

APPENDIX A

Full Town Council Minutes 01.06.17.

The previous Mayor, Councillor Mrs. Hilary Frank attended the following:

Saturday 8 th April	Saltash Ladies Choir Concert at Saltash Wesley Church
Monday 10 th April	Charity event at The Original Factory Store, Fore Street, Saltash
Saturday 15 th April	Opening of the green at Saltash Bowls Club
Tuesday 18 th April	Presentation of Freeman Award, Guildhall
Saturday 22 nd April	Opening new exhibition, Saltash Heritage Museum
Sunday 23 rd April	Lord Mayor of Plymouth's Civic Church Service
Sunday 23 rd April	East Cornwall District Scouts St. George's Day Parade, Churchtown Farm Nature Reserve
Thursday 27 th April	Cornwall International Festival of Male Voice Choir's Concert at Saltash Wesley Church
Friday 28 th April	Saltash Video Club pre May Fair Film Show at Ashtorre Rock Community Centre
Saturday 29 th April	Saltash May Fair Civic Parade
Sunday 30 th April	Presentation of prizes at Saltash Half Marathon

The former Deputy Mayor, Councillor Mrs. Jean Dent attended:

Friday 28 th April	Saltash Town Band AGM at The Core
Saturday 13 th May	Rainbows Celebrate 30 years at Guides HQ, Warfelton
Sunday 14 th May	Youth Presentation Day at Saltash Rugby FC

Attended by Deputy Mayor, Councillor David Yates

Friday 19 th May	Lord Mayor of Plymouth's Mayor Choosing Ceremony, Plymouth Guildhall
Sunday 21 st May	Lord Mayor of Plymouth's Civic Church Service, The Minster Church of St. Andrew, Plymouth
Wednesday 24 th May	Sgt. Angela Crow's Leaving Reception at

Torpoint Police Station

APPENDIX B

Monthly Crime Figures

February 2017

All Crime	72
Anti-social behaviour	26
Bicycle theft	0
Burglary	7
Criminal damage and arson	6
Drugs	0
Other crime	1
Other theft	2
Possession of weapons	0
Public order	5
Robbery	0
Shoplifting	8
Theft from the person	0
Vehicle Crime	0
Violence and sexual offences	17

March 2017

All Crime	108
Anti-social behaviour	33
Bicycle theft	0
Burglary	3
Criminal damage and arson	13
Drugs	1
Other crime	1
Other theft	5
Possession of weapons	1
Public order	5
Robbery	0
Shoplifting	16
Theft from the person	0
Vehicle Crime	3
Violence and sexual offences	27

APPENDIX C

Report from Community Enterprises PL12 to Saltash Town Council June 1 2017.

4 Fore Street, Saltash PL12 6JL

www.communityenterprisespl12.co.uk email:
chair@communityenterprisespl12.co.uk

A report from Community Enterprises PL12 (Saltash Gateway Community Interest Company) is a standing item on your agenda each month. I attend to answer questions from Members. This arrangement has run for the 10 years of our life, and was born from cooperation between our founding Directors and the then Town Council over the "Market and Coastal Towns Initiative" which resulted in a Community Plan. The work on this was reflected in our Memorandum and Articles of Association, and a Councillor has always been appointed to link with our Directors' Meetings. Although the context has changed over the years, partnership with the Town Council has remained central to our operation. The best recent examples of this are our response to Council requests to consider (1) taking over 18 Belle Vue Road from Cornwall Council to prevent its sale, and (2) starting a community bus service to Derriford Hospital.

With so many new councillors following the election, it seemed best to give a simple list of things that we do currently, invite clarifying questions, and then reflect together on what is the best model for future cooperation. As a trigger for this, I attach a copy of our page in the current issue of Love Saltash, which also contains our contact details.

The one important thing not mentioned on the page is our management of 18 Belle Vue Road. Suffice it to say that our Business Plan from 2015 has been implemented successfully, and that we are in the process now of seeking a permanent Community Asset Transfer from Cornwall Council.

I look forward to our discussion.

**Peter Thistlethwaite,
Chair**

May 27 2017

APPENDIX D

CORNWALL COUNCIL REPORT TO SALTASH TOWN COUNCIL – JUNE 2017

Recognising that half of the councillors on Saltash Town Council are new, this report will focus on background details with the intention of helping understanding.

Cornwall Council is a unitary authority. It was created on 1 April 2009 by merging Cornwall County Council with the six borough and district councils in Cornwall - Caradon, Carrick, Kerrier, North Cornwall, Restormel and Penwith.

- It is the biggest employer in Cornwall.
- It is responsible for spending a budget of more than £1 billion every year.

On an administrative level, Cornwall is divided into 19 Community Network Areas (CNAs). The CNAs are the main conduit connecting Cornwall Council with communities. Some of the issues that community networks deal with include economic development, the environment, community planning, regeneration, conservation, community safety, and transport and highway issues.

The CNAs:

- Identify, agree and drive forward local priorities for their community network area
- Have an input on local service delivery and strategies
- Work together to promote the wellbeing of their local areas and bring communities together
- Build relationships between the people and organisations working in their communities

Saltash is in the 'Cornwall Gateway CNA', along with Antony, Botus Fleming, Landrake with St. Erney, Landulph, Maker-with-Rame, Millbrook, Sheviok, St. Germans, St. John and Torpoint.

The Cornwall Council Link Officer working for the Cornwall Gateway CNA is Catherine Thomson.

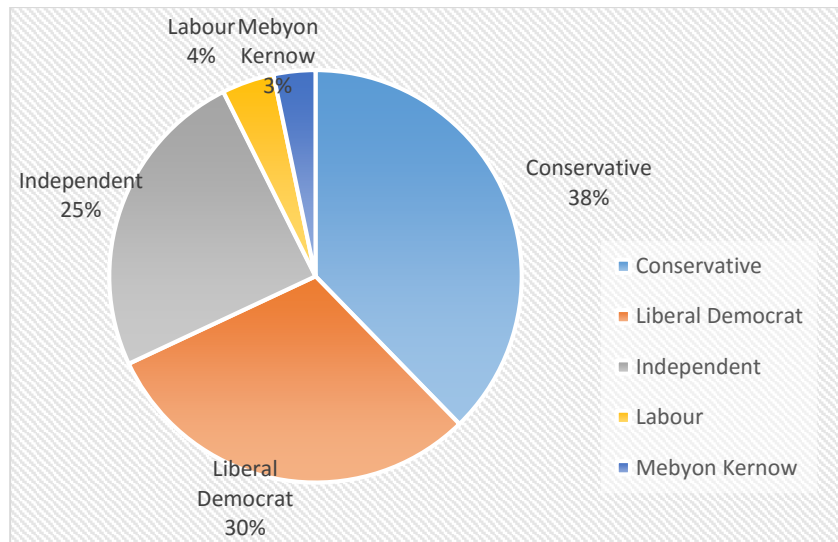
The work of the CNA is led by the Community Network Panel. The Panel includes the Cornwall Councillors and representatives from each of the town and parish councils. The Cornwall Councillors in the Cornwall Gateway CNA are:

- | | |
|-------------------------|--------------------|
| • Rame Peninsula | George Trubody |
| • Saltash East | Derek Holley |
| • Saltash North | Sheila Lennox-Boyd |
| • Saltash South | Hilary Frank |
| • Saltash West | Sam Tamlin |
| • St Germans & Landulph | Jesse Foot |
| • Torpoint East | Gary Davis |
| • Torpoint West | John Crago |

The next Panel meeting will be held on Tuesday 27 June 2017 at 6.30pm. (Venue to be confirmed.)

