

## **APPENDIX A**

### **6) Finance:**

#### **a. Report from Finance Officer**

- All accounts and bank accounts reconciled up to 31<sup>st</sup> March 2017.
- Petty Cash is up to date and reconciled up to 31<sup>st</sup> March 2017.
- Work has started on the Financial Year End. These figures will be released in the near future.
- Our Internal Audit has been booked in for 8<sup>th</sup> May 2017.
- We have now received our Annual Return paperwork from Grant Thornton which I will now work on.
- Accruals – we have a few works that have not been completed before the end of the financial year but where agreed to come from 2016/17 budgets, therefore these balances will be transferred to EMF's and once spent will be closed off and the remaining balances returned to General Reserves

#### **b. To receive the current Committee budget statements**

- See attached – Please note, these are in draft and are not the final 2016/17 figures.

#### **c. To receive a report on investments**

- £200,000 with Public Sector Deposit Fund
- £550,000 with Barclays Active Saver (£350,000 is Precept Funds that is gradually transferred to the Current Account as we need it)
- £101,858 with Lloyds Bank
- £102,734 currently held in the Lloyds Current Account. Will not be reinvested until cash flow has been accessed, particularly regarding the purchase of land and building.

#### **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 7<sup>th</sup> May 2017 for the period 01/01/2017 – 31/03/2017.

## **APPENDIX B**

### **e. To receive report on VAT Partial Exemption for 2017/18**

Derek Kemp our VAT Specialist was sent our 5 year repair and maintenance document and our budget for 2017/18 to advise on VAT issues that we may have. This was his response:

Based on the Part/Ex calculations for 2014/15 and 2015/16, together with your planned maintenance programme, we believe that you should not breach the De Minimis limit in the foreseeable future.

However, we might need to look more closely at the major items in order to ensure that the proposed works reflect (broadly) the current apportionment used for the Part/Ex calculation to be absolutely certain.

The Partial Exemption limit is £7500. From our VAT Training we received, if we are receiving VAT Exempt Sales, for example in our case, fees from Guildhall Lettings and £1 peppercorn rent for The Heritage then we can only claim back up to £7500 in VAT for works on those buildings. If we go over that limit then we cannot claim any of the VAT. Therefore, the Guildhall Boiler Works and The Heritage Centre works will go through in 2016/17 and the Decorating of the Guildhall will go through the 2017/18 financial year.

With regard to the Waterfront and The Station Building, Derek would like to come to Saltash carry out a VAT visit. This will be covered/discussed in the approval of the Property & Maintenance minutes.

Abbie Browne – Finance Officer – 13/04/2017

## **APPENDIX C**

### **f. To receive report on Banking Options**

I had a Barclays Bank Manager Visit with Craig Slater last week and we talked about the closure of Callington Branch. Craig couldn't advise whether the Saltash Branch will close in the future or not, however in order to prepare for the potential closure of the branch, he is encouraging his clients to move to accepting card payments, so that we aren't heavily relying on the branch to run our everyday business needs. I personally feel this would save staff a lot of time, it would also help with the potential new booking procedures (which will be covered in the next report) and our Waterfront Warden will eventually need something down at the Waterfront to accept payments.

#### **Current Bank Charges**

- £1.50 per cheque
- £1.50 per £100 of cash

Currently each month, we pay between £30 - £80 in bank charges.

I have looked at two options for accepting card payments:

#### **Barclaycard**

#### **Guildhall Bookings**

This would be for a Card Machine at Reception to accept card payments over the counter and on the telephone, which would be plugged into our phone line or broadband.

- Set Up Fee = £50.00
- £15 a month
- PCI/DSS Compliant Charge - £2.40 a month
- Debit Card Transaction – 0.56%
- Credit Card Transaction – 1.31%
- Business Debit – 0.71%
- Commercial Card – 2%
- The percentage charges need to be a minimum of £20 a month, for example if they charges totalled £15.00 it would automatically jump to £20.

### Waterfront Card Payments

This would be for a wireless PDQ Machine that runs from a Sim Card which picks up a signal from EE, O2 and Vodafone.

