

Agenda No. 6a

P & R Committee – 20th February 2018

6) Finance:

a. Report from Finance Consultant

- All accounts and bank accounts reconciled up to 31st January 2018.
 - Petty Cash is up to date and reconciled up to 31st January 2018.
 - The Annual Return is now called an AGAR (Annual Governance & Accountability Return) and will follow a new format this year. Please follow this link (www.pkf-littlejohn.com/services-limited-assurance-regime-useful-documents-and-links) for more information and the webinar for the new return.
 - Accounts and SAGE had been brought up to date and corrections made.
 - Handover for the New Finance Officer will start on the 19th February 2018.
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Agenda no. 6b

Budget Report as at 31st January 2018										
Income	Received 2016/2017	Budgeted Income 2017/2018	From/to reserve	Received YTD 2017/18	Yet to Receive		Proposed Estimated Y/E Income	Proposed Budgeted Income 2018/2019	Forecast 2019/2020	Forecast 2020/2021
Burial Board : St. Stephen's	£ 8,850	£ 6,180	£ -	£ 10,846	£ -		£ 9,301	£ 12,000	£ 12,240	£ 12,485
Burial Authority : Churchtown	£ 8,595	£ 10,000	£ -	£ 12,733	£ 2,733		£ 10,000	£ 10,000	£ 10,200	£ 10,404
Services Committee	£ 4,956	£ 18,575	£ -	£ 11,450	£ 7,125		£ 18,575	£ 18,575	£ 18,947	£ 19,325
P&R Property	£ 7,632	£ 9,220	£ -	£ 6,505	£ 2,715		£ 9,245	£ 10,345	£ 10,593	£ 10,848
P&R General	£ 4,124	£ 2,900	£ -	£ 2,112	£ 788		£ 2,900	£ 3,000	£ 3,072	£ 3,146
P&R Office	£ -	£ -	£ -	£ -	£ -		£ -	£ -	£ -	£ -
Staffing	£ -	£ -	£ -	£ -	£ -		£ -	£ -	£ -	£ -
Total	£ 34,156	£ 46,875	£ -	£ 43,646	£ 7,895		£ 50,021	£ 53,920	£ 55,052	£ 56,207
Expenditure	Spend 2016/2017	Budget 2017/2018	From/to reserve	Actual Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Proposed Estimated Y/E Spend	Proposed Budget 2018/2019	Forecast 2019/2020	Forecast 2020/2021
Burial Board : St. Stephen's	£ 1,144	£ 6,340	£ -	£ 1,549	£ 4,791	£ 4,791	£ 6,340	£ 6,492	£ 6,648	£ 6,808
Burial Authority : Churchtown	£ 23,480	£ 24,730	£ -	£ 22,542	£ 2,188	£ 2,188	£ 24,774	£ 24,807	£ 24,888	£ 24,958
Services Committee	£ 73,249	£ 111,635	£ 10,000	£ 58,825	£ 62,810	£ 62,810	£ 93,380	£ 74,460	£ 75,949	£ 77,468
P&R Property	£ 18,609	£ 29,275	£ 4,000	£ 23,356	£ 9,919	£ 9,919	£ 33,162	£ 34,285	£ 35,108	£ 35,951
P&R General	£ 83,382	£ 106,057	£ -	£ 62,883	£ 43,174	£ 43,174	£ 106,651	£ 118,842	£ 121,694	£ 124,615
P&R Office	£ 15,141	£ 16,980	£ -	£ 13,634	£ 3,346	£ 3,346	£ 18,380	£ 20,657	£ 21,153	£ 21,661
Staffing	£ 202,866	£ 241,932	£ 49,831	£ 227,529	£ 64,234	£ 64,234	£ 283,357	£ 357,486	£ 364,635	£ 371,928
Total	£ 417,871	£ 536,949	£ 63,831	£ 410,319	£ 190,461	£ 190,461	£ 566,044	£ 637,029	£ 650,076	£ 663,388
EMF expenditure	EMF b/f 2016/17	Budget 2017/2018	From/to reserve	Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Proposed Estimated Y/E Balance	Proposed Budget 2018/2019	Forecast 2019/2020	Forecast 2020/2021
Burial Board : St. Stephen's	£ 10,300	£ 50,250	£ 34,680	£ 230	£ 25,640	£ 25,640	£ 25,640	£ 35,110	£ -	£ -
Burial Authority : Churchtown	£ 16,064	£ 2,500	£ 3,000	£ 226	£ 15,338	£ 15,338	£ 15,338	£ -	£ -	£ -
Services Committee	£ 178,237	£ 36,650	£ 42,354	£ 38,161	£ 134,371	£ 134,371	£ 134,371	£ -	£ -	£ -
P&R Property	£ 56,065	£ 34,290	£ 175,854	£ 210,977	£ 55,232	£ 55,232	£ 55,232	£ 55,000	£ -	£ -
P&R General	£ 50,344	£ 21,000	£ -	£ 29,329	£ 42,015	£ 42,015	£ 42,015	£ 25,000	£ -	£ -
P&R Office	£ 1,761	£ 2,500	£ -	£ 675	£ 3,586	£ 3,586	£ 3,586	£ 7,500	£ -	£ -
Staffing	£ 14,961	£ -	£ 7,250	£ 6,745	£ 966	£ 966	£ 966	£ 53,623	£ -	£ -
Total EMF expenditure	£ 327,732	£ 147,190	£ 88,570	£ 286,343	£ 277,148	£ 277,148	£ 277,148	£ 176,233	£ -	£ -
Grand total	£ 745,603	£ 684,139	£ 152,401	£ 696,662	£ 467,610	£ 467,610	£ 843,193	£ 813,262	£ 650,076	£ 663,388
STC Funds @ 31st January 2018								BALANCE	ESTIMATED INTEREST	MATURITY DATE
Barclays Current Account								£ 178,188		
Barclays Active Saver								£ 200,660		
Lloyds Current Account								£ 70		
Lloyds Investment - 6 months - 0.36%								£ 100,000	£ 181	31/01/2018
Lloyds Investment - 12 months - 0.65%								£ 100,000	£ 1,070	01/08/2018
Public Sector Deposit Fund - CCLA								£ 200,000	£ -	
Total								£ 778,918	£ 1,251	

Burial Board

Client: Saltash Town Council
Report Date: 19/02/2018

Burial Board - St. Stephens - Budget Report - January 2018

Code	Income Description	Received 2016/17		Budgeted Income 2017/18		Received YTD 2017/18	Yet to Receive		Comments	Proposed Estimated Y/E Income	Proposed Budgeted Income 2018/2019		Comments	Forecast 2019/2018	Forecast 2020/2021
	Income														
4600	Cemetery Fees	8,850		6,180		10,846	-			9,301	12,000			12,240	12,485
4613	Memorial Bench Income	-		-		-	-			-	-			-	-
	Total Income	8,850		6,180		10,846	-			9,301	12,000			12,240	12,485
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	Proposed Estimated Y/E Spend	Proposed Budget 2018/2019		Comments	Forecast 2019/2018	Forecast 2020/2021
6100	Petrol	422		700		403	297	297		700	717			734	752
6101	Machinery Maintenance Costs	234		1,000		288	712	712		1,000	1,024			1,049	1,074
6102	Refuse Disposal Sacks	37		170		-	170	170		170	174			178	183
6103	Health & Safety	-		250		-	250	250		250	256			262	268
6104	General Site Maintenance	323		900		458	442	442		900	922			944	966
6105	Fire Extinguishers	-		100		-	100	100		100	102			105	107
6106	Miscellaneous Costs	15		170		-	170	170		170	174			178	183
6107	Hand Tool Costs	-		50		-	50	50		50	51			52	54
6108	Tree Survey & Tree Maintenance	113		3,000		400	2,600	2,600		3,000	3,072			3,146	3,221
6109	Memorial Bench (Expenditure)	-		-		-	-	-		-	-			-	-
	Total Expenditure	1,144		6,340		1,549	4,791	4,791		6,340	6,492			6,648	6,808
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	Proposed Estimated Y/E Balance	Proposed Budget 2018/2019		Comments	Forecast 2019/2018	Forecast 2020/2021
6170	EMF Repairs to Cemetery Wall	4,445	5,120	50,000	- 30,000	230	24,890	24,890	£20,000 (Cemetery Wall)	24,890	35,110			-	-
6171	EMF Grave Restoration	320	4,680	-	- 4,680	-	-	-		-	-		To be deleted	-	-
6172	EMF War Memorial (St. Stephens)	-	500	250	-	-	750	750		750	-			-	-
	Total EMFs	4,765	10,300	50,250	- 34,680	230	25,640	25,640		25,640	35,110			-	-
	Grand Total	5,909	10,300	56,590	- 34,680	1,779	30,431	30,431		31,980	41,602			6,648	6,808