LEADERSHIP OF CORNWALL COUNCIL

There are 123 councillors on Cornwall Council. The election for Bodmin was postponed until 8th June following the sudden death of candidate Steve Rogerson, so just 122 seats were contested at the recent election. The results:



46 Conservative
 37 Liberal Democrat
 30 Independent
 5 Labour
 4 Mebyon Kernow

With no single group in overall political control following the elections, the new Council administration has been formed through an alliance of the Independent and Liberal Democrat groups. At the Cornwall Council Annual Meeting on 23rd May, the following people were elected:

Leader	Adam Paynter
Deputy Leader	Julian German
Chair	Mary May
Vice Chair	Hilary Frank

Adam Paynter has been a Member of the Council since its inception in 2009, and prior to this was a member of the former Cornwall County Council for eight years. He has held many positions in the Council, including the Deputy Leader of the Council and Cabinet Member for Resources. Adam studied agriculture at degree level and works on his family's farm, diversifying the farm into renewable energy ventures.

Julian German is the Deputy Leader of the Independent Group, and was the Cabinet Member for Economy and Culture in the previous administration. A Bard of the Cornish Gorsedh, Julian is from a private sector background with an MSc from Edinburgh.

The eight Members of the Cabinet will be announced at a later date, along with the Chairs and Vice Chairs of the various committees.

APPENDIX E

Minutes of a Meeting of Saltash Town Council held in The Guildhall on Tuesday 19th April 2016 at 6.15 p.m.

39/16/17 CIVIC REGALIA – COUNCILLOR MRS H FRANK

Councillor Mrs H Frank asked the Members for their opinion of the Mayor's Consort wearing the Mayoress Chain as opposed to the Consorts badge.

It was **RESOLVED** that the choice be that of any elected Mayor.

APPENDIX F

Finance

a. To advise the following receipts in:

i. March 2017

	Details	Net	VAT	Gross	S106
Allotment Income		£33.34	£0.00	£33.34	
Barclays	Loyalty Reward	£5.12	£0.00	£5.12	
Churchtown Cemetery Income		£1,860.00	£0.00	£1,860.00	
Cormac Solutions Ltd	Footpath Grant	£624.00	£0.00	£624.00	
Cornwall Council	S106 Income	£2,875.00	£0.00	£2,875.00	S106 Waitrose
Guildhall Booking Income		£623.90	£0.00	£623.90	
Photocopying Fees		£5.58	£1.12	£6.70	
Public Sector Deposit Fund	Interest	£40.33	£0.00	£40.33	
St. Stephens	Burial Fees - Feb 2017	£1,200.00	£0.00	£1,200.00	

ii. April 2017

	Details	Net	VAT	Gross	S106
Allotment Income		£50.00	£0.00	£50.00	
Barclays	Loyalty Reward	£5.23	£0.00	£5.23	
Churchtown Cemetery Income		£100.00	£0.00	£100.00	
Cornwall Council	S106 - Love Saltash Festival	£3,000.00	£0.00	£3,000.00	S106 Waitrose
Cornwall Council	Precept 17-18	£304,336.50	£0.00	£304,336.50	
Cornwall Council	Precept 17-18 - CTS Grant	£14,295.21	£0.00	£14,295.21	
Cornwall Council	Refund on Legal Fees	£312.89	£62.58	£375.47	
Guildhall Bookings Income		£889.30	£0.00	£889.30	
Photocopying Fees		£2.17	£0.43	£2.60	
Public Sector Deposit Fund	Interest	£42.84	£0.00	£42.84	
Saltash Heritage	Peppercorn Rent	£1.00	£0.00	£1.00	
St. Stephens	Burial Fees - March 2017	£1,830.00	£0.00	£1,830.00	

b. To advise the following payments in:

i. March 2017

Supplier	Details	Net	VAT	Gross	S106
AG Products	Mace Bearer Uniform Repair	£27.45	£5.49	£32.94	
Amazon	Stationery	£69.71	£13.94	£83.65	
ASG Security	Alarm Installation - Churchtown Cemetery	£87.75	£17.55	£105.30	
ASG Security	Alarm Installation - Churchtown Cemetery	£842.04	£168.41	£1,010.45	

Bakers Coffee Shop	Saltash Parking Refund	£120.00	£0.00	£120.00	S106 Waitrose
Barclays	Bank Charges	£20.47	£0.00	£20.47	
Bob & Bob Jobbins	Mural Workshop - Longstone	£510.00	£0.00	£510.00	
CALC	Good Councillor Guides	£50.00	£0.00	£50.00	
Cecil Arms	Community Toilet Scheme	£100.00	£0.00	£100.00	
Chris Wells	Ann Glanville Repairs	£30.00	£0.00	£30.00	
Chubb Fire Ltd	Fire Extinguisher - Rental Fees	£31.92	£6.38	£38.30	
Consortium	Cleaning - Guildhall	£96.14	£19.23	£115.37	
Coop Saltash	Saltash Parking Refund	£240.00	£0.00	£240.00	S106 Waitrose
Cormac Solutions Ltd	Belle Vue - Repairs	£209.57	£41.91	£251.48	
Cormac Solutions Ltd	Longstone Park - Repairs	£49.00	£9.80	£58.80	
Cormac Solutions Ltd	Waterside - Repairs	£28.00	£5.60	£33.60	
Cormac Solutions Ltd	Longstone Park - Repairs	£332.18	£66.44	£398.62	
Cormac Solutions Ltd	Waterside - Cleaning	£390.40	£78.08	£468.48	
Cormac Solutions Ltd	Longstone Park - Cleaning	£449.77	£89.95	£539.72	
Cormac Solutions Ltd	Belle Vue - Cleaning	£271.65	£54.33	£325.98	
Cormac Solutions Ltd	Longstone Park - Repairs	£128.00	£25.60	£153.60	
Cornerstone Vision	Town Messenger	£300.00	£60.00	£360.00	
Cornish T-Shirt Company	Flags	£47.88	£0.00	£47.88	
Cornwall Council	Neighbourhood Plan	£200.00	£0.00	£200.00	
Cornwall Council	Councillor & Staff Training	£40.00	£0.00	£40.00	

