURBISH THE SLEIGH SECTION AND REPLACE LIGHTING.
When do you plan to finish the project?	JULY 2017
What visible benefits will your project give to the town?	THE TRAILER-MOUNTED SLEIGH IS USED TO HEAD THE SWITCH-ON FOLLOWED BY STREET RUNS AND STATIC COLLECTIONS
How will you report back to the Town Council on the success of your project?	BY REPORT WITH PHOTOGRAPHS
How will you publicise Town Council support and the Community Chest?	WE WILL INCLUDE OUR THANKS TO THE TOWN COUNCIL IN OUR PR RELEASES

Amended 02.09.15
BP/jm

209

**SALTASH TOWN COUNCIL
COMMUNITY CHEST APPLICATION FORM**

Name of Community Group	SALTASH MARITIME CADETS.
Person to contact	LT Cdr RICHARD FRY
Address:	12 BEATRICE AVENUE SALTASH CORNWALL PL12 4NF
Telephone:	07917 1607721
Email address:	richardfray-62@hotmail.com
A brief description of your project (Continue on a separate sheet if necessary)	WE WISH TO PURCHASE 2 CEREMONIAL FLAGS 1 JNR ISAR WITH ALL THE ACCESSORIES SUCH AS CARRYING STRAPS POLES CARRY CASE ETC.
How much money do you want from the Community Chest Fund?	£1500.00.
What other funds do you have?	£200.00.
What other resources do you have (eg volunteer time, donated materials, access to tools and equipment)?	ALL STAFF ARE VOLUNTEERS AND OFFER THEIR TIME UNPAID.
When do you plan to finish the project?	WITHIN 6 WEEKS OF GRANT
What visible benefits will your project give to the town	BOTH THESE CEREMONIAL FLAGS WOULD BE PARADED AT ALL EVENTS IN SALTASH AND AROUND THE COUNTRY WHERE OUR UNIT MAY PARADE
How will you report back to the Town Council on the success of your project?	OBVIOUSLY OUR PROGRESS WOULD BE SEEN BUT WE CAN ALSO SEND REPORTS + PHOTOS
How will you publicise Town Council support and the Community Chest?	WHenever the flags are PARADED THE CONTRIBUTION FROM STC WOULD BE PROMOTED

Please ensure that a copy of your latest audited accounts are enclosed

Signed Richard Fry Dated 10/02/17

**SALTASH TOWN COUNCIL
COMMUNITY CHEST APPLICATION FORM**

Name of Community Group	TAMAR TROTTERS JUNIORS
Person to contact	JOHN SMITH
Address:	11 BUTTERDOWN SALTASH PL12 4TZ
Telephone:	01752 844281
Email address:	FORGERON FP @ AOL.COM
Give details of exactly how the money would be spent if granted (continue on a separate sheet if necessary)	WE NEED TO TRAIN ADULTS TO COACH THE JOUNGSTERS
How much money do you want from the Community Chest Fund?	£555.00.
What other funds do you have?	WE INTEND TO TRAIN 5 AT A COST OF £925. ∴ £370
What other resources do you have (e.g. volunteer time, donated materials, access to tools and equipment)?	WE HAVE A LARGE GROUP OF VOLUNTEERS WHO GIVE UP THEIR TIME
When do you plan to finish the project?	ASAP.
What visible benefits will your project give to the town	THE CLUB TRAINS, AND KEEPS INTERESTED THE KIDS,
How will you report back to the Town Council on the success of your project?	WE WILL IF INVITED SPEAK AT COUNCIL WHEN COMPLETE.
How will you publicise Town Council support and the Community Chest?	ON THE CLUB WEBSITE.

SALTASH TOWN COUNCIL FESTIVAL FUND APPLICATION FORM

74

1. Name of Organisation	Cornwall International Male Choral Festival
2. Contact Name	John Larke- Vice Chairman
3. Contact Address	Hillview Quenchwell Carnon Downs Truro TR3 6LN
4. Telephone numbers	Day : 01872 865431 Evening : 01872 865431
5. Email address	John.larke2@btinternet.com
6. Name of Event	Cornwall International Male Choral Festival 2017
7. Date(s)	27 April- 1 May
8. Description of Event	We are a biennial Festival and this year are expecting more than 2000 singers from over 60 choirs, to take part in some 50 events across Cornwall. As well as over 30 Cornish Choirs, we will have 20 from the rest of the UK and 9 from abroad including the USA, Australia, Russia, Norway, Switzerland, Germany and the Czech Republic. We will be holding a Regional Concert in Saltash which will be hosted by Burraton Male Voice Choir, with Rame Peninsular Male Voice Choir, and St. Petersburg Boys Choir from Russia. A special feature of the Festival is our outreach programme, which engages with local schools and we hope to involve Saltash Community College and local primary schools. The Festival, which is a registered charity, will be bringing direct activity to your Council area involving both residents and youth and we do hope you will feel able to support us financially, however small.