Burial Authority

Client: Saltash Town Council
Report Date: 10/02/2018

Burial Authority - Churchtown - Budget Report - January 2018

Code	Income Description	Received 2016/17		Budgeted Income 2017/18		Received YTD 2017/18	Yet to Receive		Comments	Proposed Estimated Y/E Income	Proposed Budgeted Income 2018/2019	Comments	Forecast 2019/2020	Forecast 2020/2021
	Income													
4612	Cemetary Fees	8,595		10,000		12,733	2,733			10,000	10,000		10,200	10,404
4614	Memorial Bench Income	-		-		-	-			-	-		-	-
	Total Income	8,595		10,000		12,733	2,733			10,000	10,000		10,200	10,404
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	Proposed Estimated Y/E Spend	Proposed Budget 2018/2019	Comments	Forecast 2019/2020	Forecast 2020/2021
6000	Patrol	200		300		10	290	290		300	307		315	321
6001	Machinery Maintenance Costs	261		300		519	219	219		300	307		315	321
6002	Refuse Disposal Sacks	37		50		94	44	44		94	51		52	53
6003	Health & Safety	60		100		-	100	100		100	102		105	107
6004	General Site Maintenance	1,223		1,000		68	932	932		1,000	1,024		1,049	1,070
6005	Fire Extinguishers	-		50		-	50	50		50	51		52	53
6006	Miscellaneous Costs	-		100		33	67	67		100	102		105	107
6007	Hand Tools Costs	25		100		55	45	45		100	102		105	107
6008	Tree Survey & Tree Maintenance	-		650		70	580	580		650	666		682	695
6009	Electricity Costs	145		250		162	88	88		250	256		262	267
6010	PWLB Loan Repayment & Interest	21,385		21,385		21,385	0	0		21,385	21,385	FIXED COST	21,385	21,385
6011	Water	-		300		-	300	300		300	307		315	321
6012	Memorial Bench (Expenditure)	-		-		-	-	-		-	-		-	-
6013	Security Alarm Maintenance	145		145		147	2	2		145	145	FIXED COST	148	151
	Total Expenditure	23,480		24,730		22,542	2,188	2,188		24,774	24,807		24,888	24,958
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	Proposed Estimated Y/E Balance	Proposed Budget 2018/2019	Comments	Forecast 2019/2020	Forecast 2020/2021
6070	EMF Churchtown Cemetary Capital Works	4,782	9,495	-	3,000	-	5,495	5,495	Including Churchtown Water Pipe Buckets Work (£1500)	5,495	-	Including Churchtown Water Pipe Buckets Work (£1500) Compound Gates (£3000)	-	-
6071	EMF Replace Machinery & Equipment	8,694	4,459	2,500	-	46	6,913	6,913		6,913	-		-	-
6072	EMF Burial Administration	495	2,110	-	-	180	1,930	1,930		1,930	-		-	-
	Total EMFs	13,971	16,064	2,500	3,000	226	15,338	15,338		15,338	-		-	-
	Grand Totals	37,451	16,064	27,230	3,000	22,768	17,526	17,526		40,112	24,807		24,888	24,958

Services Committee

Client: Saltash Town Council
Report Date: 12/03/2018

Services Committee - Budget Report - January 2018

Code	Income Description	Received 2018/17	Budgeted Income 2017/18	Received YTD 2017/18	Yes to Receive	Comments	Proposed Estimated Y15 Income	Proposed Budgeted Income 2018/2019	Comments	Forecast 2018/2020	Forecast 2020/2021			
4500	Aliment Income	2,760	2,500	2,745	-		2,500	2,500	FIXED INCOME	2,550	2,601			
4510	Public Footpath Grant	1,038	1,000	1,117	-		1,000	1,000	FIXED INCOME	1,020	1,040			
4311	Miscellaneous Income	1,157	75	790	-		75	75	FIXED INCOME - Gross P75.36	77	78			
4521	Waterfront Income - Annual Mooring Fees	-	14,000	6,022	7,375		14,000	14,000		14,280	14,566			
4522	Waterfront Income - Daily Mooring Fees	-	1,000	777	223		1,000	1,000		1,020	1,040			
	Total Income	4,956	18,575	11,459	8,261		18,575	18,575		18,947	19,325			
Code	Expenditure Description	Spent 2018/17	Budget 2017/18	From the reserve 2017/18	Actual Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments	Proposed Estimated Y15 Spend	Proposed Budget 2018/2019	Comments	Forecast 2018/2020	Forecast 2020/2021	
6500	Environment	-	8,000	-	8,000	8,000	8,000	£1,000 (Enhanced Cutting) £1,000 (Budget)	-	3,000		3,060	3,121	
6501	Highways Weed Control	9,923	13,500	-	13,500	13,500		3 applications	13,500	3,500		3,570	3,641	
6502	Civic Christmas Event	6,563	500	-	500	500			500	500		510	520	
6503	Aliments	786	1,605	562	1,043	1,043			1,605	1,600		1,632	1,665	
6504	Street Furniture (Maintenance)	1,319	3,000	1,227	1,773	1,773			3,000	3,000		3,060	3,121	
6505	Street Lighting	696	550	-	95	645		Accruals 2016-2017	550	550	FIXED COST	561	572	
6506	Grounds Maintenance & Watering	20,879	23,000	19,003	3,997	3,997			23,000	23,000		23,460	23,929	
6507	Community Toilet Scheme	800	1,600	-	1,600	1,600			-	800		816	832	
6508	Public Toilets (Operational Costs)	22,100	30,000	19,548	10,452	10,452		£10,000 (Salt Vast) £10,000 (Wardrobe) £10,000 (Longshore)	20,000	15,000		15,300	15,606	
6509	Miscellaneous	10	115	21	94	94			115	100		102	104	
6510	Trailer (Repair & Maintenance)	516	1,020	-	1,020	1,020			500	500		510	520	
6511	Tourism & Signage	310	2,095	170	1,925	1,925			170	1,000		1,020	1,040	
6512	Bus Shelters (Maintenance)	110	600	-	600	600		£800 (Window Cleaning)	-	600		612	624	
6513	Swimming	31	110	-	110	110			110	110		112	114	
6514	Town Landscaping	20	1,075	-	1,075	1,075			-	500		510	520	
6515	Festive Lights Maintenance & Electricity	419	1,565	352	1,213	1,213			1,565	1,500	£100 (Electricity - FIXED COST)	1,530	1,561	
6516	Head Safety Court	200	200	-	200	200			200	200	FIXED COST	204	208	
6517	Cross & Ewell Woods (Maintenance)	634	1,570	781	789	789			1,570	1,000	£150 (Electricity - FIXED COST)	1,020	1,040	
6518	Highways Training & Equipment	-	2,000	-	2,000	2,000			-	1,000		1,020	1,040	
6519	Flags & Bunting	1,186	1,530	280	1,250	1,250			280	1,000		1,020	1,040	
6520	Community Playback Scheme	4,107	5,000	3,360	1,640	1,640			5,000	-	FIXED COST	-	-	
6521	Pillmere Estate (Maintenance)	-	6,000	1,536	4,464	4,464			6,000	6,000		6,120	6,242	
6522	Waterfront (Maintenance Costs)	2,650	5,000	1,319	3,681	3,681			5,000	5,000		5,100	5,202	
6523	Public Footpaths & Bridleways	-	2,000	-	2,000	2,000			-	1,000		1,020	1,040	
6524	Vehicle Maintenance and Repair Costs	-	-	10,000	10,761	761	761	Overspend	10,715	4,000		4,080	4,162	
	Total Expenditure	73,249	111,635	10,000	58,825	62,810	62,810		93,380	74,460		75,949	77,468	
Code	Estimated Reserve (EMF)	Spent 2018/2017	Balance B/F	Budget 2017/18	From the reserve 2017/18	Spent YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments	Proposed Estimated Y15 Balance	Proposed Budget 2018/2019	Comments	Forecast 2018/2020	Forecast 2020/2021
6570	EMF Notice Boards (Repair & Replace)	622	4,330	-	1,943	445	1,942	1,942		1,942	-		-	-
6571	EMF Saltash Recreation Areas	-	26,740	-	16,740	-	10,000	10,000		10,000	-		-	-
6572	EMF Festive Lights	2,507	29,972	6,000	-	10,900	24,972	24,972	£100 (Christmas Lights) £29,900 (Tree Lights) £2000 (Candles etc.) £2000 (Candles)	24,972	-		-	-
6573	EMF Public Art and Maintenance	2,770	7,230	5,000	5,000	5,411	1,819	1,819		1,819	-		-	-
6574	EMF Salt Bins	-	19,422	-	10,000	-	9,422	9,422		9,422	-		-	-
6575	EMF Street Furniture (New and Replace)	-	7,000	3,000	5,000	-	5,000	5,000		5,000	-		-	-
6576	EMF Discused Toilets Repair/H&S	-	5,000	-	4,000	-	1,000	1,000		1,000	-		-	-
6577	EMF Pillmere Estate (Capital Works)	5,260	7,260	8,000	-	3,839	11,211	11,211	£12,000 (Aliment & Capital Works) £100 (Consulting) £10,000 (EMF Consulting) £10,000 (EMF Consulting) £10,000 (EMF Consulting)	11,211	-		-	-
6578	EMF Waterfront Capital Works, Equipment & Machinery	175	37,825	12,650	20,000	12,649	57,426	57,426	£10,000 (EMF Consulting) £10,000 (EMF Consulting) £10,000 (EMF Consulting) £10,000 (EMF Consulting)	57,426	-		-	-
6579	EMF Bus Shelter Installation	-	10,000	-	10,000	-	-	-		-	-		-	-
6580	EMF Public Toilets	16,707	20,133	-	9,671	860	9,602	9,602	£10,000 (EMF Consulting) £10,000 (EMF Consulting) £10,000 (EMF Consulting) £10,000 (EMF Consulting)	9,602	-		-	-
6581	EMF Christmas Support Fund	-	1,125	-	-	1,125	-	-		-	-	To be deleted	-	-
6582	EMF Town War Memorial	-	-	2,000	-	22	1,978	1,978		1,978	-		-	-
6583	EMF Funds for Works Approved in 2018/17	-	2,710	-	-	2,710	-	-		-	-	To be deleted	-	-
	Total EMF	28,921	174,237	36,650	42,354	36,161	134,371	134,371		134,371	-		-	-
	Grand Total	102,180	174,237	146,285	32,354	96,966	197,181	197,181		227,751	74,460		75,949	77,468