- No Set Up Fee – 18 months contract
- £25 a month
- PCI/DSS Compliant Charge - £2.40 a month
- Debit Card Transaction – 0.56%
- Credit Card Transaction – 1.31%
- Business Debit – 0.71%
- Commercial Card – 2%
- The percentage charges need to be a minimum of £20 a month, for example if they charges totalled £15.00 it would automatically jump to £20.

### **SAGE Pay**

#### Guildhall Bookings

This would be for a Card Machine at Reception to accept card payments over the counter and on the telephone, which would be plugged into our phone line or broadband. The payments system would also link up our SAGE Accounts package.

- Set Up Fee:
  - Contract for 36 months: £0
  - Contract for 12 months: £59
- Monthly Fee:
  - Contract for 36 months: £13 a month
  - Contract for 12 months: £15 a month
- PCI/DSS Compliant Charge - £4.00 a month
- Debit Card Transaction – 1.26%
- Credit Card Transaction – 2.61%
- Business Debit – 1.7%
- Commercial Card – 3.35%
- No minimum charge

Also SAGE offer an online payment system. When we send an invoice out it would include a link that the payer can click on and pay straight away, once paid it would update our SAGE Accounts package immediately. The charges for this are:

- Set Up Fee: £0
- £15 a month
- Debit Card Transaction – 0.59%
- Credit Card Transaction – 1.7%

#### Waterfront Card Payments

The Town Warden would log in using a laptop on the Wi-Fi to the online payments system mentioned above which would be included in the above charges.

**I would like to go with SAGE Pay as it links up with our accounts system, members of the public can pay instantly in the Guildhall or Online and the Waterfront Warden can use the same system when that is needed in the future.**

Abbie Browne – Finance Officer – 13/04/2017

## **APPENDIX D**

### **g. To receive report on New Booking Procedures**

Our booking procedures at the moment are as follows:

- **PROVISIONAL BOOKING** – A member of the public will phone or email in to ask Reception if they can book a room. They will book them in as provisional and they will send the hirer a booking form. **No payment at this stage**
- **BOOKED BOOKING** – Once, we have received a booking form the Receptionists change the booking to booked on the online calendar. Some people pay at this point or they will ask for an invoice. If so, the form is forwarded to Finance and we will invoice for the booking.
- **PAID BOOKING** – Once payment is received, the booking is then changed on the online calendar to paid. The hirer is now free to use the hall.

#### **Our current payment terms are:**

1. All bookings must be paid, in full, at least 14 days in advance of the event – an invoice will be sent. If payment is not received, access to the building will be refused.
2. Cancellation Policy:  
Cancellations prior to 14 calendar days before the event - full refund.  
7-14 calendar days before the event – 50% refund  
Less than 7 calendar days before the event – no refund

**This has been working well for a good few years now but we do have the odd booking that slips through the net. We currently don't have any bad debtors but I would like to change our procedures to make it easier for the staff and completely stop hirers using the Guildhall without prepaying. I have spoken to Cllr Phillips and Ray about the booking procedure and this is my proposal:**

- A member of the public phones or emails to enquire for a booking. It is not set up as a provisional booking at the time of enquiry.
- We would need a booking form and payment before it is entered onto the Online Calendar. This would be more feasible than it is now if we were to accept card and telephone payments (See previous report).
- If someone would like an invoice, the Receptionists can forward the booking form to Finance to be invoiced and the hirer can pay via the online payment link (See previous report) or by BACS.
- Once payment is received it can then be entered onto the calendar as a definite booking.
- The 14 day payment term above would not apply as they need to pay to book anyway and the cancellation policy would still apply to those who have already paid.

Can I please seek approval to change the current procedures and adjust the booking form accordingly to reflect the new procedures, with final approval from the Town Clerk and Chairman of P & R? If approved, a new procedures sheet will be issued to all staff and training will be provided with the new system.

