

SALTASH TOWN COUNCIL APPENDICES A - F POLICY & RESOURCES MEETING 17th OCTOBER 2017

APPENDIX A

Finance:

- a. Report from Outgoing Finance Officer – Abbie Browne
 - Our Internal Audit is booked for 30th October 2017
 - My final leave date is 30th October 2017
 - Many Thanks to Ray and to all of the councillors old and new who have worked with me for the last 4 years. I have really enjoyed transforming the Finances at STC and wish the council all the best for the future.
- b. Report from Incoming Finance Officer – Elena Holden
 - All accounts and bank accounts reconciled up to 30th September 2017.
 - Petty Cash is up to date and reconciled up to 30th September 2017.
- c. To receive the current Committee budget statements
 - See attached
- d. To receive a report on investments
 - See attached
- e. VAT
 - VAT Return was submitted for the period 01/04/2017 – 30/06/2017 and we have now received the VAT refund. Our next VAT Return is due on 7th November 2017 for the period 01/07/2017 – 30/09/2017.
- f. To approve Direct Debit List for 2017/18 – Elena Holden
 - See attached
- g. To approve Belle Vue Office Budget from General Reserves – Abbie Browne
 - To request approval of £4000 to be transferred from General Reserves to Belle Vue Office Costs to cover the set-up costs and ongoing maintenance costs.
- h. To approve increase to the Staff Recruitment Budget – Abbie Browne
 - The staff recruitment budget has an overspend of £1400. Request a transfer from General Reserves of £2000 to cover the overspend and potential future costs.

SALTASH TOWN COUNCIL

APPENDICES A - F POLICY & RESOURCES MEETING 17th OCTOBER 2017

Saltash Town Council

Cover Sheet Budget Report - September 2017

Budget Report as at 30th September 2017					
	Received 2016/2017	Budgeted Income 2017/2018	From/to reserve	Received YTD 2017/18	Yet to Receive
Income					
Burial Board : St. Stephen's	£ 8,850	£ 6,180	£ -	£ 5,469	-£ 711
Burial Authority : Churchtown	£ 8,595	£ 10,000	£ -	£ 4,605	-£ 5,395
Services Committee	£ 4,956	£ 18,575	£ -	£ 7,484	-£ 11,091
P&R Property	£ 7,632	£ 9,220	£ -	£ 5,461	-£ 3,759
P&R General	£ 4,124	£ 2,900	£ -	£ 1,287	-£ 1,613
P&R Office	£ -	£ -	£ -	£ -	£ -
Staffing	£ -	£ -	£ -	£ -	£ -
Total	£ 34,156	£ 46,875	£ -	£ 24,307	-£ 22,568
	Spend 2016/2017	Budget 2017/2018	From/to reserve	Actual Spend YTD 2017/18	Actual Funds Available to date
Expenditure					
Burial Board : St. Stephen's	£ 1,144	£ 6,340	£ -	£ 957	£ 5,383
Burial Authority : Churchtown	£ 23,480	£ 24,730	£ -	£ 11,013	£ 13,717
Services Committee	£ 73,249	£ 111,635	£ -	£ 14,921	£ 96,714
P&R Property	£ 18,609	£ 29,275	£ -	£ 14,721	£ 14,554
P&R General	£ 83,382	£ 106,057	£ -	£ 19,600	£ 86,457
P&R Office	£ 15,141	£ 16,980	£ -	£ 9,149	£ 7,831
Staffing	£ 202,866	£ 241,932	£ -	£ 126,286	£ 115,646
Total	£ 417,871	£ 536,949	£ -	£ 196,647	£ 340,302
	EMF b/f 2016/17	Budget 2017/2018	From/to reserve	Spend YTD 2017/18	Actual Funds Available to date
EMF expenditure					
Burial Board : St. Stephen's	£ 10,300	£ 50,250	-£ 34,000	£ 230	£ 26,320
Burial Authority : Churchtown	£ 16,064	£ 2,500	£ -	£ 226	£ 18,338
Services Committee	£ 178,237	£ 36,650	-£ 10,000	£ 20,275	£ 184,612
P&R Property	£ 56,065	£ 34,290	£ 120,000	£ 204,405	£ 5,950
P&R General	£ 50,344	£ 21,000	£ -	£ 6,334	£ 65,010
P&R Office	£ 1,761	£ 2,500	£ -	£ 675	£ 3,586
Staffing	£ 14,961	£ -	-£ 7,250	£ -	£ 7,711
Total EMF expenditure	£ 327,732	£ 147,190	£ 68,750	£ 232,144	£ 311,527
Grand Total	£ 745,603	£ 684,139	£ 68,750	£ 428,791	£ 651,829
STC Funds @ 31st August 2017				BALANCE	ESTIMATED INTEREST
Barclays Current Account				£ 141,047	
Barclays Active Saver				£ 200,000	
Lloyds Current Account				£ 100	
Lloyds Investment - 6 months - 0.36%				£ 100,000	£ 181
Lloyds Investment - 12 months - 0.65%				£ 100,000	£ 1,070
Public Sector Deposit Fund - CCLA				£ 200,000	£ -
Total				£ 741,147	£ 1,251