P & R PropertyClient: Saltash Town Council
Report Date: 19/02/2018

P&R Property - Budget Report - January 2018

Code	Income Description	Received 2019/17		Budgeted Income 2017/18		Received YTD 2017/18	Yet to Receive		Comments	Proposed Estimated Y/E Income	Proposed Budgeted Income 2019/2019		Comments	Forecast 2019/2020	Forecast 2020/2021
4200	Guildhall - Bookings	7,227		8,900		6,263	- 2,637			8,900	10,000			10,240	10,486
4201	Guildhall - Refreshments Income	308		250		169	- 81			250	250			256	262
4202	Guildhall - Piano Bookings	10		20		10	- 10			20	20			20	21
4204	Guildhall - Photocopying Income	29		50		63	- 13			75	75			77	79
4206	Miscellaneous Property Income	58		-		-	-			-	-			-	-
	Total Income	7,832	-	9,220		6,505	- 2,715			9,245	10,345			10,593	10,848
Code	Expenditure Description	Spend 2019/17		Budget 2017/18	Frontline receive 2017/18	Actual Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments	Proposed Estimated Y/E Spend	Proposed Budget 2019/2019		Comments	Forecast 2019/2020	Forecast 2020/2021
6400	Rates - Guildhall	6,897		7,500		7,387	113	113		7,387	7,988		FIXED COST	8,180	8,376
6401	Water Rates - Guildhall	547		950		541	409	409		950	973		FIXED COST	996	1,020
6402	Gas - Guildhall	2,415		3,100		1,698	1,402	1,402		3,100	3,174		FIXED COST	3,251	3,329
6403	Electricity - Guildhall	2,956		4,600		4,153	447	447		4,600	4,710		FIXED COST	4,823	4,939
6404	Fire & Security Alarm - Guildhall	674		1,000		711	289	289		1,000	1,024		FIXED COST	1,049	1,074
6405	Fire Extinguishers - Guildhall	351		770		481	289	289		770	788		FIXED COST	807	827
6406	Window Cleaning - Guildhall	495		600		405	195	195		600	614		FIXED COST	629	644
6407	Ratise Collection - Guildhall	765		1,000		722	278	278		1,000	1,024		FIXED COST	1,049	1,074
6408	Cleaning Materials & Equipment - Guildhall	588		650		686	- 36	- 36		650	666		FIXED COST	682	698
6409	Boiler Service & Maintenance	-		2,100		-	2,100	2,100		2,100	2,150		FIXED COST	2,202	2,255
6410	General Repairs & Maintenance	267		650		680	- 30	- 30		650	666		FIXED COST	682	698
6411	TV License	146		150		123	28	28		150	154		FIXED COST	157	161
6412	Lift Service & Maintenance	1,959		2,200		1,808	332	332		2,200	2,253		FIXED COST	2,307	2,362
6413	Refreshments Costs - Guildhall	266		350		172	178	178		350	358		FIXED COST	367	376
6414	Replace Equipment - Guildhall	-		1,600		222	1,378	1,378		1,600	1,638		FIXED COST	1,678	1,718
6415	Miscellaneous Property Costs - Guildhall	283		555		143	412	412		555	568			582	596
6416	Maurice Huggins Room (Operational Costs)	-		1,500		337	1,163	1,163		1,500	1,536			1,573	1,611
6417	Bello Vue Office Costs	-		-	4,000	3,028	972	972		4,000	4,000		FIXED COST	4,096	4,194
	Total Expenditure	18,809	-	29,275	4,000	23,358	9,919	9,919		31,182	34,285			35,108	35,951
Code	Expenditure Description	Spend 2019/2017	Balance B/F	Budget 2017/18	Frontline receive 2017/18	Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments	Proposed Estimated Y/E Balance	Proposed Budget 2019/2019		Comments	Forecast 2019/2020	Forecast 2020/2021
6470	EMF Guildhall maintenance	12,959	25,560	34,290	- 9,676	35,983	14,191	14,191	128,390 (Sgt Repair Programme Figures)	14,191	20,000			-	-
6471	EMF Heritage Centre	24,543	29,221	-	- 5,000	420	23,801	23,801	66000 (Sound Equipment)	23,801	16,801			-	-
6472	EMF Maurice Huggins Room	444	1,284	-	-	-	1,284	1,284		1,284	16,801			-	-
6473	EMF Station Building (Purchase & Capital Works)	-	-	-	- 190,530	174,574	15,956	15,956		15,956	25,000			-	-
6474	EMF Saltash Library	-	-	-	-	-	-	-		-	10,000			-	-
	Total EMF	37,946	56,065	34,290	175,054	210,977	55,232	55,232		55,232	55,000			35,108	35,951
	Grand Total	56,555	56,065	63,585	179,054	234,333	65,151	65,151		86,394	89,285			35,108	35,951

P & R General

Client: Saltash Town Council
Report Date: 13/02/2018

P&R General - Budget Report - January 2018

Code	Income Description	Received 2016/17		Budgeted Income 2017/18		Received YTD 2017/18	Not to Receive		Comments	Proposed Estimated Y/E Income	Proposed Budgeted Income 2018/2019	Comments	Forecast 2019/2020	Forecast 2020/2021
4001	Bank Interest Received	4,124		2,900		2,112	788			2,900	3,000		3,072	3,146
4008	P & R Miscellaneous Income	-		-		-	-			-	-		-	-
	Total Income	4,124		2,900		2,112	788			2,900	3,000		3,072	3,146
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	Comments	Proposed Estimated Y/E Spend	Proposed Budget 2018/2019	Comments	Forecast 2019/2020	Forecast 2020/2021
6200	Bank Charges	381		620		605	75	75		620	1,000	Fixed Cost	1,024	1,040
6201	Audit	3,420		2,500		916	1,584	1,584	Accruals 2016-2017	2,500	3,200	Fixed Cost	3,277	3,355
6202	Civic Occasions (Including Road Closures)	1,332		4,500		1,669	2,831	2,831		4,500	4,608	Fixed Cost	4,719	4,832
6203	Mayors Allowance	4,600		4,600		3,680	920	920		4,600	4,600	Fixed Cost	4,710	4,823
6204	Councillors Allowance	2,200		3,265		-	3,265	3,265	£364 per Councillor	3,265	3,265	Fixed Cost	3,343	3,424
6205	Insurance	9,425		13,600		19,214	5,614	5,614	Prepayment to be done	13,600	25,000	Fixed Cost	25,600	26,214
6206	Youth Council	3,000		3,000		3,000	-	-		3,000	3,000		3,072	3,146
6207	Citizens Advice Bureau	-		-		-	-	-		-	-	to be deleted	-	-
6208	Subscriptions	2,898		3,250		3,008	242	242		3,250	3,500		3,584	3,670
6209	Oyster Bods	1		1		-	1	1		1	1	Fixed Cost	1	1
6210	Community Chest	6,693		7,500		2,885	4,615	4,615		7,500	7,500		7,680	7,864
6211	Website Maintenance	599		530		120	410	410		530	543	Fixed Cost	556	560
6212	Councillor Expenses	40		530		-	530	530		530	543		556	560
6213	Councillor Training	-		2,000		180	1,820	1,820		2,000	2,000		2,048	2,097
6214	Health & Safety	2,793		3,700		4,068	368	368	£250 (Sila Wilent) Prepayment to be done	4,058	4,250	£250 (Sila Wilent)	4,352	4,456
6215	Annual Report	-		420		-	420	420		420	430		440	451
6216	Miscellaneous	72		100		160	60	60		160	162		165	167
6217	Data Protection	35		45		35	10	10		45	46	Fixed Cost	47	48
6218	Mayors Badges	-		46		7	39	39		222	47		48	49
6219	Local Council Award Scheme	-		200		-	200	200		200	205	Fixed Cost	210	215
6220	Festival Fund & Event Expenditure	3,784		10,650		7,345	3,305	3,305		10,650	10,906		11,167	11,435
6221	Town Messenger	2,100		4,000		2,400	1,600	1,600		4,000	4,096	Fixed Cost	4,194	4,295
6222	Commissioning Youth Work	40,000		40,000		13,500	26,500	26,500		40,000	40,000		40,960	41,943
6223	Inclusion Central	-		1,000		-	1,000	1,000		1,000	-	to be deleted	-	-
	Total Expenditure	83,382		106,057		82,883	43,174	43,174		106,851	118,842		121,894	124,615
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	Proposed Estimated Y/E Balance	Proposed Budget 2018/2019	Comments	Forecast 2019/2020	Forecast 2020/2021
6270	EMF Crime Reduction	6,950	6,950	-	-	-	6,950	6,950		6,950	10,000	CCV?	-	-
6271	EMF Election	200	8,163	20,000	-	22,863	5,300	5,300		5,300	10,000		-	-
6272	EMF Robes & Civic Regalia	343	5,657	-	-	986	4,671	4,671	Replace Mayors Robe & Hat	4,671	5,000		-	-
6273	EMF Legal Fees	1,691	5,001	1,000	-	433	5,568	5,568		5,568	-		-	-
6274	EMF Infant/Redevelopment	-	2,025	-	-	-	2,025	2,025		2,025	-		-	-
6275	EMF Neighbourhood Plan	3,735	14,327	-	-	4,401	10,526	10,526		10,526	-		-	-
6276	EMF Support/Promote Public Transport	-	7,621	-	-	646	6,975	6,975		6,975	-		-	-
	Total EMF	11,019	50,344	21,000		29,329	42,015	42,015		42,015	25,000		-	-
	Grand Total	94,401	50,344	127,057		92,212	85,189	85,189		148,866	143,842		121,894	124,615