Cornwall International	Community Chest	£250.00	£0.00	£250.00	
Cornwall Pension Fund	Pension - March 2017	£3,189.22	£0.00	£3,189.22	
CRC DDC LTD	Community Payback Scheme	£373.33	£74.67	£448.00	
Crown Copiers	Printer Maintenance	£55.00	£11.00	£66.00	
Devon & Cornwall Maintenance	Refurbishment - Alexandra Square Toilets	£15,505.03	£3,101.01	£18,606.04	
Diverse Events	Christmas Festival 2016	£107.00	£0.00	£107.00	
DLJ Electrical	General Repairs - Guildhall	£75.00	£0.00	£75.00	
DLJ Electrical	General Repairs - Guildhall	£35.00	£0.00	£35.00	
EDF	Xmas Light 1 - Electricity	£16.71	£3.34	£20.05	
EDF	Xmas Light 2 - Electricity	£15.02	£3.00	£18.02	
EDF	Xmas Light 3 - Electricity	£13.23	£2.65	£15.88	
EDF	Xmas Light 4 - Electricity	£13.85	£2.77	£16.62	
EDF	Xmas Light 5 - Electricity	£22.20	£4.44	£26.64	
EDF	Xmas Light 6 - Electricity	£18.45	£3.69	£22.14	
EDF	Elwell Woods	£97.03	£19.41	£116.43	
EON	Guildhall - Electricity	£226.62	£45.32	£271.94	
EON	Churchtown - Electricity	£3.88	£0.78	£4.66	
Furniture @ Work	Office Furniture	£115.00	£23.00	£138.00	
Furniture @ Work	Office Furniture	£163.00	£32.60	£195.60	
Furniture @ Work	Office Furniture	£154.00	£30.80	£184.80	
Glendale Grounds Maintenance	Monthly Grounds Maintenance	£1,403.91	£280.78	£1,684.69	

Gordon Morris	Install Loop System	£1,930.00	£386.00	£2,316.00	
Hine Brothers	Christmas Tree - Waterside	£100.00	£0.00	£100.00	
HMRC	PAYE - March 2017	£3,482.94	£0.00	£3,482.94	
IRQ Systems Ltd	Monthly IT Maintenance	£240.25	£48.05	£288.30	
Local World	Staff Recruitment Advert	£600.00	£120.00	£720.00	
Lowe & Fletcher	Replacement Office Keys	£8.33	£1.67	£10.00	
Mayors/Councillors Allowance		£2,120.00	£0.00	£2,120.00	
OTIS	Lift Maintenance	£491.26	£98.25	£589.51	
Plymouth Precision	Repairs to Brace Collars	£65.00	£13.00	£78.00	
Quickstore	Heritage Storage	£207.80	£41.56	£249.36	
Quickstore	Heritage Storage	£207.80	£41.56	£249.36	
Saltash CIC	Derriford Hopper Bus	£5,000.00	£0.00	£5,000.00	S106 Lidl
Saltash Wesley Church	Remembrance Sunday Donation	£50.00	£0.00	£50.00	
Saltash Window Cleaning	Window Cleaning	£45.00	£0.00	£45.00	
Savills	Oyster Beds	£1.00	£0.00	£1.00	
Screwfix	Repairs - Guildhall	£14.40	£2.88	£17.28	
Staff Salaries		£11,739.24	£0.00	£11,739.24	
Staff Travelling Expenses		£37.43	£0.00	£37.43	
Tamar Trotters	Community Chest	£555.00	£0.00	£555.00	
Tartendown Nursery	Churchtown Cemetery	£113.00	£22.60	£135.60	
Tartendown Nursery	Churchtown Cemetery Maintenance	£86.60	£17.32	£103.92	
TAVATA	Subscription	£200.00	£0.00	£200.00	

The Bookshelf	Saltash Parking Refund	£105.60	£0.00	£105.60	S106 Waitrose
Truly Scrumptious	Christmas Festival 2016	£10.00	£0.00	£10.00	
UK Fuels Ltd	Petrol - Ride on Mower	£21.33	£4.27	£25.59	
W C Rowe	Saltash Parking Refund	£25.60	£0.00	£25.60	
WCE	Staff Uniform	£37.00	£7.40	£44.40	
WPS Insurance	Ride on Mower Insurance	£151.23	£0.00	£151.23	

ii. April 2017

Supplier	Details	Net	VAT	Gross	S106
Air Cadets	Christmas Festival 2016	£100.00	£0.00	£100.00	
Already Property Services	Refuse Collection	£100.00	£0.00	£100.00	
Amazon	Stationery	£199.24	£0.00	£199.24	
Barclays	Bank Charges	£20.91	£0.00	£20.91	
Biffa	Refuse Collection	£60.00	£12.00	£72.00	
British Gas	Belle Vue - Electricity	£52.18	£10.44	£62.62	
Caffe Corradi	Saltash Parking Refund Scheme	£40.00	£0.00	£40.00	S106 Waitrose
CALC	Councillor Training	£200.00	£40.00	£240.00	
CALC	Subscription	£2,078.48	£415.70	£2,494.18	
Chris Wells	Carkeel Roundabout Design	£250.00	£0.00	£250.00	
Chubb Fire Ltd	Fire Extinguishers - Rental Fees	£31.92	£6.38	£38.30	
Consortium	Stamps	£121.00	£0.00	£121.00	
Cormac Solutions Ltd	Weed Spraying	£3,337.56	£667.51	£4,005.07	
Cormac Solutions Ltd	Belle Vue - Cleaning	£271.65	£54.33	£325.98	

Cormac Solutions Ltd	Longstone - Cleaning	£449.77	£89.95	£539.72	
Cormac Solutions Ltd	Waterside - Cleaning	£390.40	£78.08	£468.48	
Cormac Solutions Ltd	Waterside - Repairs	£259.90	£51.98	£311.88	
Cormac Solutions Ltd	Repairs to Trailer	£346.30	£69.26	£415.56	
Cormac Solutions Ltd	Trailer Service	£125.00	£25.00	£150.00	
Cornerstone Vision	Town Messenger	£300.00	£60.00	£360.00	
Cornwall Council	Rates - Guildhall	£735.69	£0.00	£735.69	
Cornwall Council	Rates - Waterside	£69.00	£0.00	£69.00	
Cornwall Council	Rates - Maurice Huggins Room	£56.94	£0.00	£56.94	
Cornwall Council	Allotment License	£120.00	£0.00	£120.00	
Cornwall Council	Parking Space	£284.17	£56.83	£341.00	
Cornwall Council	Staff Training	£116.67	£23.33	£140.00	
Cornwall Pension Fund	Pension - April 2017	£3,404.02	£0.00	£3,404.02	
Cotton Taxis	Staff Travelling Expenses	£36.00	£0.00	£36.00	
Councillor Travelling Expenses		£9.00	£0.00	£9.00	
Crown Copiers	Photocopier Maintenance	£443.49	£88.70	£532.19	
DDC CRC Ltd	Community Payback Scheme	£373.33	£74.67	£448.00	
Devon & Cornwall Maintenance Solutions	Heritage Centre - Internal Works	£954.26	£190.85	£1,145.11	
Devon & Cornwall Maintenance Solutions	Alexandra Toilets - Refurbishment	£1,201.88	£240.38	£1,442.26	
Devon & Cornwall Maintenance Solutions	Heritage Centre - Internal Works	£14,527.19	£2,905.44	£17,432.63	