SALTASH TOWN COUNCIL

APPENDICES A - F POLICY & RESOURCES MEETING 17th OCTOBER 2017

Saltash Town Council

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

Code	Income Description	Received 2016/17		Budgeted Income 2017/18		Received YTD 2017/18	Yet to Receive		Comments
	Income								
4600	Cemetery Fees	8,850		6,180		5,469	- 711		
4613	Memorial Bench Income	-		-		-	-		
	Total Income	8,850		6,180		5,469	- 711		
Code	Expenditure Description	Spend 2016/17		Budget 2017/18		Actual Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments
6100	Petrol	422		700		279	421	421	
6101	Machinery Maintenance Costs	234		1,000		-	1,000	1,000	
6102	Refuse Disposal Sacks	37		170		-	170	170	
6103	Health & Safety	-		250		-	250	250	
6104	General Site Maintenance	323		900		458	442	442	
6105	Fire Extinguishers	-		100		-	100	100	
6106	Miscellaneous Costs	15		170		-	170	170	
6107	Hand Tool Costs	-		50		-	50	50	
6108	Tree Survey & Tree Maintenance	113		3,000		220	2,780	2,780	
6109	Memorial Bench (Expenditure)	-		-		-	-	-	
	Total Expenditure	1,144		6,340		957	5,383	5,383	
Code	Earmarked Reserves (EMF)	Spend 2016/2017	Balance B/F	Budget 2017/18	From/to reserve 2017/18	Spend YTD 2017/18	Funds Available to date	Funds Available after Planned Spend	Comments
6170	EMF Repairs to Cemetery Wall	4,445	5,120	50,000	- 30,000	230	24,890	24,890	£50,000 (Cemetery Wall)
6171	EMF Grave Restoration	320	4,680	-	- 4,000	-	680	680	
6172	EMF War Memorial (St. Stephens)	-	500	250	-	-	750	750	
	Total EMFs	4,765	10,300	50,250	- 34,000	230	26,320	26,320	
	Grand Total	5,909	10,300	56,590		1,187	31,703	31,703	

Saltash Town Council

Burial Authority - Churchtown - Budget Report - September 2017

Code	Income Description	Received 2016/17		Budgeted Income 2017/18		Received YTD 2017/18	Yet to Receive		Comments
	Income								
4612	Cemetery Fees	8,595		10,000		4,605	- 5,395		
4614	Memorial Bench Income	-		-		-	-		
	Total Income	8,595		10,000		4,605	- 5,395		
Code	Expenditure Description	Spend 2016/17		Budget 2017/18		Actual Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments
6000	Petrol	200		300		-	300	300	
6001	Machinery Maintenance Costs	261		300		101	199	199	
6002	Refuse Disposal Sacks	37		50		71	21	21	
6003	Health & Safety	60		100		-	100	100	
6004	General Site Maintenance	1,223		1,000		36	964	964	
6005	Fire Extinguishers	-		50		-	50	50	
6006	Miscellaneous Costs	-		100		-	100	100	
6007	Hand Tools Costs	25		100		17	83	83	
6008	Tree Survey & Tree Maintenance	-		650		-	650	650	
6009	Electricity Costs	145		250		96	154	154	
6010	PWLB Loan Repayment & Interest	21,385		21,385		10,682	10,693	10,693	
6011	Water	-		300		-	300	300	
6012	Memorial Bench (Expenditure)	-		-		-	-	-	
6013	Security Alarm Maintenance	145		145		-	145	145	
	Total Expenditure	23,480		24,730		11,013	13,717	13,717	
Code	Ear Marked Reserves (EMF)	Spend 2016/2017	Balance B/F	Budget 2017/18	From/to reserve 2017/18	Actual Spend YTD 2017/18	Funds Available to date	Funds Available after Planned Spend	Comments
6070	EMF Churchtown Cemetery Capital Works	4,782	9,495	-		-	9,495	9,495	Including Churchtown Water Pipe Brackets Work (£1500)
6071	EMF Replace Machinery & Equipment	8,694	4,459	2,500		46	6,913	6,913	
6072	EMF Burial Administration	495	2,110	-		180	1,930	1,930	
	Total EMFs	13,971	16,064	2,500	-	272	18,338	18,338	
	Grand Totals	37,451	16,064	27,230	-	11,285	32,055	32,055	