P & R Office

Client: Saltash Town Council
Report Date: 19/02/2018

P&R Office - Budget Report - January 2018

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	Proposed Estimated Y/E Spend	Proposed Budget 2018/2019	Comments	Forecast 2019/2020	Forecast 2020/2021
6300	Telephone	564		950		614	336	336		950	973	FIXED COST	996	1,020
6301	Stationery/Postage/Printing	1,903		2,630		2,500	130	130		2,630	2,693	FIXED COST	2,758	2,824
6302	Office & IT Equipment	3,477		3,350		637	2,713	2,713		3,350	3,430	FIXED COST	3,513	3,597
6303	Copier Maintenance	4,084		3,600		4,135	- 535	- 535		5,000	5,100	FIXED COST	5,222	5,348
6304	Broadband	432		450		807	- 357	- 357		450	461	FIXED COST	472	483
6305	SAGE Accounts	2,081		2,500		2,316	184	184		2,500	4,000	FIXED COST	4,096	4,194
6306	IT Maintenance	2,601		3,500		2,625	875	875		3,500	4,000	FIXED COST	4,096	4,194
6307	Miscellaneous	-		-		-	-	-		-	-		-	-
	Total Expenditure	15,141		16,980		13,634	3,346	3,346		18,380	20,657		21,153	21,661
Code	Emarked 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		Proposed Estimated Y/E Balance	Proposed Budget 2018/2019	Comments	Forecast 2019/2020	Forecast 2020/2021
6370	EMF Computer Equipment Renewal	770	1,761	2,500	-	675	3,586	3,586	£2500 (Computer Equipment)	3,586	7,500	New Server (£6500) New Computers (£4500)	-	-
	Total EMF	770	1,761	2,500	-	675	3,586	3,586		3,586	7,500		-	-
	Grand Total	15,911	1,761	19,480		14,309	6,932	6,932		21,966	28,157		21,153	21,661

Staffing Committee

Client: Saltash Town Council
Report Date: 13/02/2018

Staffing - Summary Budget Report - January 2018

Code	Expenditure Description	Spend 2016/17	Budget 2017/18	From 10 reserve 2017/18	Budget YTD 2017/18	Actual Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments	Proposed Estimated Y/E Spend	Proposed Budget 2018/2019	Comments	Forecast 2018/2020	Forecast 2020/2021
	Guildhall Admin Costs	133,185	145,496	7,250	129,790	124,437	31,309	31,309		157,036	151,857		154,894	157,992
	Guildhall Catering Costs	19,632	34,035	-	25,366	16,075	17,964	17,964		22,312	34,762		35,456	36,167
	Grounds & Premises Staff Costs	21,632	26,247	-	21,873	16,750	7,497	7,497		22,553	23,096		23,517	23,967
	Cemetery Staff Costs	20,445	22,816	-	19,013	17,900	4,526	4,526		21,847	30,358		40,757	41,572
	Town & Waterfront Staff Costs	-	-	41,061	34,234	30,660	4,421	4,421		44,442	73,698		75,180	76,003
	Cleaning Staff Costs	-	-	-	-	-	-	-		-	13,278		13,542	13,813
6550	Staff Parking Spaces	254	325	-	271	254	41	41		254	325		332	338
6551	Staff Insurance	532	600	-	500	177	423	423		600	700		714	726
6552	Employers Pension - Monthly Fee	2,400	3,900	-	3,250	3,250	650	650		3,900	4,600	FX ED COST	4,892	4,796
6553	Grounds & Premises Staff - Clothing	190	529	-	441	556	27	27		529	540	FX ED COST	551	562
6554	Grounds & Premises Staff - Mobile Phones	89	250	-	208	533	253	253		600	750	FX ED COST	765	790
6555	Staff Travelling Expenses	772	1,065	-	668	603	372	372		1,065	1,090		1,112	1,134
6556	Staff Training	2,207	2,125	-	1,771	2,705	530	530		3,000	2,170		2,213	2,256
6557	Staff Recruitment Advertising	790	612	1,990	1,763	1,754	361	361		2,115	4,000	One cost costs (100)	4,060	4,162
6558	Miscellaneous Staffing Expenditure	-	-	-	-	40	40	40		40	-		-	-
6559	Town Sergeant & Mace Bearer Fees	700	735	-	613	653	62	62		735	735	FX ED COST	750	765
6560	Town Clerk Competition Fund	-	200	-	167	-	200	200		-	200		204	200
6561	Finance Consultancy Fees	-	-	-	-	2,360	2,360	2,360		2,500	5,790	Leads cover + 2 hours a week support	5,896	6,014
	Revenue Expenditure	302,666	341,932	48,031	243,136	227,829	64,234	64,234		283,367	357,496		364,636	371,928
Code	Earmarked Reserves (EMR)	Spend 2016/2017	Balance B/F	Budget 2017/18	From 10 reserve 2017/18	Actual Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments	Proposed Estimated Y/E Balance	Proposed Budget 2018/2019	Comments	Forecast 2018/2020	Forecast 2020/2021
6560	EMR Staff contingency reserve	3,023	14,961	-	7,250	-	6,745	966		366	53,623	15% of Budget Figure	-	-
	Total EMR's	3,023	14,961	-	7,250	-	6,745	966		366	53,623		-	-
	Grand Totals	305,689	14,961	341,932	48,081	243,136	68,200	65,200		284,323	411,109		364,636	371,928

Agenda no. 6c

To receive a report on investments

- £200,000 with Public Sector Deposit Fund
- £200,660 with Barclays Active Saver
- £100,000 with Lloyds Bank due to mature on 31st July 2018.
- £100,151 with Lloyds Bank due to mature on 1st February 2019.

Agenda no 6d.

VAT

- VAT Return was submitted for the period 01/10/2017 – 31/12/2017.

Our next VAT Return is due on 7th May 2018 for the period 01/01/2018 – 31/03/2018.

Agenda 6e**Notification of external auditor appointments for the 2017/18 financial year**
Saltash Town Council

Dear Chair/Clerk/RFO,

Under powers set out in Regulation 3 of the Local Audit (Smaller Authorities) Regulations 2015, Smaller Authorities Audit Appointments Ltd (SAAA) was appointed by the Secretary of State for Communities and Local Government as "a person specified to appoint local auditors" and as the Sector Led Body (SLB) for smaller authorities. Smaller authorities are those whose gross annual income or expenditure is less than £6.5 million.

Under the Regulations, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms.

During 2016 various communications outlined that smaller authorities would be 'opted-in' to the new central procurement regime managed by SAAA unless they expressly decided to 'opt-out' and correctly followed the various procedures required under statute to appoint their own external auditors.

Your authority is opted-in to the central procurement process and therefore an external auditor has been appointed for your authority for the 5 year period commencing with the financial year 2017/18. The contact details of your appointed external auditor and fee scales are shown in the appendix, and can also be found on our website.

The approach applied to making these appointments was described last year on the SAAA website at <http://www.localaudits.co.uk/appts.html>. The approach follows the established practice of grouping auditor appointments for Town and Parish Councils by county area. Drainage Authorities and other bodies all have the same audit firm appointed. The audit firms all have previous experience of conducting limited assurance reviews for smaller bodies and have dedicated personnel to support communications. SAAA will monitor the performance of the appointed firms in providing limited assurance audit services in terms of quality and compliance with their statutory terms of appointment.

If your authority has any potential conflict of interest relating to the auditor appointment, for instance if a Councillor, or close relation is employed by the appointed auditor, you should advise SAAA immediately.

Exempt authorities

There are various changes to the legislation taking effect from 2017/18, most notably the potential for authorities where the higher of income or expenditure for the year was £25,000 or less, to declare themselves as 'exempt' from a limited assurance review by an external auditor if they meet certain qualifying criteria.

However, all authorities, even if they declare themselves 'exempt', will still need to fully complete and publish an annual return and must still have a named appointed auditor to deal with questions or objections from local electors about the accounts. Opted in authorities have already had an auditor appointed for them by SAAA.

The Annual Return

The Annual Return will now be known as the "Annual Governance and Accountability Return" and will need to be completed in accordance "proper practices" as set out in '*Governance and Accountability for Smaller Authorities in England, a Practitioners' Guide*', and then be published in accordance with the applicable Transparency Codes.

The new, Annual Governance and Accountability Return forms will be sent out by your appointed auditor electronically at the end of the financial year. It is assumed that your authority is willing and able to accept documents electronically by e-mail unless you specifically advise SAAA to the contrary no later than 31 December 2017. The return can either be completed electronically or printed off and completed manually.

Advice and assistance is available from the various sector membership organisations, namely:

National Association of Local Councils and County Associations
www.nalc.gov.uk

Society of Local Council Clerks www.slcc.co.uk

Association of Drainage Authorities www.ada.org.uk

Yours faithfully,

Smaller Authorities' Audit Appointments Ltd

Appendix

Auditor appointments for smaller authorities for the five financial years from 2017/18 to 2021/22

On 30 November 2016 SAAA announced the conclusion of its procurement process and the award of limited assurance review contracts for five years to the successful external audit firms. Responsibilities under the new contracts will relate to accounts for the financial year beginning on 1 April 2017. Further details of the specific appointments by County area for opted-in authorities are detailed below.