Abbie Browne – Finance Officer – 13/04/2017

## **APPENDIX E**

### **h. To receive report on Switching Energy Suppliers**

We currently have 13 gas and electric accounts with three different energy suppliers, I am in the process of getting quotes from each energy supplier to have all 13 accounts and future accounts to be with one energy supplier. I have not had all the quotes in so I am unable to supply you with figures at this meeting. As we are currently paying high energy prices as with most supplier we are not on a fixed plan and are out of contract, please can I seek approval to liaise with the Town Clerk and the Chairman of P & R over the next few weeks to choose the most cost effective supplier with the best service?

Abbie Browne – Finance Officer – 13/04/2017

## APPENDIX F

SALTASH TOWN COUNCIL COMMUNITY CHEST APPLICATION FORM	
Name of Community Group	Saltash Youth Football Club
Person to contact	KEVIN ROBERTS
Address:	4 ALAMEIN COURT SALTASH
Telephone:	01752 846068
Email address:	SaltashYouth@outlook.com
Give details of exactly how the money would be spent if granted  (continue on a separate sheet if necessary)	Money will be spent to create two new GIRLS TEAMS to play in Devon Junior Minor League for this coming season starting September age groups of U11 GIRLS and U13 GIRLS New League just formed, and general running of club. See Attached Notes.
How much money do you want from the Community Chest Fund?	£1000
What other funds do you have?	Normal running funds in bank to cover expenses and reserve fund.
What other resources do you have (e.g. volunteer time, donated materials, access to tools and equipment)?	All coaches of teams and officials are volunteers.
When do you plan to finish the project?	Finish by August 2017

What visible benefits will your project give to the town	To enable boys and girls to take part in sport ie football and promote a community atmosphere by linking up with schools and parents.
How will you report back to the Town Council on the success of your project?	will inform Council of success of project by August, can attend Council Meeting if desired.
How will you publicise Town Council support and the Community Chest?	will publicise the News Team created with photo in local paper and Sunday Independent.

Amended 02.09.16  
BP/jra

30 MAR 2017

#### 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

N/A

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

Signed

Kim Roberts Secretary Saltash Youth

Dated

20-3-17

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



## Costings to start up Two New Teams AND Maintain Equipment WITHIN THE CLUB.

1) COURSES FOR TWO NEW COACHES AND RELEVANT CRB CHECKS	<u>£210</u>
2) ENTRY FEE INTO DSM LEAGUE AFFILIATION TO C.C.F.A. FOR TWO EXTRA TEAMS	<u>£140</u>
3) KITS, MEDICAL BAGS, TRAINING BIBS BOTH TEAMS.	<u>£875</u>
4) SUPPLY OF FOOTBALLS TRAINING + MATCH BALLS TO LAST SEASON BOTH TEAMS	<u>£225</u>
5) HIRE OF EXTRA PITCH FOR MATCHES FOR SEASON	<u>£75</u>
6) SET OF NEW PORTABLE GOALS TOGETHER WITH NETS	<u>£250</u>
<u>TOTAL TO START TWO GIRLS TEAMS</u>	<u>£1,775</u>

AT SALTASH YOUTH WE WORK CLOSELY WITH THE SCHOOLS AND HELP OUT WHEN EVER WE CAN ESPECIALLY THE PRIMARY SCHOOLS AT BURATON AND ST STEPHENS SCHOOLS WE ALSO HELP RUN THE SCHOOL TEAMS AND MAINTAIN THE PITCHES BY MARKING THEM REGULARLY. ONE OF OUR COACHES ORGANISES THE SCHOOL TEAMS AT ST STEPHENS P/S AND BURATON P/S.

AT PRESENT WE HAVE TEN ACTIVE TEAMS THAT PLAY IN DEKON JUNIOR MIMCH LEAGUE FOUR OF WHICH ARE GIRLS TEAMS.

AT THE BEGINING OF LAST SEASON WE ALSO TOOK OVER THE RUNNING OF ST STEPHENS BOUROUGH ADULTS TEAM WHO PLAY IN EAST CORNWALL PREMIER LEAGUE, WE DID THIS TO ENABLE OUR U18 PLAYERS TO PLAY FOR A TEAM AFTER THEY FINISH YOUTH FOOTBALL. THIS HAS BEEN VERY SUCCESSFULL AND WE ARE GREATFULL TO SALTASH SOCIAL CLUB WHO HAVE SPONSORED THIS TEAM TO TAKE AWAY THE FINANCIAL BURDEN THAT THE CLUB COULD NOT AFFORD.