DLJ Electrical	Repairs - Guildhall	£25.00	£0.00	£25.00	
EE	Mobile Phone Charges	£46.59	£9.32	£55.91	
EON	Electric - Guildhall	£233.96	£46.79	£280.75	
EON	Electric - Churchtown	£7.28	£1.46	£8.74	
Glendale Grounds Maintenance	Monthly Grounds Maintenance	£1,403.91	£280.78	£1,684.69	
Gov.know	Staff Training	£275.00	£55.00	£330.00	
Hine Brothers	Apple Tree - Elwell Woods	£200.00	£0.00	£200.00	
Hine Brothers	Grass Cut - MPG	£40.00	£0.00	£40.00	
HMRC	PAYE - April 2017	£3,098.99	£0.00	£3,098.99	
IRQ Systems Ltd	New Office Equipment	£770.00	£154.00	£924.00	
IRQ Systems Ltd	Monthly IT Maintenance	£255.75	£51.15	£306.90	
Jackman Peckover	New Boiler Installation - Guildhall	£292.00	£58.40	£350.40	
Jackman Peckover	New Boiler Installation - Guildhall	£8,183.00	£1,636.60	£9,819.60	
Living Wage Foundation	Subscription	£120.00	£24.00	£144.00	
Michaels Civic Robes	New Jackets	£1,600.00	£320.00	£1,920.00	
Mike Pitches	Freedom of the Town Photography	£50.00	£0.00	£50.00	
Mr Sticker	Toilet Signage	£175.00	£35.00	£210.00	
PAT Testing South West	Trailer Repairs	£37.50	£7.50	£45.00	
Petty Cash		£238.37	£0.00	£238.37	
Royal Mail	Neighbourhood Plan	£0.71	£0.00	£0.71	
SAGE	Sage Pension Module Renewal	£119.88	£23.98	£143.86	
SAGE	Sage 50 Accounts Renewal	£1,147.00	£229.40	£1,376.40	

SAGE	Sage Payroll Renewal	£1,049.00	£209.80	£1,258.80	
Saltash Baptist Church	Civic Service Donation	£50.00	£0.00	£50.00	
Saltash Maritime	Community Chest	£1,000.00	£0.00	£1,000.00	
Saltash Rotary	Community Chest	£750.00	£0.00	£750.00	
Saltash Window Cleaning	Window Cleaning	£45.00	£0.00	£45.00	
Saltash Window Cleaning	Window Cleaning	£45.00	£0.00	£45.00	
Saphira Jewellers	Saltash Parking Refund Scheme	£180.00	£0.00	£180.00	S106 Waitrose
Sarah's Tasty Treats	Freedom of the Town Expenses	£150.00	£0.00	£150.00	
Screwfix	Repairs - Guildhall	£6.99	£1.40	£8.39	
Siemens	Copier Maintenance	£379.75	£75.95	£455.70	
SLCC	Staff Training	£285.00	£57.00	£342.00	
SLCC	Staff Training	£165.00	£33.00	£198.00	
South West Water	Belle Vue - Water Rates	£610.75	£0.00	£610.75	
South West Water	Waterside - Water Rates	£551.04	£0.00	£551.04	
SSG	Staff Training	£190.00	£38.00	£228.00	
Staff Salaries		£11,946.34	£0.00	£11,946.34	
Staff Travelling Expenses		£28.20	£0.00	£28.20	
The Flowery	Remembrance Sunday Expenses	£75.00	£0.00	£75.00	
UK Fuels Ltd	Petrol - Ride on Mower	£41.13	£8.23	£49.36	
Western Web	Website Maintenance	£67.00	£13.40	£80.40	

APPENDIX G

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

SALTASH TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

	Agreed		‘Yes’ means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA
			✓

This annual governance statement is approved by this smaller authority on:

SIGNATURE

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

SIGNATURE

Clerk:

SIGNATURE

*Note: Please provide explanations to the external auditor on a separate sheet for each ‘No’ response. Describe how this smaller authority will address the weaknesses identified.

APPENDIX H

Section 2 – Accounting statements 2016/17 for

Enter name of
smaller authority here:

SALTASH TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	610,002	665,051	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	430,510	599,108	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	106,082	94,241	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	188,338	202,435	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	21,385	21,385	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	271,820	343,513	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	665,051	791,067	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	679,631	837,644	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,248,194	2,251,465	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	172,533	156,848	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		X	

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

Responsible Financial Officer

Date

30 March 2017

I confirm that these accounting statements were approved by this smaller authority on:

Chair of the Council

and recorded as minute reference:

Minute Reference

Signed by Chair at meeting where approval is given:

Chair of the Council

APPENDIX I

Carkeel Roundabout Sculpture Project

Written Report for Saltash Town Council, 1st June 2017

Verbal report/update to be supplied at the meeting by Cllr Matt Coot and Mr Chris Wells

Background Notes:

- This has been an ongoing project to try to establish some kind of sculpture on Carkeel Roundabout as a landmark for the Gateway to Cornwall and the town of Saltash.
- The project has been developed by local artist, Chris Wells, along with support by former councillor Bob Austin.
- During the March town council meeting, then then Councillor Austin presented the council with various options for the potential sculpture. The result of this can be found in the meeting minutes.
- A meeting was scheduled between Councillor Austin, Councillor Coot, Chris Wells, Catherine Thomson (our community gateway link officer), and representatives from Cormac.