Audit appointments by area for 20172022

MAZARS LLP		
Bedfordshire	Cleveland and Co. Durham	Staffordshire
MOORE STEPHENS		
<u>Oxfordshire</u>	West Sussex	
PKF LITTLEJOHN LLP		
Avon	Hampshire	<u>Northamptonshire</u>
Berkshire	Herefordshire	Northumberland and Tyne and Wear
Buckinghamshire	Hertfordshire	Nottinghamshire
<u>Cambridgeshire</u>	Humberside and East Riding of Yorkshire	<u>Shropshire</u>
Cheshire	Internal Drainage Boards	Somerset
Cornwall	Isle of Wight	South Yorkshire
<u>Cumbria</u>	Kent	Suffolk
Derbyshire	Lancashire, Greater Manchester and Merseyside	Surrey

Devon	Leicestershire	Warwickshire and West Midlands
Dorset	Lincolnshire	West Yorkshire
East Sussex	London	Wiltshire
Essex	Norfolk	Worcestershire
Gloucestershire	North Yorkshire	Other Scheduled Authorities

All auditor appointments are listed by contract (County) area above. Their contact details are shown below.

APPOINTED AUDITORS CONTACT DETAILS		
<u>Mazars</u> LLP <u>Salvus</u> House, <u>Aykley</u> Heads, Durham DH1 5TS	Moore Stephens (East Midlands) Rutland House, Minerva Business Park, Lynch Wood, Peterborough PE2 6PZ	PKF Littlejohn LLP SBA Team, 1 <u>Westferry</u> Circus, Canary Wharf, London E14 4HD
local.councils@mazars.co.uk	east.midlands@moorestephens.com	sba@pkf-littlejohn.com
0191 383 6348	01733 397300	020 7516 2200

Scales of Fees 2017/18 to 2021/22

The following fees have been determined by SAAA following consultation for the Audit Years 2017/18 to 2021/22.

Scales of audit fees

Scales of fees for smaller authorities, are based on bands of annual income or expenditure, whichever is the higher. This means that the fees are broadly proportionate to the public funds involved and the ability of each authority to pay.

Table 1 sets out the scales of audit fees for smaller authorities that complete their Annual Returns fully and accurately within the required timescales, and provide the necessary supporting information and any explanations sought.

Authorities with neither income nor expenditure exceeding £200,000 will be subject to basic limited assurance audit review. Authorities with either income or expenditure exceeding £200,000 will be subject to intermediate limited assurance audit review.

Table1 Scale of fees for bodies subject to limited assurance review

INCOME/EXPENDITURE BAND (£)	FEE FOR LIMITED ASSURANCE REVIEW (£)
0 25,000	200 (see note)
25,001 50,000	200
50,001 100,000	300
100,001 200,000	400
200,001 300,000	600
300,001 400,000	800
400,001 500,000	1,000
500,001 750,000	1,300
750,001 1,000,000	1,600
1,000,001 2,000,000	2,000
2,000,001 3,000,000	2,400
3,000,001 4,000,000	2,800
4,000,001 5,000,000	3,200
5,000,001 6,500,000	3,600

Note: An authority with neither income nor expenditure exceeding £25,000 will have the right to certify that it is an exempt authority and in normal circumstances no fee will be payable.

Reminder letters

Where a supplier is required to send a reminder to any authority, the supplier will charge the authority £40 for each reminder.

Additional work and variations to the scale fees

If an active authority fails either to submit its Annual Return to the supplier for review by 30 September or (if it is an exempt authority) to provide a certificate of exemption, the supplier will consider issuing a public interest report, the cost of which will be payable by the authority pertaining to the fee income band of that authority as in Table 1 (above).

Extra fees may also be charged, subject to SAAA's approval, in other circumstances, for example where auditors have to:

- consider objections to the accounts from local electors, from the point at which the auditor accepts the objection as valid;
- exercise special powers in relation to the review, such as issuing a report in the public interest; or
- undertake any special investigations, such as those arising from disclosures under the Public Interest Disclosure Act 1998.

Extra fees will be calculated and charged according to the work required, subject to the maximum hourly rates set out in Table 2 below.

Table 2 Maximum hourly rates for additional work at smaller authorities

STAFF GRADE	MAXIMUM £ PER HOUR
Engagement lead	355
Senior manager/manager	215
Senior auditor	140
Other staff	105

Value Added Tax

The fee scales exclude Value Added Tax, which will be charged at the prevailing rate on all work undertaken.

SAAA - Smaller Authorities' Audit Appointments Limited

77 Mansell Street, London E1 8AN www.saaa.co.uk

Agenda no. 6f



HUDSON ACCOUNTING LTD.
INTERNAL AUDIT REPORT:
TO THE MEMBERS OF SALTASH TOWN COUNCIL
YEAR ENDED 31ST MARCH 2018

ISSUE DATE: 20/11/2017
STATUS: DRAFT
ISSUED TO: TOWN CLERK

INTRODUCTION:

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

Scope:

The scope of the audit covers, as a minimum the areas included on Part 4 of the Annual Return and the Transparency Code. Any areas not covered at this interim stage will be included later in the year or during the final audit activity.

Approach:

Audit work is carried out in line with the Chartered Institute of Public Finance and Accountancy's

Internal Audit Standards and guidance issued by the National Association of Local Councils.

Selective testing was carried out and the relevant policies, procedures and controls were reviewed. Where applicable we have included reference to 'proper practice' and the associated guidance as laid out in 'Governance & Accountability for Smaller Authorities in England' which is applicable to financial years from 1st April 2017.

REVIEW OF PREVIOUS RECOMMENDATIONS:

We have reviewed progress against previous recommendations and commented in the body of this report where pertinent and updated the Audit Response Record accordingly, excluding those recommendations that have been implemented or where new controls have been introduced that will be monitored as part of our ongoing audit testing.

GENERAL COMMENTS:

We would like to thank the Clerk, Finance Officer & other staff for their assistance and co-operation during the course of the audit.

The matters raised in this report are only those which came to our attention during our internal audit work and are not necessarily a comprehensive statement of all the weaknesses that exist, or of all the improvements that may be required.

In giving our internal audit opinion, it should be noted that assurance can never be absolute. The most that the internal audit service can provide is a reasonable assurance that there are no major weaknesses in risk management, governance and control processes. The audit does not guarantee that the accounting records are free from fraud or error.

Items in bold text within the body of the report represent our findings in respect of the application of controls, text in *italics* represent suggested actions that fall short of being a formal recommendation or do not necessarily pertain to the application of internal controls.

INTERNAL AUDIT REPORT RESPONSE RECORD:

We have provided a table of audit recommendations that allow for the Council's response which can be used as an ongoing monitoring tool.

We would be grateful if, in due course, it is completed and returned to us.

1. Accounting Records

The accounts are maintained on SAGE accounting software and were up to date.

2. Financial Regulations

Financial Regulations were last reviewed in May 2017 and are based on the NALC Model.

3. Payments*Authority to spend:*

Testing indicated that the vast majority of payments are supported by purchase orders including the appropriate Minute where required.

The current scheme of delegation doesn't allow for anyone other than the Clerk to authorise expenditure.

The scheme of delegation should be amended to reflect the practicalities in respect of smaller purchases made by staff other than the Town Clerk e.g. the Town & Waterfront Warden.

Procurement:

Within the sample tested the Council has met its Financial Regulations regarding seeking tenders, quotes and estimates.

Within the sample tested, the award of a contract for maintenance work at the Guildhall, which in excess of £25,000, was not published on the Contract Finder website. The award of this contract was managed externally.

The Council should ensure that those managing the award of contracts on behalf of the Council are made aware of the obligations to publish information.

Payment:

Payments are supported by invoices, are duly authorised and payment schedules are reported to Council.

Internet banking controls, as set out in Financial Regulations, are adhered to, however there is a lack of separation of duties between the initiation and authorisation process as it is capable of being done by one officer.

Compensating controls include the presence of another officer when payments are made.

Currently the new Finance Officer has not received the required authorisation from the bank to make payments so they are undertaken by another officer not involved with the finance function thus providing a better level of control

Ideally Member authorisation of internet payments would be used or a continuation of the current situation.

The credit card limits in Financial Regulations don't match the limit on the account and this should be brought into line.

The controls relating to changes to supplier banking information used for electronic payments is set out in Financial Regulation 6.18, currently no such procedures are in place. Supplier bank details used for electronic payments are particularly vulnerable to fraud or error and it is therefore recommended that:

Recommendation 1

A written procedure is produced that ensures the requirements of Financial Regulations are met in respect of changes to supplier banking details and that the random checking of bank details is included in the Member internal control checking activity.

VAT:

The sample tested showed that VAT had been accurately recorded. A VAT claim for quarter one has been submitted and paid.

4. Risk*Risk Assessment:*

The Risk Assessment has yet to be reviewed in the 2017/18 financial year.

It is important that a Risk Assessment is carried out before the year-end and that it meets the requirements set out in 'proper practice' guidance issued by NALC. It should also include reference to the Station Building project and the Council's devolution plans.

Insurance:

Statutory insurances are in place and the Fidelity Guarantee is adequate at £1.5 million.

Cash:

The Council does not benefit from the Financial Services Compensation Scheme as its budget is too high, it does however hold considerable cash balances.

An Investment Strategy (August 2014) is in place that deals with counterparty risk, limiting the institutions, to some degree, with which the Council can deposit cash but no specific limits are included for any one institution.

Given the age of the Investment Strategy it is suggested that it is reviewed, counterparties are better defined and consideration is given to establishing a maximum investment with one entity.

Segregation of Duties:

The concept of Segregation of Duties is to separate the major responsibilities of authorising transactions, custody of assets, recording of transactions and reconciliation/verification of transactions for each business process.