... MAINTAINING THE TEAMS WITHIN SALTASH YOUTH ...

IN SUMMARY THE COST OF MAINTAINING THE TEAMS WITHIN SALTASH YOUTH IS RISING EVERY YEAR ESPECIALLY OUR WINTER TRAINING BILL AT SALTSMILL 3G AND THE ALL WEATHER PITCH. AT THE COMP THIS YEAR THIS HAS COST £2000 FOR ALL THE TEAMS. AND ANTICIPATE COST TO RISE NEXT SEASON. WE ARE ONE OF THE CHEAPEST CLUBS TO PLAY FOR AND KEEP THE MEMBERSHIP FEES TO A MINIMUM, IF THEY WERE TO RISE SUBSTANTIALLY THIS COULD EXCLUDE YOUNGSTERS FROM PLAYING ALL TOGETHER.

HOPE THIS HELPS WITH YOUR DECISION

Yours Truly

Kevin Roberts

KEVIN ROBERTS SECRETARY SALTASH YOUTH F.C.

SALTASH YOUTH FOOTBALL CLUB  
BALANCE AT BARCLAYS BANK 1ST JUNE 2015  
BUSINESS PREMIUM ACCOUNT £3,430.51  
COMMUNITY CURRENT ACCOUNT £6,421.18  
cash held £0.00  
TOTAL £9,851.69

# REVENUE ACCOUNT 2015-2016

RECEIPTS	2014-15	2015-16	PAYMENTS	2014-15	2015-16
BANK INTEREST	£1.71	£1.75	COACHING COURSES & COSTS	£0.00	£0.00
PRESENTATION TICKETS & Raffle	£414.51	£505.00	TROPHIES	£0.00	£0.00
MEMBERSHIP & SUBSCRIPTIONS	£8,109.00	£7,484.60	PRESENTATION COSTS	£82.00	£1,106.00
DONATIONS & SPONSORSHIP	£450.00	£890.00	KIT/EQUIPMENT	£1,504.03	£2,390.83
FUND RAISING	£0.00	£0.00	INDOOR TRAINING COSTS	£5,459.00	£1,582.50
SPORTS UTE GRANT	£0.00	£0.00	PITCH COSTS	£0.00	£872.54
			CCFA AFFILIATION & INSURANCE	£227.00	£831.00
			DJML AFFILIATION	£830.60	£745.80

SPORTIVE GRANT	£0.00	£0.00	CCFA & DJM FINES	£265.00	£475.00
CFA GRANT TRAINING - GIRLS	£0.00	£0.00	U18 FINES REFUNDED	£120.00	£80.00
COUNCIL GRANT - CHANGING ROOM	£0.00	£90.00	CUP & TOURNAMENTS	£50.00	£109.99
			OFFICER EXPENSES	£0.00	£505.00
FINES REPAID	£0.00	£175.00	CHANGING ROOM IMPROVEMENTS	£40.00	£0.00
SUNDRY REFUNDS	£0.00	£628.91	CRB REGISTRATION	£1,254.30	£0.00
			FRANCE TRIPS	£0.00	£0.00
FRANCE TRIPS	£0.00	£0.00	FRENCH VISITS	£332.00	£310.46
			DJM ID CARDS	£150.00	£250.00
			SECRETARY HONORARIUM		
<b>TOTAL</b>	<b>£8,975.22</b>	<b>£9,775.26</b>	<b>TOTAL</b>	<b>£10,433.93</b>	<b>£9,268.12</b>
BALANCE AT BANK 1ST JUNE 2015	£9,851.69		BPA	£3,432.26	
TOTAL INCOME	£9,775.26		CCA	£6,926.57	
EXPENDITURE	£9,268.12		HUB account		
BALANCE	<b>£10,358.83</b>		BALANCE AT BANK 31ST MAY 2016	<b>£10,358.83</b>	