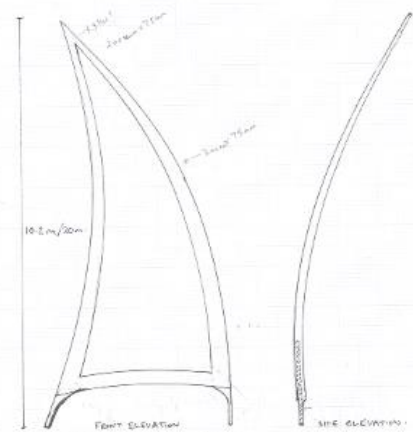
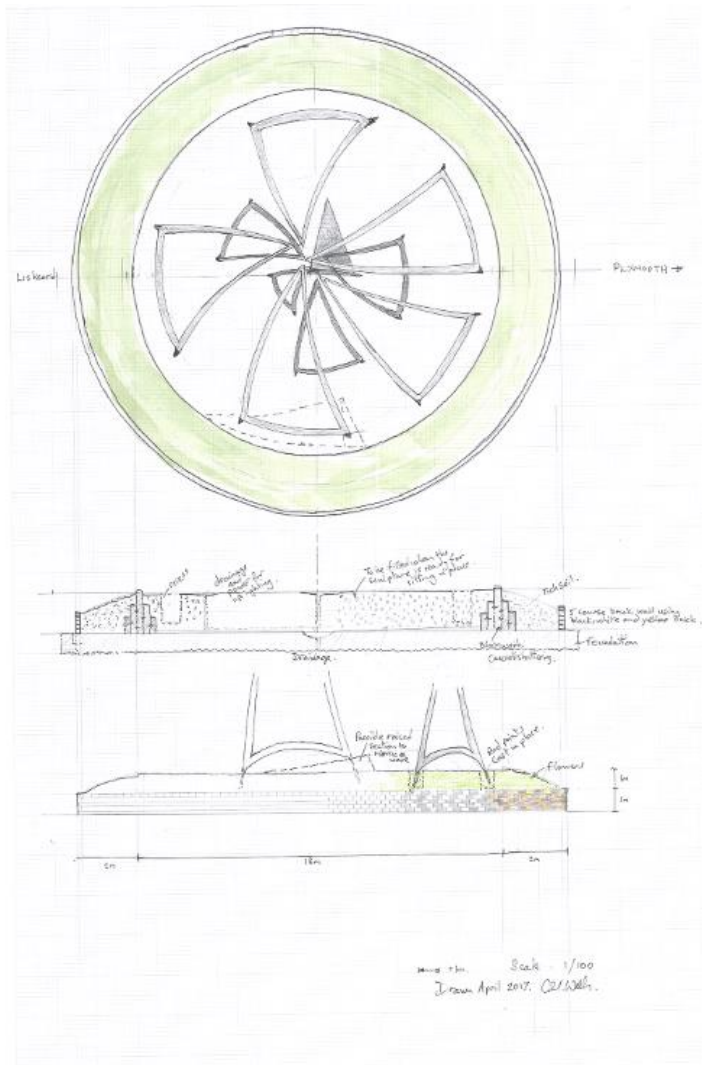
Result from meeting (07/04/17):

- Chris updated the group with the development of the designs. Due to some complications with previous designs, the new idea had been developed to ensure that it would be safe, as per the concerns from Highways England. The new designs were very popular with those present at the meeting.
- It was determined by drawings and measurements supplied by Highways England and Cormac, that the structure would require a plinth in the centre of the roundabout. This plinth would need to have a diameter of, no greater than, 25 metres. This was taking into consideration of the stopping distance of vehicles from all areas of the roundabout. It also took into consideration of the visibility for drivers.
- The plinth would need to be installed at the same time as the works on the roundabout, otherwise the whole project wouldn't be viable.

Decision required from Saltash Town Council (01/06/17):

1. **Do we wish to continue with the project?**
 - A. If this is the case, we will gain a quote for the works on the plinth from Cormac.
 - B. If this above the already agreed amount, which it shouldn't be, then we will need to discuss and agree upon this at the time.
2. **Does the council agree, in principle to Chris Wells continuing with the current design?**
 - A. With this agreement, Chris can contact manufacturers for quotes and can liaise with structural engineers to consult on the design.
 - B. We will then be able to discuss/agree to the design and costs (and how to fund it) when this information has been gathered.

Attached should be sketched designs for the plinth. On this, councillors will be able to see part of the design that Chris Wells has drawn up for the sculpture.



Height of sign/chevrons - 1200mm - 1600mm

Largest sculpture sections - 20m x 4m bending restrictions
 Frame section 400mm x 30mm diminishing to 120mm x 20mm

This is a proposal and can be altered to make it structurally sound. Materials would be:-

- ① Preferably stainless steel (solid)
- ② Stainless box section
- ③ Steel
- ④ Recycled plastic - polypropylene with steel to strengthen it.

APPENDIX J



Andy Hocking House, Alderson Drive,
Exeter EX2 7RP
T 01392 225555 / 225570 Fax 01392 225567
E opcc@devonandcornwall.pnn.police.uk
W www.devonandcornwall-pcc.gov.uk

7 March 2017

Dear Colleague

I am writing to bring to your attention the commitment which I have made in my recently published Police and Crime Plan to increase CCTV capacity across the force region. I am offering to provide support to local authorities which wish to install new CCTV systems or upgrade existing systems which may require a refit.

I have pledged to provide up to £200,000 of extra funding over the next three years to increase CCTV capacity and to encourage the development of monitoring 'hubs'. I believe high quality and interconnected CCTV can play a major role in helping to keep people safe. It is also an invaluable resource for the police to investigate crime and enable emergency services to find and help vulnerable people.

Attached to this letter is the detailed strategy which sets out how my support for the expansion of CCTV capacity will be provided, including the criteria which authorities will need to meet in order to qualify for a contribution towards capital finance costs. I have also attached an Expression of Interest form which will provide my office with an initial indication of current CCTV provision across the policing region, and any existing plans which authorities may have to install or upgrade systems. This exercise will enable me to assess the potential demand for support. My office will contact you again after the May elections as I appreciate that the election results may have an impact on the intentions of some authorities.

From May my office will begin work with local authorities to draw up detailed costings of CCTV options, to be followed by the formal application process for capital funding support.

However, please contact my office to discuss any aspect of the process which I have outlined. My team will also be happy to provide general guidance and technical support if this is helpful.

OPCC Contact:

David Eaton (CCTV Project Manager)
01392 225558
David.eaton@devonandcornwall.pnn.police.uk

Yours sincerely

Alison Hernandez
Police and Crime Commissioner



PCC
Office of the Police and
Crime Commissioner
Devon and Cornwall

Safe, resilient, connected communities

The role of CCTV

The PCC's Police and Crime Plan 2017-2020 'Safe, resilient and connected communities' sets out a commitment to support local authorities that wish to invest in CCTV systems. This commitment is part of the 'Supportive' element of the Local Policing Promise. The Plan sets out the PCC's broad approach to CCTV investment and includes a commitment to publish an overarching CCTV Investment Strategy.

This document presents the Investment Strategy for CCTV, outlines the PCC's view of the contribution which CCTV can make to community safety and resilience, and the support the PCC is offering to local authorities.

Background

The Police and Crime Plan 2017-2020 'Safe, resilient and connected communities' sets out a commitment from the PCC to support local authorities that wish to invest in CCTV systems.

The Plan states clearly that the PCC's approach will be to provide a contribution to capital investment costs (not revenue) and that the focus will be on supporting the creation of interconnected, high quality and sustainable systems. The PCC has committed to providing 'up to £200,000' over the lifetime of the Plan.

The PCC's intention to support capital investment in CCTV has been clear for some time. Initial investigative work began on the CCTV landscape and a potential role for the PCC in

summer 2016 following the previous PCC's decision to provide a capital contribution to support CCTV development in Launceston and Bude in late 2015.