SALTASH TOWN COUNCIL

APPENDICES A - F POLICY & RESOURCES MEETING 17th OCTOBER 2017

Services Committee Budget Report – September 2017

code	income description	budget 2016/17	actual 2016/17	budget 2017/18	actual YTD 2017/18	var at 18/09/17	comment
4520	Allegation Income	2,700		2,500	10	2,490	Allegation Refund
4510	Public Footpath Grant	1,000		1,000	1,117	-	
4011	Miscellaneous Income	1,157		75	790	-	
4521	Waterfront Income - Annual Mooring Fees	-		14,000	5,587	8,413	
4522	Waterfront Income - Daily Mooring Fees	-		1,000	285	715	
	Total Income	4,857		18,075	7,492	10,583	
code	expenditure description	budget 2016/17	actual 2016/17	budget 2017/18	actual YTD 2017/18	var at 18/09/17	comment
6500	Environment	-		8,000	-	8,000	noise (noise cutting noise supply)
6501	Highways Weed Control	8,500		13,500	-	13,500	1 allocation
6502	Car Christmas Event	5,500		500	-	500	
6503	Electricity	700		1,000	380	1,310	1,310
6504	Street Furniture (Maintenance)	1,310		2,000	814	2,390	
6505	Street Lighting	600		500	95	545	Actual 2016-2017
6506	Grounds Maintenance & Watering	20,070		20,000	10,443	12,557	
6507	Community Toilet Scheme	800		1,000	-	1,000	
6508	Public Toilets (Operational Costs)	22,100		30,000	423	29,577	10,000 (overrun) 10,000 (overrun) 10,000 (overrun)
6509	Miscellaneous	10		115	-	115	
6510	Trailer (Repair & Maintenance)	110		1,000	-	1,000	
6511	Trainers & Socks	310		2,000	170	1,690	
6512	Bus Shelters (Maintenance)	110		600	-	600	
6513	Swimming	30		110	-	110	
6514	Town Lads/Boys/Reprinting	20		1,075	-	1,075	
6515	Feather Lights Maintenance & Electricity	410		1,500	94	1,406	
6516	Road Safety Grant	200		200	-	200	
6517	Cross & Metal Works (Maintenance)	834		1,210	584	1,000	
6518	Highways Training & Equipment	-		2,000	-	2,000	
6519	Flags & Bunting	1,100		1,500	280	1,220	
6520	Community Feedback Scheme	4,100		5,000	1,400	3,600	
6521	Binners Canteen (Maintenance)	-		5,000	450	5,450	
6522	Waterfront Maintenance Costs	3,650		5,000	182	4,818	
6523	Public Footpaths & Walkways	-		2,000	-	2,000	
	Total Expenditure	73,240		115,835	14,821	98,714	
code	capital & revenue (EMF)	budget 2016/17	actual 2016/17	budget 2017/18	actual YTD 2017/18	var at 18/09/17	comment
6570	EMF Public Works (Repair & Replace)	820	4,300	-	44	4,256	
6571	EMF Public Recreation Areas	-	16,740	-	10,000	16,740	
6572	EMF Public Lighting	2,507	29,872	8,000	1,300	34,572	Public Lighting (Lighting) Public Lighting (Lighting) Public Lighting (Lighting)
6573	EMF Public Art and Maintenance	2,770	7,230	5,000	5,000	1,000	Public Art (Art) Public Art (Art) Public Art (Art)
6574	EMF Public Works	-	10,422	-	10,000	10,000	
6575	EMF Public Furniture (New and Replace)	-	7,000	3,000	-	10,000	
6576	EMF Public Toilets (Repair & Replace)	-	5,000	-	-	5,000	
6577	EMF Public Toilets (Capital Works)	5,850	7,000	8,000	3,892	11,211	Public Toilets (Capital Works) Public Toilets (Capital Works) Public Toilets (Capital Works)
6578	EMF Waterfront (Capital Works)	175	57,825	12,000	20,000	60,710	Public Toilets (Capital Works) Public Toilets (Capital Works) Public Toilets (Capital Works)
6579	EMF Bus Shelter Installation	-	10,000	-	8,000	8,000	Public Toilets (Capital Works) Public Toilets (Capital Works) Public Toilets (Capital Works)
6580	EMF Public Toilets	16,707	20,133	-	462	19,671	Public Toilets (Capital Works) Public Toilets (Capital Works) Public Toilets (Capital Works)
6581	EMF Christmas Festival Support Fund	-	1,125	-	-	1,125	
6582	EMF Town War Memorial	-	2,000	-	-	2,000	
6583	EMF Funds for Works Approved in 2016/17	-	2,710	-	2,710	-	
	Total EMF	20,952	170,237	38,000	50,286	164,812	
	Grand Total	100,192	170,237	149,295	65,107	264,390	

SALTASH TOWN COUNCIL

APPENDICES A - F POLICY & RESOURCES MEETING 17th OCTOBER 2017

Saltash Town Council

P&A Property - Budget Report - September 2017

Code	Income Description	Received 2016/17		Budgeted Income 2017/18		Received YTD 2017/18	Yet to Receive		Comments
4200	Guildhall - Bookings	7,227		8,900		5,321	-	3,579	
4201	Guildhall - Refreshments Income	308		250		116	-	135	
4202	Guildhall - Piano Bookings	10		20		10	-	10	
4204	Guildhall - Photocopying Income	29		50		14	-	36	
4206	Miscellaneous Property Income	58		-		-	-	-	
	Total Income	7,632		9,220		5,461	-	3,759	
Code	Expenditure Description	Spend 2016/17		Budget 2017/18		Actual Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments
6400	Rates - Guildhall	6,897		7,500		7,387	113	113	
6401	Water Rates - Guildhall	547		950		277	673	673	
6402	Gas - Guildhall	2,415		3,100		828	2,272	2,272	
6403	Electricity - Guildhall	2,956		4,600		2,019	2,582	2,582	
6404	Fire & Security Alarm - Guildhall	674		1,000		711	289	289	
6405	Fire Extinguishers - Guildhall	351		770		246	524	524	
6406	Window Cleaning - Guildhall	495		600		225	375	375	
6407	Refuse Collection - Guildhall	765		1,000		366	634	634	
6408	Cleaning Materials & Equipment - Guildhall	588		650		533	117	117	
6409	Boiler Service & Maintenance	-		2,100		-	2,100	2,100	
6410	General Repairs & Maintenance	267		650		509	141	62	
6411	TV License	146		150		-	150	150	
6412	Lift Service & Maintenance	1,959		2,200		1,354	846	846	
6413	Refreshments Costs - Guildhall	266		350		94	256	256	
6414	Replace Equipment - Guildhall	-		1,600		29	1,571	1,571	
6415	Miscellaneous Property Costs - Guildhall	283		555		143	412	412	
6416	Maurice Huggins Room (Operational Costs)	-		1,500		-	1,500	1,500	
	Total Expenditure	18,509	-	29,275	-	14,721	14,554	14,551	
Code	earmarked Reserves (EMF)	Spend 2016/2017	Balance B/F	Budget 2017/18	From/to reserve 2017/18	Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments
6470	EMF Guildhall maintenance	12,959	25,560	34,290	- 10,000	32,783	17,067	15,744	C26,290 (5 yr Repair Programme Figures)
6471	EMF Heritage Centre	24,543	29,221	-	- 5,000	420	23,801	23,801	29,980 (Sound Equipment)
6472	EMF Maurice Huggins Room	444	1,284	-	-	-	1,284	1,284	
6473	EMF Station Building (Purchase & Capital Works)	-	-	-	135,000	171,202	- 36,202	- 36,202	Awaiting GWR Funds
	Total EMF	37,946	56,065	34,290	120,000	204,405	5,950	4,626	
	Grand Total	56,555	56,065	63,565	120,000	219,126	20,504	18,977	