Angela Taylor  
Treasurer

#### Statement

I Angela Taylor being the appointed Treasurer and having carried out an audit of the above accounts for the year ending 31st May 2016. Do hereby declare that they reflect the full and true amounts of payments receipts for the aforementioned football club as shown in the account book and receipts and managers monthly analysis statements

Angela Taylor Treasurer



The above accounts having been presented to the Saltash Youth Football Club Management Committee Were duly approved as a true record of payments and receipts for the year 2015-2016 ending 31 May 2016  
Viv Gale Chairman

## APPENDIX G

FTC 060417

Quotes for Town Messenger

Cornerstone (Love Saltash)	£300 + VAT per edition (monthly from June)
Cramleigh	£140 per month + VAT
Saltash Observer	£300 per month (no VAT)

# APPENDIX H

## Report on Saltash Team for Youth, February 2017

Three local organisations were commissioned to commence youth work from 1st October 2016 – Livewire, The Core and Junkyard Skatepark.

The Saltash Town Council commission specification contains three key requirements:

- Service to include at least 30 outreach sessions
- Service to provide two open access youth sessions per week
- Single issue work to be undertaken as required

The three organisations jointly attend a monthly meeting with Cllr Shepherd to review progress, share ideas and expertise and ensure future work is planned and coordinated. This is going very well. All three agencies are committed to putting young people first and are working cooperatively with each other to ensure this.

### **Outreach:**

Junkyard has already run 24 outreach sessions at Pilmere, Saltmill, Fore Street, Co-op carpark and Alamein Road, as well as attending Saltash.net, Brunel, St Stephen and Burraton primary schools to promote the service.

### **Open Access Sessions:**

As part of the contract both Livewire and The Core have provided two open access sessions per week each and Junkyard one per week, so STC is actually getting five per sessions per week for its young people. However, all three agencies are open for young people substantially more than that.

Livewire runs a third open access session each week and during most days works on one to one and targeted sessions for young people referred to Livewire from various organisations. These daytime sessions have benefitted 14 individual young people. Livewire has been selected as part of the Building Better Opportunities partnership to run a pilot scheme (the only youth project in Cornwall to do so) and will support young people that are not in education, employment or training or are at risk of disengaging. They will work with Saltash.net who will identify some of the young people Livewire will support during the pilot.

The Core also provides one climbing session and one boxing session per week. The latter has been used successfully to engage young women refusing to do PE at



Saltash.net. During the day The Core provides a drop in facility for young people including a cafe that provides a reduced price menu for students. The Core also works with Saltash.net to provide a teenage advice service both in and out of the school and hosts the Information, Advice and Support service provided by Young People Cornwall. The Core also runs a monthly session just for young carers.

Junkyard provides a second session per week, is developing a girls-only session and also runs personal development activities for young people.

### **Single Issue Work**

All three agencies have been working on a one to one basis and a group basis with young people to address a range of issues. Some of the issues being addressed include:

- Bullying
- Body image
- Internet safety
- Healthy relationships
- Anxiety and Depression
- Homelessness

### **Numbers**

At least 350 young people living in Saltash have benefitted from the open access evening sessions and/or the support provided by each of the agencies.



Cllr James Shepherd

# **APPENDIX I**

## **Saltash Area Road Safety Committee report for April 2017**

For several previous committee meetings there has not been a police presence. Fortunately we had police attendance at the last meeting on Tuesday, 3 April. The benefits of police presence are huge in terms of advice, information and crucially the reduction of letters and phone calls to be made in the days following a meeting. However the meeting was informed that future attendances are even less likely to occur because of the effective reduction in staff at Saltash police station (the new Sergeant will be based in Liskeard) and we have had a reduction in PCSO numbers from 5 to 4.

At the April meeting present were parish councillors from the four surrounding parishes, police, speed watch representative, heavy haulage representative, a visitor from Tideford and our Mayor.