A detailed landscape review of current CCTV provision in Devon and Cornwall has been carried out – working closely with external partners and practitioners, including local councils and the Cornwall Fire and Rescue Service.

For the purposes of this report "local authorities" refers to whichever tier of local government has responsibility for CCTV systems, including district and town councils. The PCC's decision to support local authorities in this area through a small capital fund is in recognition of the broader role that CCTV can play in keeping communities safe and the importance of supporting local communities as set out in the PCC's Local Policing Plan.

The PCC's approach to CCTV

In the Police and Crime Plan 2017-20 the PCC has outlined her approach to CCTV as follows:

"Helping local authorities who wish to make better use of CCTV to keep communities safe.

High quality and interconnected CCTV systems can play a role in community safety. CCTV provision is not the responsibility of the PCC or the police, but the PCC recognises they can benefit the police, in particular aiding investigation and detection of crime. The PCC understands the challenges local authorities face in establishing and maintaining local CCTV systems – in particular the capital purchase of equipment, the complexities and costs associated with monitoring CCTV and regulatory compliance. The PCC has seen, with interest, the establishment of a centralised CCTV monitoring hub and service at Cornwall Fire and Rescue, and considers this development by Cornwall Council to present opportunities for other local authorities.

The PCC has held exploratory discussions with local councils in Devon about potential for a similar centralised monitoring service. There is considerable interest. The PCC wishes to support local authorities – helping bring them together to explore opportunities and provide some contributory capital funding in support of developing interconnected, sustainable hubs for CCTV monitoring.

From 2017-2020 the PCC will allocate capital funding, up to £200,000, to support local authorities. The PCC will publish a CCTV investment strategy by February 2017 – focused on supporting capital investment (not revenue costs) in interconnected, high quality and sustainable systems and the development of shared local authorities monitoring hubs."

The PCC considers that CCTV has a role to play in supporting community safety in the following ways:

- Providing reassurance for the local community, including the public and people/officers working in those areas – especially in the Evening and Night-time Economy areas
- Supporting police in investigations and detection
- Contributing to the evidence base for civil actions – such as Public Space Protection Orders, premises closure notices and other orders to prevent asb
- Safeguarding vulnerable people – including lost children, individuals with mental health problems, elderly people who may have gone missing, individuals who have been drinking with friends and have become detached from them.

The PCC has set out her intention to work with local authorities who are seeking to develop high quality, sustainable and interconnected CCTV systems as part of their wider approach to community safety.

An interconnected hub model

The PCC has been impressed by the benefits coming from the Cornwall model of a centralised monitoring and support hub provided by Cornwall Fire and Rescue Service. The Tolvaddon 'hub' provides a modern, high quality and interconnected system that allows for images to be beamed into the police control room (and to council emergency contingencies control rooms) With 9 Cornish towns currently connected in and the capacity to extend this significantly, this initiative has gone a long way towards rationalising CCTV provision in Cornwall.

A move to monitoring hubs could provide real value for local authorities of all sizes in terms of reduced procurement and running costs, lower regulatory compliance costs and shared best practice. The OPCC's engagement with stakeholders to date has confirmed that smaller towns which are looking to install or upgrade stand-alone CCTV systems face significant challenges due to the complexity and cost of the compliance requirements of the legislation covering data handling, the cost of monitoring a small number of cameras in one town and the capital costs associated with upgrading or installing high quality kit. Access to centralised monitoring hubs across the region could bring significant savings costs in addition to connectivity and shared use of data.

A 'hub' based model also offers wider benefits – in particular the opportunity to 'connect' into other infrastructure– like police control rooms and County Council contingencies bases in order to improve responsiveness and operations. Expert advice is that further

opportunities are expected to emerge over the coming years – with live streaming of CCTV footage to hand-held devices to aid searches for offenders or vulnerable people a real possibility. The delivery of such opportunities are far more realistic when 'secure interconnection' needs to be established with a small number of hubs than with a large number of disparate CCTV systems across the peninsula. The PCC's approach to investment will reflect the different landscapes

- Devon - the focus will be on delivering 'monitoring hub' capability across Devon and then supporting local authorities who wish to connect their CCTV systems into a 'hub'. A range of options are being considered with partners – including the expansion of capacity at the existing CCTV centres and the creation of new monitoring hubs.
- Cornwall, the existing 'hub' at Tolvaddon has capacity and so the focus in Cornwall will be on supporting local authorities who wish to connect their CCTV systems into the 'hub'. If demand levels require an expansion of existing infrastructure at Tolvaddon then PCC contributions will be considered.

The PCC and the OPCC have engaged with a large number of local authorities over the past few months to understand the current CCTV landscape and develop the PCC's approach. The PCC has been clear that any investment in CCTV needs to focus on delivery of high quality and sustainable systems. Local authorities have expressed significant support for the 'hub' model and some preparatory work to understand any potential 'hub' structures has been taking place.

The OPCC (and Devon and Cornwall Police Estates Department) are currently helping North Devon Council to carry out a baseline audit of the CCTV systems which are in place in North Devon and to support them in building a clear costing model for a 'hub' in Barnstaple which could serve the network of towns in North and Mid Devon. A similar exercise is due to be discussed with Exeter and Plymouth city councils who have expressed interest in the 'hub' model. In Torbay a restructuring of the CCTV systems is planned and there may be further "hub" capacity as a result.

Micro systems

An interconnected 'hub' system may not be the right solution for all areas. In particular small towns and villages or areas which have a significant uplift in population for a short period over the summer are unlikely to find it a financial viable prospect. The proposed principles do not address the case of small towns and villages who might seek support for a simple 'un-connected' CCTV system. It is proposed that the focus for the CCTV Investment Strategy in Year 1 remains on the 'hub' model and that the potential to provide any wider support is considered at the end of 2017/18.

Volunteer-run systems

Professional monitoring services will be a requirement for newly created CCTV hubs. The Commissioner is not opposed to independent, volunteer led systems but these will not receive financial support as there are long term question marks over their sustainability and resilience at this stage.

The PCC's Investment Strategy

A budget of up to £200,000 has been allocated. The PCC's Investment Strategy does not set out a 'cash' allocation for CCTV in any location. A set of principles have been agreed which will be used to inform investment decisions and a clear process is being put in place by which the decisions will be taken. While considerable engagement with local authorities and stakeholders has already taken place to understand their needs and develop the hub approach, a formal process will now be run to allow local authorities to formally express a view of their needs.

Proposed CCTV Investment Principles

Investment decisions will be made in line with the following 8 principles

1. Capital funding is only available for local areas where the community, council and police have a clear and strong business case – low quality and/or unsustainable systems will not be supported
2. No PCC funding will be provided for ongoing revenue costs.
3. The PCC will not meet 100% of capital investment costs – the PCC will be looking to local authorities to contribute capital funds and for businesses to be involved in a partnership approach.
4. The PCC's investment in CCTV will be focused on the establishment and/or further development of 'hub' based monitoring systems – to make local systems more sustainable and to better exploit the opportunities provided by technological advancements. The PCC's capital investment will be focused on costs associated with:
 - a. Infrastructure required to develop a 'hub'
 - b. Connecting a local area into an operative 'hub'.
5. A 'hub' based system will normally involve more than one local authority – with either multiple local authorities joining together to develop a 'hub' or a single local authority providing 'hub' services to other local authorities.
6. The PCC's role is to provide some support to a local authority if it is seeking to invest in CCTV – the PCC will not seek to influence an area's decision about whether it wants to install CCTV.