SALTASH TOWN COUNCIL

APPENDICES A - F POLICY & RESOURCES MEETING 17th OCTOBER 2017

P & R General – Budget Report – September 2017

Saltash Town Council

Code	Income Description	Received 2016/17		Budgeted Income 2017/18		Received YTD 2017/18	Yet to Receive	
4901	Bank Interest Received	4,124		2,900		1,287	- 1,613	
4908	P & R Miscellaneous Income	-		-		-	-	
	Total Income	4,124		2,900		1,287	- 1,613	
Code	Expenditure Description	Spend 2016/17		Budget 2017/18	From/to reserve 2017/18	Actual Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend
6200	Bank Charges	381		620		284	336	336
6201	Audit	3,420		2,500		- 1,300	3,800	3,800
6202	Civic Occasions (including Road Closures)	1,332		4,500		570	3,930	3,265
6203	Mayors Allowance	4,600		4,600		1,840	2,760	2,760
6204	Councillors Allowance	2,200		3,265		-	3,265	3,265
6205	Insurance	9,425		13,600		6,094	7,506	7,506
6206	Youth Council	3,000		3,000		-	3,000	3,000
6207	Citizens Advice Bureau	-		-		-	-	-
6208	Subscriptions	2,898		3,250		2,958	292	292
6209	Oyster Beds	1		1		-	1	1
6210	Community Chest	6,693		7,500		1,965	5,535	5,535
6211	Website Maintenance	599		530		75	455	455
6212	Councillor Expenses	49		530		-	530	530
6213	Councillor Training	-		2,000		180	1,820	1,820
6214	Health & Safety	2,793		3,700		1,650	2,050	1,867
6215	Annual Report	-		420		-	420	420
6216	Miscellaneous	72		100		-	100	100
6217	Data Protection	35		45		35	10	10
6218	Mayors Badges	-		46		7	39	39
6219	Local Council Award Scheme	-		200		-	200	200
6220	Festival Fund & Event Expenditure	3,784		10,650		3,742	6,908	6,908
6221	Town Messenger	2,100		4,000		1,500	2,500	2,500
6222	Commissioning Youth Work	40,000		40,000		-	40,000	40,000
6223	Inclusion Cornwall	-		1,000		-	1,000	1,000
6224	Vehicle Maintenance and Repair Costs	-		-		10,472	- 10,472	- 10,472
	Total Expenditure	83,382		106,057	-	19,600	86,457	85,609
Code	Earmarked Reserves (EMF)	Spend 2016/2017	Balance B/F	Budget 2017/18	From/to reserve 2017/18	Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend
6270	EMF Crime Reduction	5,050	6,950	-	-	-	6,950	6,950
6271	EMF Election	200	8,163	20,000	-	3,720	24,443	24,443
6272	EMF Robes & Civic Regalia	343	5,657	-	-	771	4,886	4,886
6273	EMF Legal Fees	1,691	5,001	1,000	-	130	5,871	5,871
6274	EMF Internet Redevelopment	-	2,025	-	-	-	2,025	2,025
6275	EMF Neighbourhood Plan	3,735	14,927	-	-	1,066	13,861	8,911
6276	EMF Support/Promote Public Transport	-	7,621	-	-	646	6,975	6,975
	Total EMF	11,019	50,344	21,000	-	6,334	65,010	60,060
	Grand Total	94,401	50,344	127,057	-	25,934	151,467	145,669

SALTASH TOWN COUNCIL

APPENDICES A - F POLICY & RESOURCES MEETING 17th OCTOBER 2017

Saltash Town Council

P&R Office - Budget Report - September 2017

Code	Expenditure Description	Spend 2016/17		Budget 2017/18		Actual Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments
6300	Telephone	564		950		310	640	640	
6301	Stationery/Postage/Printing	1,903		2,630		913	1,717	1,717	
6302	Office & IT Equipment	3,477		3,350		275	3,075	3,075	
6303	Copier Maintenance	4,084		3,600		3,459	141	141	
6304	Broadband	432		450		395	55	55	
6305	SAGE Accounts	2,081		2,500		2,344	156	156	
6306	IT Maintenance	2,601		3,500		1,453	2,047	2,047	
6307	Miscellaneous	-		-		-	-	-	
	Total Expenditure	15,141		16,980		9,149	7,831	7,831	
Code	Earmarked Reserves (EMF)	Spend 2016/2017	Balance B/F	Budget 2017/18	From/to reserve 2017/18	Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	
6370	EMF Computer Equipment Renewal	770	1,761	2,500	-	675	3,586	3,586	£2500 (Computer Equipment)
	Total EMF	770	1,761	2,500	-	675	3,586	3,586	
	Grand Total	15,911	1,761	19,480		9,824	11,417	11,417	

Saltash Town Council

Staffing - Summary Budget Report - August 2017

Code	Expenditure Description	Spend 2016/17		Budget 2017/18	From/to reserve 2017/18	Budget YTD 2017/18	Actual Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments
	Guildhall Admin Costs	133,185		148,486	7,250	61,869	58,761	96,975	96,975	
	Guildhall Caretaking Costs	19,632		34,039		14,183	8,317	25,722	25,722	
	Grounds & Cemetery Staff Costs	42,077		49,063	41,081	20,443	20,605	60,539	60,539	
6650	Staff Parking Space	284		325		135	284	41	41	
6651	Staff Insurance	532		600		250	177	423	423	
6652	Employers Pension - Monthly Fee	2,400		3,900		1,625	1,625	2,275	2,275	
6653	Grounds & Premises Staff - Clothing	190		529		220	219	310	310	
6654	Grounds & Premises Staff - Mobile Phones	89		250		104	292	42	42	
6655	Staff Travelling Expenses	772		1,065		444	693	372	372	
6656	Staff Training	2,207		2,125		885	1,098	1,027	627	
6657	Staff Recruitment Advertising	798		615		256	1,754	1,139	1,139	
6658	Miscellaneous Staffing Expenditure	-		-		-	40	40	40	
6659	Town Sergeant & Mace Bearer Fees	700		735		306	181	554	554	
6660	Town Crier Competition Fund	-		200		83	-	200	200	
	Revenue Expenditure	202,866		241,932	48,331	100,805	103,046	187,217	186,817	
Code	Earmarked Reserves (EMF)	Spend 2016/2017	Balance B/F	Budget 2017/18	From/to reserve 2017/18		Actual Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments
6690	EMF Staff contingency reserve	3,023	14,961	-	7,250	-	-	7,711	7,711	
	Total EMF's	3,023	14,961	-	7,250	-	-	7,711	7,711	

SALTASH TOWN COUNCIL
APPENDICES A - F POLICY & RESOURCES MEETING 17th OCTOBER
2017
APPENDIX B

017.