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>£ 250</th> </tr> </thead> <tbody> <tr> <td colspan="3">Our budget is :-</td> </tr> <tr> <td>Concert Expenses</td> <td>33900</td> <td></td> </tr> <tr> <td>Competition Expenses</td> <td>9000</td> <td></td> </tr> <tr> <td>Visiting Choir Support</td> <td>18000</td> <td></td> </tr> <tr> <td>Marketing & Promotion</td> <td>23605</td> <td></td> </tr> <tr> <td>Director and Administration</td> <td><u>43898</u></td> <td></td> </tr> <tr> <td>Total</td> <td>£128403</td> <td></td> </tr> </tbody> </table>	Item	Cost	£ 250	Our budget is :-			Concert Expenses	33900		Competition Expenses	9000		Visiting Choir Support	18000		Marketing & Promotion	23605		Director and Administration	<u>43898</u>		Total	£128403	
Item	Cost	£ 250																							
Our budget is :-																									
Concert Expenses	33900																								
Competition Expenses	9000																								
Visiting Choir Support	18000																								
Marketing & Promotion	23605																								
Director and Administration	<u>43898</u>																								
Total	£128403																								
10. When is the funding required ?	By 1.4.17 if possible																								
11. To whom have you applied/intend to apply for other grants related to this application?	Our total budget is £128,403. Funding is sourced from a range of income streams including, concert revenue, advertising, sponsorship, patronage and public sector grants. We have secured over £22,000 from sponsorship so far. We are seeking small grants from all the towns in Cornwall where we run Regional concerts. The Festival will be bringing direct activity to your Council area involving both residents and youth and we do hope you will feel able to support us financially, however small																								
12. Attached - previous year's report / accounts <i>(Delete as appropriate, or explain if not attached)</i>	Attached																								

Notes of the Devolution Options Group Meeting held on 26th January 2017 at 4.30 pm in the Guildhall.

Present: Councillors: Bickford, Mrs J Dent (Chairman), Ellison, Yates and Town Clerk – Ray Lane.

Also Present: Catherine Thomson - Cornwall Gateway Community Link Officer.

1. Apologies: Councillors Brady (Vice Chairman), Coot and Phillips.
2. Notes of the Meeting held on 17th January 2016

It was **AGREED** the notes were a true record of the meeting.

3. Local Devolution Fund

Catherine Thomson reported that she is progressing the fund application and that the funds will be released imminently.

It was **AGREED** to note.

4. Waterside and Front

a. Mapping.

Catherine Thomson informed members that she is currently finalising title identification and ownership of areas of land being considered by CC for STC to take up ownership or management of and presented initial plans for consideration.

Members considered options to take up ownership or management of the areas of land and sites as presented by Catherine Thomson.

It was **AGREED** Catherine Thomson will provide further detailed plans and proposals based on the groups views.

b. Base Building.

Members considered the location of a Waterfront and Town Warden base.

It was **AGREED** Councillor Bickford will forward Catherine Thomson site and building proposals for consideration by CC.

c. Signage

It was **NOTED** Councillor Ellison is progressing the signage with the wording to be agreed by Catherine Thompson.

d. Schedule of Transfers

It was **NOTED** Catherine Thomson is progressing the schedule.

e. Management Plan and Fee Structure

Catherine Thomson emphasised the need for STC to have a management plan and fee structure in place for the operation of the pontoon to enable the handover process to be completed with CC.

It was **AGREED** Councillors Bickford and Ellison will progress the plan and structure.

5. Longstone Buildings

It was **NOTED** that the buildings are currently being offered on a 5 year lease basis by CC to STC.

6. Library

It was **NOTED** further consideration and detailed discussions can take place upon the outcome of the LDF funded building survey.

7. Victoria Gardens and Maurice Huggins Room

Members considered the progress of the proposed transfer of Victoria Gardens and the LDF funded work to the Maurice Huggins Room

It was **NOTED** that these items are ongoing with CC.

8. Date of next meeting

To be confirmed.

Rising at 5.55 p.m.



Mrs Lynn Marsh
Chair - Saltash Waterside Community Association

21 January 2017

Mr R Lane
Town Clerk
Saltash Town Council
The Guildhall
12 Lower Fore Street
SALTASH

Dear Mr Lane

Ashtorre Rock has been raising funds for a defibrillator and we have £1,200. However, as you are aware, Ashtorre Rock is only open between the hours of 10.00 am and 4.00 pm, 7 days a week – volunteers permitting. Our Committee therefore feels that it would be more appropriate if a defibrillator could be made accessible to everyone in the Waterside area 24 hours per day. Perhaps outside the public conveniences being an ideal location. Therefore, I am writing to ask if the Town Council would be kind enough to consider funding and siting a defibrillator and accept our donation of £1,200 towards costs.