7. The PCC investment will be in the form of a grant of funds – and will be accompanied by clear grant conditions as developed (which will include data collection, reporting, access arrangements for other local authorities and sustainability commitments). The PCC will not own CCTV infrastructure.
8. The PCC will make investment decisions through a clear process – advised by a CCTV Investment Advisory Board. All local authorities will be given a further opportunity to express an interest in becoming a 'hub' and/or taking services from a hub.

Connection into a monitoring hub will involve ongoing revenue costs that the local authority will need to meet locally.

Next Steps

- March 2017. Publication and circulation of the PCC's CCTV Strategy to all local authorities in Devon and Cornwall, including an invitation to submit expressions of interest along with a brief overview of the current position regarding any CCTV system which may already exist, and an indication of current thinking, as far as it exists, on possible future CCTV development
- April 2017. Submission of the initial EOIs (expressions of interest).
- May 2017:
 - Work to begin with local authorities to draw up detailed costings of CCTV options, both for authorities seeking to develop individual project plans and for those seeking to work in locally connected systems.
 - Work with "hub" providers, local authorities and Police Estates department to develop fully costed connectivity and monitoring service options.
- We will contact authorities again after the May elections to check whether there have been any significant changes to local intentions regarding CCTV as a result of the elections.

Governance Arrangements for the CCTV Investment Project

1. An advisory board will be established, including an external advisor, to provide advice to the CCTV Project Manager.
2. Recommendations regarding investment options will be brought to the PCC.
3. The PCC will make investment decisions, advised by the Chief Executive Officer and the OPCC.
4. Contacts for further details:

Senior Responsible Officer: Lisa Vango

CCTV Project Manager: David Eaton

Safe, resilient, connected communities

(The Police and Crime Plan 2017-20)

CCTV

This form has been sent to the following authorities:

Parish, town and district councils in Devon and Cornwall

Cornwall County Council, Torbay Council, Exeter and Plymouth City Councils

Contact point for return of EOI forms:

david.eaton@devonandcornwall.pnn.police.uk

I am happy to discuss any queries relating to the process or relating to CCTV more generally: 01395 225558

David Eaton (CCTV Project Manager, Office of the Police and Crime Commissioner)

Local Authority Expression of Interest

This EOI exercise will allow the OPCC to assess the number of local authorities which may wish seek support from the PCC to install or upgrade CCTV systems. Authorities are not making any commitments regarding future CCTV development by completing and returning this form. Following the completion of this exercise a formal process will take place to allow authorities to request funding support, and there will be an opportunity for detailed discussions between the OPCC and authorities regarding specific needs in each case. Attention is drawn to the PCC's investment principles as outlined in the strategy.

Deadline for return of EOI forms: Friday 21 April 2017

Name of Authority	
Is there any CCTV provision in the Authority ?	YES/NO:
If YES what is the current CCTV Provision ?	Brief outline of system: <hr/> Number of cameras: <hr/> Type of cameras: (eg analogue, HD, Infra-red)

	<p>Monitoring arrangements (if any):</p>
<p>Options for development of a CCTV system</p>	<p>Please provide a brief overview of any existing plans to install/develop CCTV, including discussions re options:</p> <p>If funding for CCTV development has been put in place, please provide details, including any forward timescales if relevant, and any contributions from partners and/or 3rd parties:</p>
<p>Request for PCC support</p>	<p>Please provide an indication of the financial support that you MAY be seeking from the PCC. Please be aware that the PCC's investment strategy is initially focused on:</p> <ol style="list-style-type: none"> 1. Development of a new monitoring hub 2. Upgrading of an existing monitoring hub 3. Fibre connection to an external monitoring hub

**Any other CCTV
related issues
which you wish
to bring to the
attention of the
OPCC**

APPENDIX K



Devon & Cornwall Police

Cllr. Hilary Frank
Saltash Town Council
The Guildhall
12 Lower Fore Street
Saltash
Cornwall
PL12 6JX

Superintendent Ian Drummond-Smith
SBStJ BSc (Hons) MSc
Commander – East Cornwall
St Austell Police Station,
Palace Road
St Austell
PL25 4AL

27th April 2017

Dear Cllr. Frank,

I am writing to update you on changes to the neighbourhood policing team in the Liskeard Sector. As you may know, the sector covers Liskeard, Looe, Saltash and Torpoint and is led by Inspector Julian Morris.

You will be aware Devon & Cornwall Police have experienced significant budget cuts in the past seven years and that we currently employ one thousand fewer people than seven years ago, including 600 fewer police officers. The budget settlement is extremely challenging.

Sergeant Angie Crow, the current Neighbourhood Team Leader for Torpoint and Saltash, is leaving the force in May; she will not be replaced in the short term. Sergeant Jo Williams from Liskeard and Looe will oversee neighbourhood policing across the entire sector. Meanwhile, a full review of our neighbourhood policing service is currently underway and will report by the Autumn. I would be happy to take back to that review any feedback or concerns that you might have. Furthermore, I would be very happy to attend one of your meetings and take any questions you may have.

Please be assured of our best efforts within the resources we have available.

Yours sincerely,

Superintendent Ian Drummond-Smith
LPA Commander – East Cornwall

Contact the police

Emergency 1 999

Non-emergency www.devon-cornwall.police.uk/reportcrime

101@devonandcornwall.pnn.police.uk 101

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The Government Standard
Stock code: 59615


APPENDIX L

Saltash Town Council will make a funding offer to successful applicants, who will then have two months to accept the grant on the terms offered.

SALTASH TOWN COUNCIL FESTIVAL FUND APPLICATION FORM

1. Name of Organisation	SALTASH REGATTA COMMITTEE
2. Contact Name	KAREN LILLEY
3. Contact Address	
4. Telephone numbers	
5. Email address	
6. Name of Event	Saltash Regatta 2017
7. Date(s)	SATURDAY 17 TH AND 18 TH JUNE 2017
8. Description of Event	THE ANNUAL SALTASH REGATTA INVOLVES GIG RACING; ROWING; A CHILDRENS PARADE; CHILDRENS ENTERTAINMENT AND ACTIVITIES; MUSIC; STALLS; CHARITY AND COMMERCIAL TRADERS AND STREET ENTERTAINMENT. THIS YEARS EVENTS INCLUDES THE USE OF THE SALTASH HOPPER BUSES, ACCESSING FORE STREET USING A ROUTE WHICH INCLUDES THE PILLMERE ESTATE AND MAIN ROADS TO PROMOTE ACCESS TO THE EVENT. THE CARDBOARD BOAT RACE WILL CONTINUE THIS YEAR, WITH LOCAL BUSINESSES AND ORGANISATIONS ACTIVELY INVOLVED. THERE WILL ALSO BE A SUDAY MORNING OUTDOOR MULTI FAITH SERVICE FROM THE LOCAL CHURCHES, INCORPORATING A MINUTES SILENCE FOR TWO OF OUR COMMITTEE MEMBERS. TWO NEW EVENTS ARE SCHEDULED FOR SUNDAY – THE TRAFFIC CONE RELAY (IN MEMORY OF CHRIS TANDY) AND THE PAINT PARTY.