A variety of road safety issues were discussed and action will be taken where appropriate but most of the time was spent on discussions on two topics, firstly speeding at locations around the town and district and secondly on traffic and traffic pollution around Tideford. Traffic pollution is not strictly a road safety issue but the close relationship with the weight of traffic in the village has meant it has been included in discussions for some time. The visitor was a resident from Tideford who is campaigning to reduce the effects of heavy traffic through the village and the committee has backed this position for many years and will continue to do so.

Speeding problems identified were at these locations - Burraton Road, Saltash, Callington Road, Saltash, Hatt and the approaches to St Germans. At Hatt the committee has been seeking to have a Speed Visor installed facing south and now the parish council has agreed to pay for the installation. There have been problems with the Speed Watch team because the always slow police administration system has stopped one volunteer being able to help for three months because of the non-issue of an identification warrant. Hopefully this will soon be rectified.

Derek Holley  
Chair

# APPENDIX J

## SALTASH TOWN COUNCIL

### Notes of the Property Maintenance Working Party held at The Guildhall on Wednesday 5<sup>th</sup> April 2017

**PRESENT:** Councillors: Mrs J Dent, W Phillips (Chairman), Mrs J Rance.

**Also PRESENT:** Ray Lane, Town Clerk, Mrs S Burrows, Administration Officer, Jim Virgo, Grounds and Premises Warden.

**APOLOGIES:** Councillors: J Ellison (Vice Chairman), Mrs H Frank.

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#### **HEALTH AND SAFETY ANNOUNCEMENTS**

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

#### **01/17/18 NOTES FROM LAST MEETING**

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

#### **02/17/18 VAT**

The Town Clerk informed members of the VAT implications for the council to determine when considering current and future projects.

It was **RESOLVED** to add this item to the next P&R agenda.

#### **03/17/18 FIVE YEAR MAINTENANCE PROGRAMME**

- a. Guildhall internal/external decoration
- b. To consider programme and time line in relation to building use and events.

Works to be conducted:

External repairs and decorations as per part 4 of the specification 1.1 – 5.4 inclusive	£11,950.00
Scaffold for external works	£6,400.00
Mayor's Parlour	£1,500.00
Council Chamber	£3,500.00
Reception areas – public areas only	£2,000.00
Contingency @ 10% (probably not required but best to leave a sum in)	£2,535.00
Lobby to public toilet	£800.00
Public toilet	£1,000.00
Total	£29,685.00

It was **AGREED** that:

1. The Guildhall internal/external decoration works are to commence.
2. The Building Surveyor liaises with the Grounds and Premises Warden and the receptionist to arrange a convenient start date and to ensure minimum disruption for hall hirers, meetings and office administration.
3. Councillor Phillips to liaise with the Building Surveyor regarding the colour scheme and to inform members of the council.
4. The receptionist to inform hall bookers of works to be carried out.

**04/17/18**      **MAURICE HUGGINS ROOM**

The Maurice Huggins Room is currently not available for hire due to health and safety issues and that submission of a planning application be considered.

It was **RESOLVED** to add this item to a future Full Town Council agenda for consideration and that the Grounds and Premises Warden amends the combination lock.

**05/17/18**      **LONGSTONE TOILETS**

LDF funding has now been received and that uncommitted funds remaining by December 2017 will need to be returned.

It was **NOTED** LDF works may not be commenced until leases are received from Cornwall Council.

**06/17/18**      **ALEXANDRA SQUARE TOILETS**

Refurbishment works are now complete.

It was **AGREED** that the Grounds and Premises Warden liaises with Cormac for the install of a sanitary and nappy bin and to create a temporary operation sign.

**07/17/18**      **LONGSTONE GARAGES**

A full written survey report of the building and outline budget costs have been received.

It was **AGREED** to issue the report to Catherine Thompson of Cornwall Council.

**08/17/18**      **LIBRARY**

It was **NOTED** that the building survey report is yet to be received.

**09/17/18**      **WELFARE UNIT**

The Town Clerk informed members of the office space and accommodation required for the Waterfront and Town Warden.



It was **RESOLVED** that the Town Clerk investigates further options reporting to the next available Staffing meeting.

**10/17/18**

**DATE OF NEXT MEETING**

To be confirmed.

Rising at: 17:10