SALTASH TOWN COUNCIL
COMMUNITY CHEST APPLICATION FORM

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

SALTASH TOWN COUNCIL

APPENDICES A - F POLICY & RESOURCES MEETING 17th OCTOBER 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

See attached and additional information.



Estimates/quotes (project specific)



Registered charity/company number

Not Applicable.

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

Signed



- LVAA Secretary.

Dated


21st July 2017.

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

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

**SALTASH TOWN COUNCIL
APPENDICES A - F POLICY & RESOURCES MEETING 17th OCTOBER
2017**

**SALTASH TOWN COUNCIL
COMMUNITY CHEST APPLICATION FORM**

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

SALTASH TOWN COUNCIL

APPENDICES A - F POLICY & RESOURCES MEETING 17th OCTOBER 2017

How will you publicise Town Council support and the Community Chest?	We would publicise the Town Council support in the local newspaper, local notice board, town notice board and the Cornwall Cricket Board website.
----------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------

How the grant will be paid

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

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

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

.....

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

Signed



.....

Dated

04/08/17

.....

**SALTASH TOWN COUNCIL
APPENDICES A - F POLICY & RESOURCES MEETING 17th OCTOBER
2017**



The Royal British Legion – Saltash & District
205 Grassmere Way
Pillmere
Saltash
PL12 6XW



RECEIVED
19 JUL 2017

[Redacted]
Date: 10th July 2017

Saltash Festival Fund Committee
Guildhall
Saltash
Cornwall

Dear Sir/Madam,

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

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

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

Any queries, please do not hesitate to contact me.

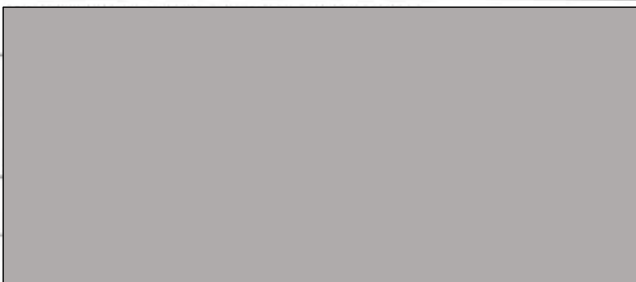
Yours faithfully

[Redacted]
Ms
Saltash & District – Social & PR Secretary

Enc.

**SALTASH TOWN COUNCIL
APPENDICES A - F POLICY & RESOURCES MEETING 17th OCTOBER
2017**

SALTASH TOWN COUNCIL FESTIVAL FUND APPLICATION FORM

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

SALTASH TOWN COUNCIL

APPENDICES A - F POLICY & RESOURCES MEETING 17th OCTOBER 2017

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

Signed

[Redacted Signature]

Date

10th July 2017

CHECKLIST

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

- | | |
|----------------------------------------------------------------------------------------------------------|-------------------------------------|
| Signed and completed application form | <input checked="" type="checkbox"/> |
| Bank account details <small>Lloyds Saltash, Account: RBL Saltash General Fund, 30-12-74 02114027</small> | <input checked="" type="checkbox"/> |
| Copy of full audited accounts <small>Copy of account statement from last year's event</small> | <input checked="" type="checkbox"/> |
| Estimates/quotes (project specific) | <input type="checkbox"/> |

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

Signed

[Redacted Signature]

Date

10th July 2017

SALTASH TOWN COUNCIL

APPENDICES A - F POLICY & RESOURCES MEETING 17th OCTOBER 2017

FESTIVAL OF REMEMBRANCE 2016

RECEIPTS

DATE	ENTRY	Cash	Bank	Bk Cr	AV No	TH	Grant & Donations	Ticket Sales	Raffle	Notes
2016/2017										
October	Ticket Sales	250.00						250.00		
October	Raffle	84.00			028					
October	Ticket Sales (P/gers)	50.00			028			50.00	84.00	
October	To Bank from Cash		384.00		028	384.00				
October	Saltash Town Council		482.00		024		482.00			
		384.00	816.00			384.00	482.00	300.00	84.00	

FESTIVAL OF REMEMBRANCE 2016

Receipts

Saltash Town Council	482.00
Ticket Sales	300.00
Raffle	84.00
	<u>816.00</u>

Payments

Printing of Programmes & Tickets	10.00
Saltash Wesley Methodist Church	143.00
Town Band	150.00
Saltash Ladies Choir	90.00
Burston Male Voice Choir	90.00
Saltash RSL Poppy Appeal	413.00
	<u>816.00</u>

PAYMENTS

DATE	ENTRY	Cash	Bank	Chq	PV No	TH	Band & Choirs	Sundry Expenses	To Poppy Appeal	Venue	Notes
2016/2017											
November	24 Saltash Wesley Meth Church		10.00	974	032			10.00			Programmes & Printing
October	Saltash Ladies Choir		50.00	967	028		50.00				
October	Saltash Town Band		150.00	968	028		150.00				
October	Burston Male Voice Choir		50.00	969	030		50.00				
November	Saltash Wesley Meth Church		243.00	970	033					143.00	Venue hire
October	From Cash to Bank	384.00				384.00					
January	To Poppy Appeal		413.00	975					413.00		Balance after Event
		384.00	816.00			384.00	250.00	10.00	413.00	143.00	
		0.00	0.00								
		384.00	816.00								