From a separation of duties perspective, the completion of more than one of these functions, by a single employee, would be considered as performing "incompatible duties". Staff limitations may make this impractical and that is when compensating controls must be considered.

We have assessed the degree of segregation employed in respect of the collection of income, payroll and expenditure and concluded that a degree of segregation has been introduced and compensating controls are applied.

The highest degree of segregation possible should always be applied.

5. Budgets

The budget and precept for 2017/18 were set following the production of detailed estimates and were properly approved at Full Council.

Budget monitoring information is reported on a regular basis.

6. Income

A sample of income received from room hire and moorings was tested and there were no issues to report.

7. Payroll

The application of the annual pay increase effective from 1st April 2017 was tested and found to be accurately applied.

The recruitment of new members of staff was approved by Members and contracts of employment have been issued, albeit one has yet to be returned by the employee.

Payments to staff and in respect of tax, national insurance and pensions have been properly authorised, are paid in a timely manner and are in accordance with Member approvals.

8. Bank Reconciliations

Bank reconciliations have been regularly undertaken, the Chair of the F&P Committee does not always sign them off.

The bank reconciliations should be signed off in accordance with the agreed protocol.

9. Transparency Code

Work on full compliance with the Code continues and we will monitor progress.

Page | 5

No	Recommendation	Management Response	Timescale/ Responsibility	Follow Up (for auditor use)
INTERIM REPORT 2017/18				
1	A written procedure is produced that ensures the requirements of Financial Regulations are met in respect of changes to supplier details and that the random checking of supplier bank details is included in the Member internal control checking activity.			
FINAL REPORT 2016/17				
1	The Council's website page dedicated to the Transparency Code is fully populated at the earliest opportunity and those items included within the Model Publication Scheme are also made available on the website.			Ongoing monitoring

Page | 6

Agenda 6g.



INTERNAL AUDIT PROPOSAL

SALTASH TOWN COUNCIL

FEBRUARY 2018

SUBMITTED BY:

HUDSON ACCOUNTING LTD.

Approach:

Audit work is carried out in accordance with guidance issued by the National Association of Local Councils (NALC) in their publication *Governance & Accountability for Local Councils* and will allow us to sign off the appropriate part of the Annual Governance & Accountability Return and provide assurance around the Council's Governance Statement.

All work and communication with the Council is undertaken by the Directors of the Company.

For Council's of your size we always include interim audit visits and we provide comprehensive reports at both the interim and final audit stage.

The benefits of an interim audit visit is that it allows detailed examination of certain areas that do not need to wait until the year-end and early system testing that both frees up time at the final audit stage and can flag up issues at an early stage that can be rectified before the end of the financial year. It also means that all areas are given adequate coverage.

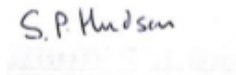
Experience:

I am a fully qualified local government accountant with over twenty years post qualification experience at senior levels including nine years as a S151 Officer and a year seconded as Chief Internal Auditor. My wife is an Accounting Technician with many years experience in both local government and further education.

We are experienced local council internal auditors and I am also a part-time parish clerk so we feel we are uniquely placed to provide a high quality service that is fully conversant with current issues facing local councils.

Our Anti Money Laundering Regulations obligations are undertaken under the supervision of H.M. Revenues & Customs and we carry £50,000 of Professional Indemnity insurance.

Fee: Our fee would be £800 per annum fixed for three years from 2018/19. The fee would only be reviewed if substantial new services were taken on by the Council.



S P Hudson
Director

E Mail: HUDSONACCOUNTING@BTINTERNET.COM

Phone: 01736 799637

Mobile: 07545 312624

Agenda no. 6h**Geoff Peggs AssocRICS****38 Callington Road
Saltash
Cornwall
PL12 6DY****Phone 01752 847706
Fax 01752 847706
Mobile 0771 279 7887
e mail peggs.survey.t21@btinternet.com**

My ref 10/40/2

Your ref

1st December 2017

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

by email

For the attention of Mr Ray Lane The Town Clerk

Dear Mr Lane

Ref Saltash Town Council

Following the meeting last week I was asked to update and confirm my schedule of fees and it is much in line with those set out in my fee quote dated 19th October 2010 :

1. full structural surveys / building inspections will be quoted for on an individual basis and will depend on size and complexity of the building concerned - this will, if required, include a budgeted 5 year plan for repairs for the individual building
2. updating existing costed maintenance programme on an annual basis - £180.00 plus VAT and disbursements
3. carrying out the administration and project management of the programme, to include detailed specifications where applicable, tender analysis and reporting of that analysis to Saltash Town Council, pre contract meetings, regular site visits and site meetings to monitor the work, issuing of interim valuations and approval of invoices, and agreeing final accounts, my fee will be at a rate of 8% of each contract value. Should I become involved with drawings and statutory applications for alterations etc. my fee, to include all those items listed under project management, will be at a rate of 9% of each contract value.
4. attending any Council meetings or other such external situations my fees will be charged at the rate of £60.00 per hour plus VAT and disbursements.

I trust that above is self explanatory but should you require clarification on any point please do not hesitate to contact me.

Yours sincerely,

Geoff Peggs AssocRICS


|

Structural Surveys - Plans - Project Management

Agenda no. 8a

SALTASH TOWN COUNCIL COMMUNITY CHEST APPLICATION FORM		217
Name of Community Group	TAMAR PROTECTION SOCIETY	
Person to contact	BRIGETTE DIXON	
Address:		
Telephone:		
Email address:		
Give details of exactly how the money would be spent if granted (continue on a separate sheet if necessary) ✓ PROPERTY INQUESTER MARY NEWMAN'S Cottage	ELECTRICAL WORK AND EPC CHECK. AS FOR QUOTATION ENCLOSED	
How much money do you want from the Community Chest Fund?	£500.00	
What other funds do you have?	REMAINDER FROM OWN FUNDS	
What other resources do you have (e.g. volunteer time, donated materials, access to tools and equipment)?	AS REQUIRED BY CONTRACTOR	
When do you plan to finish the project?	AS SOON AS POSSIBLE	
What visible benefits will your project give to the town	THIS WILL ENSURE ALL LIGHTS / ELECTRICAL / EQUIPMENT AND HEATING CAN BE USED	
How will you report back to the Town Council on the success of your project?	BY OUR WEBSITE / NEWSPAPER / EMAIL ETC	
How will you publicise Town Council support and the Community Chest?	AS ABOVE	

Amended 22.06.17
BP/jra



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 - AD AT AND FIN Y/CAN
31/12/2016



Estimates/quotes (project specific)



Registered charity/company number

1080453

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

Signed



Dated

14/1/2017



Invoice

Date: 01/01/17
Invoice: WEA/KW/1206

To: Bidgette job: Mary Newmans
51 Culver Rd
Saltash
PL12 4DT

RE: ELECTRICAL WORKS

Qty	Description	
x1	To conduct EICR electrical testing and produce certificate	£145.00

TOTAL £145.00



Quote

Date: 01/11/17
Quote: KW/4207

To: Bridgette

job:

Mary Newmans
51 Culver Rd
Saltash
PL12 4DT


RE: ELECTRICAL WORKS

Qty	Description	
x1	To provide wire and replace main earth as undersize	
x1	To provide wire and replace supply tails as undersize	
x2	To install two new RCBO's fuse board breakers to provide RCD protection to the two ring main circuits	£180-00
Additional works		
kitchen	To reconfigure and adapt fuse board so that if a fault occurs externally it doesn't trip the fridge and freezer	£300-00

TOTAL £480-00

SALTASH TOWN COUNCIL COMMUNITY CHEST APPLICATION FORM

218

Name of Community Group	Saltash Community Flood Forum
Person to contact	Rebecca Pearce
Address:	
Telephone:	
Email address:	
<p>Give details of exactly how the money would be spent if granted</p> <p>(continue on a separate sheet if necessary)</p>	<p>To produce a four-page centre pull-out leaflet insert in Love Saltash publication, to be delivered to every home in Saltash, and distributed at local stores and community centres (6150 copies). We believe this is the most cost-effective way of informing every household in Saltash of the potential future impact of climate change with regard to sudden, intense rainfall events and the combination of blocked drains, sea level rise, and tidal surges. The cost of printing 6150 leaflets separately would be £1,652.40 without distribution costs.</p> <p>The leaflet provides information regarding flooding, climate change, and what local people can do to protect themselves, their properties, and help others to cope during extreme weather incidents in the future. (see draft on pages 8 – 11 for more details). The purpose of the leaflet is twofold. Firstly, to build a sense of community and to encourage environmentally sustainable activities such as not littering, making sure that drains are kept clear, maintaining soil health and generally greening the town, adding to the overall green infrastructure that is so desperately needed in a county that has only 3% tree cover. And more importantly to draw attention to the increasing risk of surface, river and tidal flooding in some areas of Saltash and to explain that the whole town can work together to limit surface water flooding and help people who may unfortunately have their homes flooded at some stage in the future.</p>

How much money do you want from the Community Chest Fund?	The cost of printing and distribution would be £720 (£600 + VAT – see quote below on page 5)
What other funds do you have?	The forum currently has a limited bank balance of £50 having only recently formed. (SCFF 2017 accounts are attached to this application on page 7). Our first fund raising activity will take place on the evening of November 25 th . We have paid for 500 of the attached leaflets to be printed at a cost of £122 by way of forum member donations.
What other resources do you have (e.g. volunteer time, donated materials, access to tools and equipment)?	All the time we give to raising flood awareness and researching practical things that we can do to limit flood vulnerability is given free by the members of the forum. We have held several very useful and informative meetings, inviting representatives of the Cornwall Flood Forum, Environment Agency, and South West Water to present information on the issue of flooding, flood defences, and protection schemes. We have recently worked together to comment on the Cornwall DPD and are taking a keen interest in the development of Broadmoor Farm and any other development proposals that we feel may increase the risk of flooding in the town. The leaflet has been designed by members, some of whom are town and/or County Councillors members of Saltash Environmental Action. We view this activity as a community venture to promote community wellbeing and environmental understanding.
When do you plan to finish the project?	Based on feedback from our initial first print run of 500 we will make any necessary adjustments and add/remove/improve content as guided by the Town Council if you are willing to fund us. The project can then be implemented on receipt of finance and sent immediately for inclusion in the next available edition of Love Saltash.
What visible benefits will your project give to the town	The leaflet incorporates details of actions property owners can do to mitigate climate impacts and substantially decrease water run-off during high rainfall events. There will be visual benefits in tree and shrub planting and an increase in wildlife habitats if local people are inspired by the leaflet. The leaflet also provides a visual aid – a checklist, for people who are at risk of flooding, and details of the information sources they can use to plan and prepare for the future.