Thank you for your consideration.

Yours sincerely

Lynn Marsh (Mrs)
Chair – Ashtorre Rock

23 JAN 2017

Neighbourhood Plan Report to P&R Committee 27 February 2017

Author: Cllr D Yates

The Theme Teams reports have now been consolidated into a list of proposed draft policies.

The Theme Teams are now reviewing these draft policies to finalise their content and produce further draft policies where gaps have been identified.

It is hoped that the finalised list of draft policy topics and the majority of the policies themselves will be produced by the beginning of March.

In parallel the Coastal Communities group is considering the possible options for improvements to the waterside and waterfront.

Road Safety Report.

Unfortunately we have to report that the police did not attend the first quarter meeting which makes proceedings quite difficult - with the police attending many smaller comments and complaints can be dealt with straight away instead of writing to local or Middlemoor stations. The representatives from the four local parishes, who nearly always attend, find the police presence particularly valuable because the police never attend parish meetings.

Much of the meeting was taken up with two issues , firstly the road safety situation around schools particularly with regard to the Lollipop Lady issue and to car speeds near schools and secondly with the A38 between Saltash and Trerulefoot, particularly with regard to two areas, Carkeel roundabout and Tideford .

Derek Holley , Chair
Saltash Area Road Safety Committee.

SALTASH TOWN COUNCIL

Notes of the Property Maintenance and Marketing Working Party held at The Guildhall on Thursday 19th January 2017 at 3.00 pm.

PRESENT: Councillors: Mrs H Frank, Mrs J Dent, J Ellison (Vice Chairman), W Phillips (Chairman).

ALSO PRESENT: Ray Lane – Town Clerk, Geoff Peggs – Consultant Building Surveyor.

APOLOGIES: Councillor: Mrs J Rance.

HEALTH AND SAFETY ANNOUNCEMENTS

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

11/16/17 NOTES FROM THE LAST MEETING

It was **AGREED** there were no matters arising not covered in the agenda.

12/16/17 FIVE YEAR MAINTENANCE PROGRAMME: GENERAL / MINOR MAINTENANCE

Guildhall internal/external decoration

Geoff Peggs reported that costs are being prepared for consideration by Full Council at its meeting to be held on 2nd March 2017.

It was **AGREED** to include a new hand drier in the ground floor toilet.

Guildhall heating system

It was **NOTED** that approval for the replacement boiler will be considered by Full Council at its next meeting on 2nd February 2017.

Guildhall disabled access (doorbell and/or intercom)

Members considered access to the Guildhall by wheel chair users.

It was **AGREED** to provide a door chime in reception to alert the receptionist to any wheel chair users requiring access assistance.

13/16/17

TOILET BLOCKS

Waterfront Redesign.

It was **AGREED** to recommend to the Policy and Resources Committee that Geoff Peggs submit a planning application for the redesign works.

Permission from Network Rail and Cornwall Council.

It was **NOTED** no response had been received from Network Rail with regard to the proposed redesign and that Cornwall Council no longer have any interest in the toilets. However Network Rail will be formally consulted as part of the planning application process.

Belle Vue

Decoration works quote from Consultant Building Surveyor including graffiti protection paint.

It was **NOTED** the toilets will be painted in anti-graffiti paint and are now the responsibility of the Services Committee.

Longstone Park

Quote from Consultant Building Surveyor for refurbishment to include child friendly facilities & decoration.

It was **NOTED** the toilets will include child friendly facilities and a mural and that they are now the responsibility of the Services Committee.

Alexandra Square

Geoff Peggs reported refurbishment works are imminent and that the Heritage Centre items being stored in the block will need to be relocated for the duration of the works.

It was **AGREED** that the builders will relocate the stored items to the Maurice Huggins room for temporary storage for the duration of the works.

It was **NOTED** the toilets are now the responsibility of the Services Committee.

14/16/17

LONGSTONE PARK BUILDINGS

Geoff Peggs reported that he had conducted a survey of the building and provided outline budget costs prior to the completion of the full written survey report.

It was **AGREED** to consider the level of refurbishment works required to be carried out upon the outcome requirements of any future devolution of services.

15/16/17 LIBRARY

It was **NOTED** that upon receipt of the LDF from CC the building survey will be commissioned.

16/16/17 HERITAGE BUILDING

It was **NOTED** tenders had been received and the successful contractor has been appointed.

17/16/17 MAURICE HUGGINS ROOM

It was **NOTED** that upon receipt of the LDF from CC the Equality Act 2010 works will take place.

18/16/17 CEMETERY BUILDINGS

It was **AGREED** to take the item off the agenda.

19/16/17 DATE OF NEXT MEETING

To be confirmed.

Rising at 4.30 p.m.