**SALTASH TOWN COUNCIL
APPENDICES A - F POLICY & RESOURCES MEETING 17th OCTOBER
2017**

SALTASH TOWN COUNCIL FESTIVAL FUND APPLICATION FORM

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

SALTASH TOWN COUNCIL
APPENDICES A - F POLICY & RESOURCES MEETING 17th OCTOBER
2017

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

Signed

Date

31/7/17
CHECKLIST

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

Signed and completed application form



Bank account details



Copy of full audited accounts



Estimates/quotes (project specific)



Registered charity/company number

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

Signed

Date

31/7/17

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

**SALTASH TOWN COUNCIL
APPENDICES A - F POLICY & RESOURCES MEETING 17th OCTOBER
2017**

EXPENDITURE

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

INCOME

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

**SALTASH TOWN COUNCIL
APPENDICES A - F POLICY & RESOURCES MEETING 17th OCTOBER
2017**



Celebration Pyrotechnics
5 Priory Road
Bodmin
Cornwall
PL31 2AF

Tel: 01208 78790
www.celebrationpyro.com

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

8th November 2016

Invoice 1564

Re: Firework Display - Saturday 5th November 2016

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



SALTASH TOWN COUNCIL

APPENDICES A - F POLICY & RESOURCES MEETING 17th OCTOBER 2017

Wendy Child
26th September 2017

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

26 SEP 2017

RE: Supporting document for Kalan Gwav application to Festivals Fund

Dear Cllr. Phillips,

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

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

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

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

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

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

Wendy Child
Honorary Treasurer, Kalan Gwav

SALTASH TOWN COUNCIL
APPENDICES A - F POLICY & RESOURCES MEETING 17th OCTOBER
2017

SALTASH TOWN COUNCIL FESTIVAL FUND APPLICATION FORM

1. Name of Organisation	SALTASH MUSIC, SPEECH & DRAMA FESTIVAL	
2. Contact Name	[REDACTED] CHAIRMAN	
3. Contact Address	[REDACTED]	
4. Telephone numbers	Day: [REDACTED]	Evening: [REDACTED]
5. Email address	[REDACTED]	
6. Name of Event	SALTASH MUSIC, SPEECH & DRAMA FESTIVAL	
7. Date(s)	22 JANUARY 2018 TO 3 FEBRUARY 2018 INCL.	
8. Description of Event	A COMPETITIVE FESTIVAL OF THE ARTS OF SPEECH, DRAMA & MUSIC ADJUDICATED BY PROFESSIONAL ADJUDICATORS.	
9. Amount of funding Requested	Item	Cost £
(Itemise expenditure up to level sought)		1,000
Continue if necessary on separate sheet if necessary	AS CAN BE SEEN FROM THE ATTACHED ACCOUNTS, WE UNFORTUNATELY WERE UNSUCCESSFUL WITH OUR APPLICATION FOR FUNDING AND SUBSEQUENTLY MADE A LOSS OF OVER £900. THE FESTIVAL COSTS £6000 TO STAGE. ∴ IT CANNOT EXIST IF LOSSES OF APPROX. £1000 ARE EXPERIENCED. THE FESTIVAL, SHOULD IT SUSTAIN ANOTHER SUCH LOSS, MAY HAVE TO CEASE TO EXIST.	
10. When is the funding required?	MID JANUARY 2018	

SALTASH TOWN COUNCIL
APPENDICES A - F POLICY & RESOURCES MEETING 17th OCTOBER
2017

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

Signed

[Redacted Signature]

Date

4 SEPTEMBER 2017

CHECKLIST

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

Signed and completed application form



Bank account details

[Redacted Bank Account Details]



Copy of full audited accounts



Estimates/quotes (project specific)

PLEASE SEE EXPENDITURE
ON ATTACHED ACCOUNTS



Registered charity/company number

1046226

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

Signed

[Redacted Signature]

Date

4 SEPTEMBER 2017

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

**SALTASH TOWN COUNCIL
APPENDICES A - F POLICY & RESOURCES MEETING 17th OCTOBER
2017**

SALTASH TOWN COUNCIL FESTIVAL FUND APPLICATION FORM

1. Name of Organisation	Saltash Community Flood Forum		
2. Contact Name	<div style="background-color: #cccccc; width: 100px; height: 20px;"></div>		
3. Contact Address	<div style="background-color: #cccccc; width: 100%; height: 100px;"></div>		
4. Telephone numbers			
5. Email address			
6. Name of Event	Autumn Serenade – Fund raising Concert		
7. Date(s)	November 25 th 2017		
8. Description of Event	Autumn concert to raise funds for the Saltash Community Flood Forum		
9. Amount of funding Requested <i>(Itemise expenditure up to level sought)</i>	Item	Cost	£
	Hire of Guildhall		144.00
	Poster/Flyers/ Banner		153.20
	Stationery and envelopes etc. and stamps for mailing list		76.00
		Total	373.20
	<u>NB we have not asked for the VAT on the Banner</u>		
Continue if necessary on separate sheet if necessary			

SALTASH TOWN COUNCIL
APPENDICES A - F POLICY & RESOURCES MEETING 17th OCTOBER
2017

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

Signed

.....

Date

...28th September

2017

.....