How will you report back to the Town Council on the success of your project?	We will add a contact e-mail and web address to the leaflet and keep a log of new enquiries regarding the Flood Forum. We will inform the Town Council when the leaflet is in circulation and provide details of any feedback we receive within three months of publication.
How will you publicise Town Council support and the Community Chest?	Town Council and Community Chest support information can be added to the leaflet so that every household receiving a copy of Love Saltash will know that the leaflet is supported and funded by the Town Council.
<p>Amended 22.06.17 BP/jra</p>	

Quote for four-page centre pull-out in Love Saltash

The page rate for Love Saltash is £150 plus vat (so £600 plus vat for 4 pages).

If the Community Flood Forum is a charity then vat is exempted.

Most months we would be able to offer the 4 centre pages in the magazine, giving good prominence and also allowing people to easily pull them out as a standalone leaflet.



The only times this would be unavailable would be if and when the May Fair and Regatta events committees wished to use that space as they have done in the past.

Hope that makes sense.

Let me know if you need any more help.

Kind Regards

Karen


Karen Pilkington Partner
 Cornerstone Vision, 28 Old Park Road, Peverell, Plymouth PL3 4PY (UK)
 Telephone: +44 (0) 1752 225623 | Fax: +44 (0) 1752 673441
www.cornerstonevision.com •  Follow us on Twitter

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)

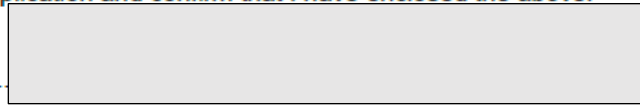


Registered charity/company number



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

Signed



Dated 16th November, 2017

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

Amended 22.08.17
BP/jra

Our world is getting warmer. The main cause of global warming is high levels of greenhouse gases released into the atmosphere, every day, by us.



Our climate is changing. As the world warms, more water evaporates into the atmosphere and falls as rain. Water expands as temperature rises meaning sea level is also rising. Violent storms are becoming more frequent and so are droughts and heatwaves.



The UK is already receiving more rain and more frequent burst of heavy rain that lead to flooding. **Parts of Saltash are potentially vulnerable to tidal, river, and surface water flooding.**



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Switch
off

Drive
Less



Fly Less

Invest in
renewable
energy



We need to learn how to adapt to these changes and at the same time we need to do everything we can to limit how much the world warms, by **changing the way we live and reducing our greenhouse gas emissions by 80 percent* as quickly as possible.**

*The UK's overall 2050 target is to reduce emissions by at least 80% of 1990 levels but to meet the target householders will have to cut their carbon output to this level much sooner.

There are lots of small steps everyone should take now to reduce the impact of global warming. Even if you do not live in an area that is vulnerable to flooding.



If you have a garden, don't pave it over, keep the surface permeable and **grow as many plants as you can**. Plants will filter pollutants out of the air, slow down the flow of rainwater, regulate air temperature and humidity around your home and create habitats for wildlife.



If you have enough space **plant a tree**.

Replace fences with hedges of mixed native species.

Hedges create essential wildlife habitats as well as helping to prevent flooding and removing carbon from the atmosphere, and they are much less likely to blow down in a gale.



Compost all the green waste from your garden and return it to the soil to lock in carbon and retain moisture. This is one of the most important things that everyone with a garden can do to keep our soils and plants healthy.




Say no to single use plastics and takeaway food and drink containers. These are more likely to end up as litter, clogging drains, causing unnecessary flash floods. In landfill sites they contribute to releases of methane, which is a greenhouse gas more powerful than carbon dioxide. Plastics are already polluting our oceans and finding their way into the human food chain.


The Saltash Community Flood Forum has formed to help local people who might be at risk to understand any potential flooding issues, so that they can take appropriate steps to protect themselves and their properties if necessary.

You can find out if your property is at risk of flooding by visiting the Environment Agency's long term flood risk information service at:
<https://flood-warning-information.service.gov.uk/long-term-flood-risk>

If your property is at risk there are things you can do to prepare. Use the check list overleaf to take the necessary steps now

If your property is not at risk, there are still things you can do to help others:

Could you provide dry clothing, storage for valuable items, hot drinks, or a hot meal, for someone from your neighbourhood whose property has been affected by flooding?	
Consider if you would be willing to provide a bed for the night to someone who cannot get home safely due to flooding.	
Would you be prepared to help evacuate quickly those whose homes are at risk ?	

Flood Preparedness Checklist	
Keep the details of your home insurance policy in your wallet or handbag and important documents and treasured possessions such as family photographs, high up, in a waterproof container.	
Pay attention to severe weather warnings and register for flooding alerts at: https://www.fws.environment-agency.gov.uk/app/olr/register	
Download the homeowners guide to flood risk at: http://www.knowyourfloodrisk.co.uk/sites/default/files/Flood_Guide_ForHomeowners.pdf Use this guide to decide what measures you can take to protect your family and your property.	
In a serious flooding incident you may not be able to leave your home and fresh water supplies may become contaminated. Always make sure that you have a stock of dried and tinned food and fresh drinking water that will last for several days until it is safe to go out, and tap water is safe to drink again.	
Always keep a bag of essential items like spare clothes, medicines, and toiletries handy, just in case you need to leave your home in a hurry.	
If you have pets, don't forget to plan for them as well. Make sure you have suitable carriers available to transport them safely and spare food and bedding in your bag of essential items.	

SALTASH TOWN COUNCIL COMMUNITY CHEST APPLICATION FORM

219

Name of Community Group	Saltash Handicapped and Disabled Organisation (SHADO)
Person to contact	Teresa Orchard
Address:	
Telephone:	
Email address:	
Give details of exactly how the money would be spent if granted (continue on a separate sheet if necessary)	To clear weeds/vegetation from SHADO garden areas. To clear/prepare raised planters for Spring planting scheme. To creocote border fencing. To remove damaged bench from site and restore existing bench.
How much money do you want from the Community Chest Fund?	£585
What other funds do you have?	There are no other available funds for this garden maintenance project
What other resources do you have (e.g. volunteer time, donated materials, access to tools and equipment)?	We have 2 dedicated volunteers who work tirelessly for SHADO, but would not be able to carry out the environmental works needed. The Contractors will use their own suitable tools and equipment
When do you plan to finish the project?	17th December 2017

Amended 22.06.17
BP/jra

20 NOV 2017

<p>What visible benefits will your project give to the town</p>	<p>The SHADO building is a community hub (run by dedicated volunteers and a small committee) and used by many organisations, individuals, clubs and local authorities (during elections). The centre also provides facilities for recreation for the community. SHADO was established in 1986 to provide relief of the physically and mentally handicapped person's resident in the area of Saltash and area. SHADO is a vital local community resource and its upkeep is vital to the members and users of this very worthy and well used centre. The building is the first that people see when they come into Plougastel Drive and SHADO members try very hard to keep the site looking tidy. The boost of an overall vegetation clearance will benefit all the users and beyond.</p>
<p>How will you report back to the Town Council on the success of your project?</p>	<p>We will take photos of the finished project and provide copies to the STC electronically if preferred</p>
<p>How will you publicise Town Council support and the Community Chest?</p>	<p>We will advise the media on completion in the usual way and additionally would be happy to do whatever STC wishes to promote the Community Chest facility given to SHADO</p>

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

Amended 22.06.17
BP/jra

*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

.....286858.....

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

Signed



Dated

.....17/12/2017.....

Quote ① Hine Bros.

HINE BROS QUOTATION FOR WORK TO BE CARRIED OUT AT THE
"SHADO CENTRE"

START DATE : 7/12/17

- TO CREOCOTE PERIMETER FENCE
- TO CLEAR DEAD SHRUBS, BRANCHES, BRAMBLES AND LEAVES ETC.
- TO WEEDKILL
- TO PLANT BEDDING PLANTS
- TO TREAT GOOD BENCH WITH LINSEED OIL
- REMOVAL OF OLD BENCH

£500

- PLUS

CREOCOTE	45.00
- LINSEED OIL	5.00
- BEDDING PLANTS	25.00
- COMPOST	10.00

- TOTAL 585.00

WITH THANKS

B.S.HINE.

Vote ② M P Landscaping.

M.P.landscaping.

Saltash

Remove the weeds and grasses from the main area.

Thin out the ground cover plants and clear the rockery and tidy.

Clear the ivy from the rear of the property, cut back the low over hanging tree branches.

Clear the raised beds.