<p>9. Amount of funding Requested</p> <p><i>(Itemise expenditure up to level sought)</i></p> <p>Continue if necessary on separate sheet if necessary</p>	<p>Cost £ 1742</p> <p>Traffic management - £950 Event toilets - £792</p> <p>Both these items are essential for a smooth running of the event with traffic management now being so important in terms of accessibility and safety.</p> <p>The toilet provision is required because of the significant numbers attending the regatta, and will be spread across two sites.</p>
<p>10. When is the funding required ?</p>	<p>June 2017</p>
<p>11. To whom have you applied/intend to apply for other grants related to this application?</p>	<p>We have approached local businesses to donate to the event and have secured an additional amount of £800. In addition, Waitrose have agreed to support the event and this is generally in the region of £300. We have applied to the Tesco bags scheme and are currently shortlisted. The Regatta is supported financially by local traders and charities that are charged a fee to attend the event and have a pitch.</p>
<p>12. Attached - previous year's report / accounts <i>(Delete as appropriate, or explain if not attached)</i></p>	<p>Evidence is attached.</p>

SignedKaren Lilley.....

Date25/4/2017.....

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	YES
Bank account details	YES
Copy of full audited accounts	YES
Estimates/quotes (project specific)	YES

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

SignedKaren Lilley.....

Date26/4/2017.....

This year the parade will return to Fore Street and many local schools have been engaged to participate.

We will again run a Park and Ride service providing easy opportunities to visitors visiting the town. We are also looking to improve this by offering a 'Town Centre' link to encourage spend in local shops and businesses. In addition, local shops in Fore Street are being invited to set up on Sunday for free on the waterside. We are hoping this will boost links with locally retailers and raise the profile of our local traders.

Finances

Our aim is to run the regatta in a prudent manner and we look to maintain an account balance that represents approximately the cost of one year's event. We intend to continue to grow in a steady manner over the coming years, with an intention to become the best riverside event in Devon and Cornwall.

All our local supporters, including the Town Council are key to this aim, and provide essential support.

Our intention each year is to seek further regional funding to continue our growth.

FTaS Group
12 Ashburgh Park
Saltash
Cornwall
PL12 4XZ

+44 7758 610437



FTaS Group
Traffic Management

FTaSGROUP
Traffic Management

Quote Matrix
Saltash Regatta 2017

	Same as Previous Year	2016 + Lessons Learnt - Not Manned
Full Price	£1910.00	£2103.00
Saltash Town Discounted Price	£1336.00	£1453.80
Regatta 2017 Quote	£850.00	£950.00
Information	This is the exact same as Saltash Regatta 2016, with no modifications made.	<p>This is the same as 2016, with the additional features fed back by the community after the Regatta 2016, including the expansion of the no waiting zone along Old Ferry Road and Pounds Park, and the inclusion of Drakefield Drive within this zone. Furthermore, this would include the Traffic Calming / Restriction Barriers inside the road closure, to zone traffic, and restrict it completely under the bridges along Old Ferry Road.</p> <p>If manning of the roadblocks (non-temporary) was required, a fee of £10.00p per hour per road block on the Saturday would be incurred, and £15.00p per hour per road block on the Sunday. If both road blocks were required to be manned for the full duration of the event, the incurred cost would be £570.00p.</p>

BOOKING FORM



ROSEMABER FARM • BREAGE • CORNWALL • TR13 9NE
TEL: 01736 763338 • FAX: 01736 762399

Registered Waste Carrier: RM & SJ Jones
Registration No: CB/HP3616RX

Date of Enquiry: 27.03.17

VAT No. 337051476

CUSTOMER DETAILS

Name: Saltash Regatta
Address: c/o Karen Street, Treasurer
[Redacted]
Tel No. [Redacted]
Mobile No. [Redacted]

EVENT DETAILS

Event: Saltash Regatta
Address: Jubilee Car Park
Old Ferry Road
Saltash
Postcode: PL12 6BJ
DATE OF EVENT 17th & 18th June 2017

Building Site Toilet	<input type="checkbox"/>	Disabled Mother & Baby Toilet	<input checked="" type="checkbox"/>	Gas Shower	<input type="checkbox"/>
Event Toilet	<input checked="" type="checkbox"/>	Disabled Unisex Toilet	<input checked="" type="checkbox"/>	Electric Shower	<input type="checkbox"/>
Fresh Flush Toilet	<input type="checkbox"/>	Gent's Urinal Block	<input type="checkbox"/>	Trailer Units	<input type="checkbox"/>
Mains Connected Toilet	<input type="checkbox"/>	Hotwash Unit	<input type="checkbox"/>	Trailers for Portables	<input type="checkbox"/>

ADDITIONAL EXTRAS (e.g. on-site servicing, delivery info etc)

* deliver Friday; collect Monday

* Sat eve service (unblock public loos if required as agreed)

* additional toilet rolls
+ dispenser key to be provided.

Please note that any arrangements that have been made with any of our staff must be specified on this form. In addition, units will not be placed more than 2m from a hard road unless previously agreed.

Once delivered and set-up on site, the toilets are the responsibility of the customer until collection.

Directions/map and a site plan showing the exact location of the toilets must be enclosed with the deposit when returning the booking form. Failure to enclose this will incur a £10 surcharge on the final invoice.

Booking Charge: £ 760-00

Discount: £ 120-00

Sub-Total: £ 660-00

VAT @ 20%: £ 132-00

TOTAL DUE £ 792-00

☐ £10 surcharge for no map

If you wish to pay by Credit Card please enter details below:

Card Type: VISA / MASTERCARD / SWITCH / SOLO / OTHER

Card No.

Card Holder

Start Date

Expiry Date

Security Code

Issue No. (if applicable)

Please debit from my account: **FULL AMOUNT / DEPOSIT**
(delete as appropriate)

Deposit due with booking £ 260-00

Balance due by: 30 / 06 / 17

Please sign below to confirm the above information is correct and return the form to us with your deposit to secure your booking.

SIGNED _____

PRINT _____

DATE ____/____/____

WHITE COPY - Customer YELLOW COPY - To be signed & returned PINK COPY - Office Copy

Registered Office as above Partners: RM, SJ & SE Jones