SALTASH TOWN COUNCIL

APPENDICES A - F POLICY & RESOURCES MEETING 17th OCTOBER 2017

SALTASH COMMUNITY FLOOD FORUM MISSION STATEMENT

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

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

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

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

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

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

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


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

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

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

SALTASH TOWN COUNCIL
APPENDICES A - F POLICY & RESOURCES MEETING 17th OCTOBER
2017

SALTASH TOWN COUNCIL FESTIVAL FUND APPLICATION FORM

1. Name of Organisation	SALTASH WATERFRONT RESIDENTS ASSOCIATION SWRA																									
2. Contact Name																										
3. Contact Address																										
4. Telephone numbers																										
5. Email address																										
6. Name of Event			CAROLS EVENT																							
7. Date(s)	10TH DECEMBER 2017																									
8. Description of Event	CHRISTMAS CAROL SERVICE AROUND THE CHRISTMAS TREE AND FESTIVE FIREWORK DISPLAY																									
9. Amount of funding Requested (Itemise expenditure up to level sought) Continue if necessary on separate sheet if necessary	<table border="0"> <thead> <tr> <th>Item</th> <th>Cost</th> <th>£</th> </tr> </thead> <tbody> <tr> <td>25M XMAS TREE (X FOLDATHIC)</td> <td></td> <td>100.00</td> </tr> <tr> <td>LABOUR (PUT UP, TAKE DOWN)</td> <td></td> <td>150.00</td> </tr> <tr> <td>FIREWORKS (OFF FERRY PIER)</td> <td></td> <td></td> </tr> <tr> <td>(TOM BRIDGEMAN CELEBRATION)</td> <td>400.00</td> <td></td> </tr> <tr> <td>CHILDRENS SWEETS (LIDL)</td> <td>25.00</td> <td></td> </tr> <tr> <td>PA HIRE</td> <td>60.00</td> <td></td> </tr> <tr> <td>TOTAL</td> <td></td> <td>735.00</td> </tr> </tbody> </table>	Item	Cost	£	25M XMAS TREE (X FOLDATHIC)		100.00	LABOUR (PUT UP, TAKE DOWN)		150.00	FIREWORKS (OFF FERRY PIER)			(TOM BRIDGEMAN CELEBRATION)	400.00		CHILDRENS SWEETS (LIDL)	25.00		PA HIRE	60.00		TOTAL		735.00	
Item	Cost	£																								
25M XMAS TREE (X FOLDATHIC)		100.00																								
LABOUR (PUT UP, TAKE DOWN)		150.00																								
FIREWORKS (OFF FERRY PIER)																										
(TOM BRIDGEMAN CELEBRATION)	400.00																									
CHILDRENS SWEETS (LIDL)	25.00																									
PA HIRE	60.00																									
TOTAL		735.00																								
10. When is the funding required ?	BY END NOV. 2017																									

SALTASH TOWN COUNCIL
APPENDICES A - F POLICY & RESOURCES MEETING 17th OCTOBER
2017

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

Signed

Date

03/10/17
CHECKLIST

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

Signed and completed application form

Bank account details

Copy of full audited accounts

Estimates/quotes (project specific)

Registered charity/company number

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

Signed

Date

03/10/17

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

SALTASH TOWN COUNCIL APPENDICES A - F POLICY & RESOURCES MEETING 17th OCTOBER 2017

Appendix C

Duchy Defibrillators

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

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

Details as follows:

INVOICE



DU

Date: 8th August 2017

Your ref: - Annual Monitoring fee

Our ref: - JN033

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

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

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

Annual monitoring fee	£160.00
VAT	£32.00
TOTAL	£192.00



SALTASH TOWN COUNCIL APPENDICES A - F POLICY & RESOURCES MEETING 17th OCTOBER 2017

P&R Agenda – 17th October 2017

GOOGLE MAPS

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



Letter from Duchy Defibrillators

Re: - Annual monitoring fee for public access defibrillator cabinets

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

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

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

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

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

Duchy Defibrillators

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

www.duchydefibs.co.uk

hello@duchydefibs.co.uk

**SALTASH TOWN COUNCIL
APPENDICES A - F POLICY & RESOURCES MEETING 17th OCTOBER
2017**

Appendix D

Saltash Train Timetable¶

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To request (from SRUG -- Saltash Rail Users Group) that STC continue to fund the print and delivery costs of the Saltash Train Timetable, as agreed by the last council. This would continue to be funded from the 'Promote Public Transport' EMF.¶

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Printing and delivery costs are variable, but are usually less than £400 per timetable.¶

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I will ensure that physical Timetable are available for the discussion.¶

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SALTASH TOWN COUNCIL APPENDICES A - F POLICY & RESOURCES MEETING 17th OCTOBER 2017

Appendix E

Town Messenger – report for P&R 17.10.2017

Current publisher: Cornerstone Vision

Cornerstone took over the publication of the Town Messenger when they took over the Love Saltash magazine. There is currently a rolling contract with a monthly publication.

Cost per issue – double page: £300 + VAT

Summary of Quotes: (All monthly)



Publisher	Size	Cost	+ VAT	Notes
Cornerstone Vision	Double page	£300	Yes	Current publisher Delivered to 6000 homes & additional 1000 delivered to businesses, schools, pubs etc along A38 & A388 as far as Treurefoot & St Mellion
Cramleigh	Double page	£130	Yes	Discount as community feature (normally £105 + VAT per single page if in 12 issues)
Saltash Observer Option 1	17cm x 7 columns across	£300	No	Keeping TM in current format. Guaranteed space every month Delivery covers Saltash, Carkeel, Hatt & Landrake Online archive
Saltash Observer Option 2	List of Cllrs TM heading	£150	No	Inc regular TC news as is already published. Observer would provide the articles although there would be the option for articles to be written by Cllrs



SALTASH TOWN COUNCIL APPENDICES A - F POLICY & RESOURCES MEETING 17th OCTOBER 2017

APPENDIX F

Neighbourhood Plan Steering Group report to P&R 17 October 2017

This report is a very brief summary of recent activities. More details are available on the Neighbourhood Plan Website.

A Saltash Neighbourhood Development Plan Consultation Draft has been produced and the Steering Group are holding weekly meetings at 6pm on Wednesdays to review and update this document.

Some key topics addressed have been:

1. Some key early topics addressed were:
 - The overall structure and substantive policies;
 - How to "Regenerate the Town Centre and Manage the Growth of "Out of Town Shopping;" and
 - How to "Create and support sustainable neighbourhoods."
2. There would be a section which addressed how to "Ensure a balanced range of quality new housing."
Reference to Character Area Assessments, design guides and pattern books would feature.
3. There was a need to source present day and historic "high definition" photographs of the Parish including landscapes, aerial views, streetscapes, people-scapes, distinctive features etc.

The following general matters were discussed and agreed in recent meetings:-

- a) A cross-compliance matrix addressing the relationship between objectives and policies to be included
 - b) There was a need to differentiate between the urban and rural settlement boundaries within the Parish and probably update/review the boundaries delineated in the former and superseded Caradon Local Plan inset maps. Consider also potential "Exemption" sites for affordable/housing for local need.
 - c) Include a requirement for Heritage Impact Statements where appropriate.
 - d) The treatment of Housing Trajectory completions to track progress against Plan based/reliant upon the Cornwall Council model and recognising that if slippage occurred in achieving the minimum target of 1200 houses by 2030, then reserve sites may be required.
 - e) Need to include the "balance of housing" sine curve council tax band diagram to evidence shortfalls of small/starter and large/aspirational houses.
 - f) Include reference to "lifestyle/mansion" homes referred to under the NPPF.
 - g) Include definition of "work from home" housing in the glossary.
 - h) Clarify SNP policy on the provision of Affordable Homes differentiating between Band A-D "Welfare cases" and Band E "1Bed/Studio" accommodation where there is a particularly high demand. Differentiate between urban and rural issues as necessary.
 - i) Include explanation of how Affordable Housing works in terms of calculations in relation to h) above.
 - j) Urban Capacity. Unplanned sites should be developed to maximum density subject to defined criteria.
 - k) Examine landscape "Areas of Local Significance" as included in the former Caradon Local Plan.
 - l) Ensure housing policies address, Affordable, Mixed, HMO and Rural issues and include appropriate defining criteria where necessary.
 - m) Cornwall Local Plan Planning Policy 9 – Include statement that Saltash not defined as a "small town."
 - n) In relation to the section addressing "Regeneration of the Town Centre and Manage the growth of "Out of Town Shopping," It was agreed the policy on encouraging the evening economy of the Town Centre required further consideration. Discussions included :-
 - The breadth of suitable uses;
 - General lighting;
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SALTASH TOWN COUNCIL

APPENDICES A - F POLICY & RESOURCES MEETING 17th OCTOBER 2017

- Appropriate advertising controls;
 - Appropriate treatment within and outside of Conservation Areas;
 - A review of policy TC2 percentages;
 - Use of tables and chairs in the streetscape;
 - There should be research on examples of towns including policies to improve the evening economy e.g. Cockermouth.
- o) In relation to the section addressing “Ensure a balance range of quality new housing” discussions considered the implications of the Government’s emerging policy drive to build more affordable housing. Steve Besford-Foster (SB-F) advised that this might require Cornwall to identify sites for an additional 3600 houses on top of the 52,000 target through to 2030. This might require additional land being identified in Saltash. More Council Houses were being suggested but these were only likely to be pursued in areas where there was an identified need. At this stage there was just the need to sit back and see what happens.
- p) SB-F referred to the Cornwall Council Design Guide and new Heritage Design Guide which would be referred to in the both the Housing and Built Environment sections of the SNP. The Broadmoor Farm pattern book would also be examined to see if areas outside the defined CSUS Character areas should be considered.
- q) SB-F advised that Cornwall Council were conducting a “brown land directory” review and would be contacting the Town Council shortly.
- r) SB-F had made a Freedom of Information request to Cornwall Council to establish Affordable Housing need numbers for Saltash, being the actual number of applicants who were residents of Saltash and who had selected Saltash as their first choice location.
- s) Consideration might be required in Sec106 agreements or as specific planning conditions to permit but control developments where car parking spaces are not provided. An example in Culver road was cited. Such instances could occur where a single large property is converted into multiple occupation. This could also be an issue where 1 bed/studio accommodation developments are provided.
- t) Consider Landscape and Public Realm issues under policy H4.
- u) In relation to the section addressing “Built Environment” discussions considered the treatment of the Parish’s defined Character Areas under the Cornwall Council CSUS report. Further areas might need capturing which demonstrate something unique and “Essonian.” The CSUS report should be referred to in the SNP.
- v) Waterside and Station sections to be kept under review to ensure compatibility between policies and planned development
- w) Historically significant buildings which were not listed to be identified
- x) Controls on Rural and Urban landscape effects of development to be identified
- y) Other matters considered were:-
- Broadening out the Glossary. Everyone to make suggestions;
 - The Next Steps once the Consultation Draft was completed would be :
 - Referral to Cornwall Council for comment;
 - Obtain STC “Endorsement of the Draft for Public Consultation.” Elected members would be able to make comments as part of the consultation process. DY recommended referral to the monthly Tuesday Planning Committee which comprised all elected town councillors;
 - Prepare an abridged summary version as an aid for consideration by STC and the public as well as making the full document available on the “plan4saltash” website.
 - The need to ensure that the SNP Delivery Plan and Saltash Town Council Objectives Delivery Plan aligned.
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SALTASH TOWN COUNCIL
APPENDICES A - F POLICY & RESOURCES MEETING 17th OCTOBER
2017
ROAD SAFETY COMMITTEE

1. The Cormac manager for the SE area has changed from Adrian Drake to Paul Allen.
2. A preliminary plan for cycleways in Saltash has been submitted to Cormac for a quote.
3. The Fore Street speed humps are being reviewed for repair/ modification of slopes
4. A proposal to ban right-turn at Burraton traffic lights from both directions of Callington Road to increase capacity has been suggested.
5. Improvement of A38 Saltash - Trerulefoot has CC and HE support subsequent to local MP highlighting issues. A "Case for Action" study is being funded, and development could begin with a decade if approved, and sooner if alternative funding can be found. Horningtops junction flyover and Bodmin Parkway bridge are local initiatives further ahead in the schedule.
6. The Tamar Crossings Study has predicated bridge over-capacity will be reached sometime between 2031/41.
7. Carkeel roundabout had completed well ahead of schedule, and an update meeting was planning for 17 Oct - since postponed.

Next meeting 8 Jan 2018
Councillor Steve Miller