Dispose of the damaged bench and oil the other one.

Total £480

Treat the fence.

Total £330.

Plant out the raised beds with spring flowers.

Total £250.

TOTAL FOR ALL WORKS £1060

Thank you for your interest.

Mike Pearce

SALTASH TOWN COUNCIL COMMUNITY CHEST APPLICATION FORM

221

Name of Community Group	SALTASH TOWN BAND
Person to contact	DONNA TOWNSON (TREASURER)
Address:	
Telephone:	
Email address:	
Give details of exactly how the money would be spent if granted (continue on a separate sheet if necessary)	UNIFORM JACKETS Please see separate sheet. ①
How much money do you want from the Community Chest Fund?	£1000
What other funds do you have?	Currently fundraising to achieve the total cost of jackets. Eg bingo nights, performances, bbq's & xmas performances.
What other resources do you have (e.g. volunteer time, donated materials, access to tools and equipment)?	All time to the band is given voluntarily. Conductor/Musical Director, teachers all give time voluntarily.
When do you plan to finish the project?	Before Easter March 2019
What visible benefits will your project give to the town	Please see separate sheet ②
How will you report back to the Town Council on the success of your project?	Please see separate sheet ③
How will you publicise Town Council support and the Community Chest?	④

Amended 22.06.17
BP/jra

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



on attached audit summary sheet

Copy of full audited accounts



Estimates/quotes (project specific)



Registered charity/company number

N/A

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

Signed



Dated

29/1/18

Community Chest application, January 2018

1.

Saltash Town Band has a membership of 35 in the Senior Band, of which 11 are children which have recently been promoted from the Junior Section. The Junior Band concentrates on teaching children how to play a brass or percussion instrument, and how to play as part of a team in a brass band. They are taught by a team of tutors who give their time voluntarily, who in their working life are 2 qualified teachers and a nursery assistant. However, when these talented children joined our Senior Band, they have no uniform to wear and appear out of place with the rest of the band.

Saltash Town Band has recently demonstrated a significant amount of success and achievement. As recently as 2013, we were a struggling band who came 21 out of 21 in the regional competition. In fact, at one point the band had as few as 8 members playing who worked hard to keep the band in existence. Money was desperately needed to keep the band afloat and the band has worked hard, increased its membership and has flourished to the point where only for the second time in its history, we have now been promoted into the third section of the West of England Brass Band Association. We did this by achieving 2nd in the regional competition and qualified to play at the National Championships in Cheltenham in September 2017. Such an accolade and we are very proud! (We did an extensive fundraising drive to raise money to enable us to travel and perform).

We are keen to progress further and our aspirations are high. Having a good, smart uniform will enable us to look and feel proud. Quotes for costs have been requested from several firms, but the quote provided from Centre Stage is the only company who could meet our required design. Saltash Town Band have tried a cheaper alternative, using black jackets, but I think you will agree, they look very underwhelming when performing but will still be used for 'non-performing' jackets when representing the band. I also think you will agree that with our current level of achievement and progression, now is the time to buy 'proper' band jackets and I hope that Saltash Town Council can be proud of 'their' brass band

Community Chest application, January 2018

2.

Saltash Town Band performs and supports many activities within the Town: The May Fair, Saltash Regatta, Remembrance Parade, The poppy appeal/concert, to name a few. Saltash residents will remember in recent years that we were unable to support these events, purely due to not have sufficient band members. However, now we are able to support these events and do so with pride. With a proper band uniform, it helps to improve our self esteem and pride, which in turn we believe, improves our performance, and ultimately satisfies our local community. We have aspirations to improve our ability and standing within the brass band world, and in part we need new, smart uniform dress to support this.

Saltash Town Band has reached out to other organisations for support and help. We have recently created an alliance with St John's Ambulance, from whom we rent a room for our band rehearsals. We anticipate this union will be beneficial to both organisations with Saltash Town Band supporting St John's Ambulance by performing at events etc to assist their fundraising. The Saltash Mayor has committed to supporting Saltash Town Band as one of her chosen charities for the year. The brass band community is a close knit one, that supports each other, and often will help each other out for playing and we often provide help to other bands whilst gaining benefit from others too. All members of the band give their time freely. This includes all officer posts within the band committee and conducting post. We are fortunate that payment is not required for the teaching and conducting etc. This differs from common practice in the banding fraternity where conductors are usually paid an hourly rate. Member of the band also pay monthly subscriptions to assist with entry fees for competitions etc.

Community Chest application January 2018

3.

Photographic evidence will be sent to Saltash Town Council with evidence of purchase. Of course, Saltash will be visibly able to see our new purchase when we perform at various events in the Town.

Fundraising will take place over the coming months to try to raise the rest of the money required for this significant cost. Due to this significant amount of money required, we will endeavour to reach our target in this financial year. However, if this is not the case, assurances will be given that the money will be used at the earliest opportunity.

4. Saltash Town Band will be able to publicise the Town Council whenever it performs. This can be done verbally by our Musical Director during performances (he does this very well!), and through the media, papers, social media etc. It will also be published on our website that Saltash Town Council have supported us to buy our uniforms and thus promoting Saltash Town. Also, nothing has the power like 'word of mouth'; our band members will be telling their friends and family of the support we have received from you.

I would like to thank you on behalf of Saltash Town Band for considering our application, and hope you can consider a favourable outcome! Many thanks.

Glenys Rooker
Fundraising committee member

Centre Stage

QUOTATION FOR SALTASH TOWN BAND

JANUARY 2018

FOR STAGE JACKETS:

Fabric – 55/45 polywool blend, 415gsm

Finish – fully lined

Style – customer specification

Pricing:

1-5 Jackets - £225 plus VAT each

6-10 Jackets - £205 plus VAT each

10+ - £195 plus VAT each.

Terms:

50% deposit with order, balance on delivery

Leadtime:

6-8 weeks, if fabric colour is in stock. If fabric needs dyeing, then please add 4 weeks to this.

Measuring:

you can either have "off the peg" standard sizes or made to measure. Price is the same, and we come to your bandroom to do the measuring.

Colours and styling:

We will assist you in the process of choosing colours and styling of your jackets.

Many thanks

Martin Gernon

Managing Director

Tel: 01422 882885

30 JAN 2018

30 jackets required
Total = £ ~~1,700~~
5,850

Quote

From

Your Logo Here Ltd

Date

17 Jan 2018

Expiry

31 Jan 2018

Items

Product Code: Band Stage Jacket (Polyester) Garment Code: TBC Garment Description: Long - Short Stage Jacket Garment Body Colour: TBC Garment Contrast Colour: TBC Collar Colour: TBC Lapel Colour: TBC Braid Colour: TBC Cuff Braid Decoration: Single Loop, Flat Braid, Single Loop and Flat Braid Garment Size:

30 @ 149.00

4,470.00

Product Code: Band Stage Jacket (Poly/Wool) Garment Code: TBC Garment Description: Long - Short Stage Jacket Garment Body Colour: TBC Garment Contrast Colour: TBC Collar Colour: TBC Lapel Colour: TBC Braid Colour: TBC Cuff Braid Decoration: Single Loop, Flat Braid, Single Loop and Flat Braid Garment Size:

30 @ 179.00

5,370.00

Carriage per box to:

1 @ 8.50

8.50

Sub Total

9,848.50

VAT 20%

1,969.70

Total GBP

11,818.20

Comment

NG
This company
is unable to meet
our requirements
Quote is for comparison
only

30 JAN 2018

Agenda no. 8b**SALTASH TOWN COUNCIL FESTIVAL FUND APPLICATION FORM**

1. Name of Organisation	SALTASH REGATTA COMMITTEE	83
2. Contact Name	KAREN LILLEY	
3. Contact Address		
4. Telephone numbers		
5. Email address		
6. Name of Event	Saltash Regatta 2018	
7. Date(s)	SATURDAY 9TH AND 10TH JUNE 2018	
8. Description of Event	<p>Saltash Regatta is a 2 day Waterside festival, based around the Caradon Gig Rowing Championships which offers free entertainment, music, watersports and stalls to the local community and surrounding areas in Devon and Cornwall.</p> <p>Community engagement is encouraged through a variety of ways:</p> <ol style="list-style-type: none"> 1. The Caradon Gig Rowing Championship is held on the River Tamar, attracting gigs from all over Cornwall to compete. 2. Saltash Sailing Club holds a one day Regatta event, with local teams of all ages, from Devon and Cornwall taking part. 3. A children's parade opens the Regatta, where all local schools, organisations, preschools, brownies, rainbows and the local Town band are invited to join this civic parade. 4. Local shops and charities are invited to attend as traders to sell goods and raise awareness. Free pitches are offered to Saltash businesses (non food). 5. Sponsorship is sought from local businesses. 6. The Committee is led by volunteers, local to Saltash. 7. The cardboard raft race attracts local competitors as a fun 	

	<p>event.</p> <ol style="list-style-type: none"> 8. The paint party attracts children and adults to create colour and laughter. 9. A small assault course will be added this year. 10. Churches Together enjoy an outdoor service on Sunday morning. 11. Strong links with Livewire provides a platform for local musicians to show case their talents and boost their potential in the music industry. 12. Two stages are used across both days; covering the whole site, using the Saltash Town Council trailer and a hired platform stage. <p>This event offers so much to the community, it showcases Saltash and brings together the community, businesses and stakeholders. It covers two days and is run essentially with volunteers. This year we will again be engaging with the Community Ambassadors and a new youth group, the Pioneers, to help with set up, management and clearing the site. This gives young people volunteering hours and can benefit their future CVs and experiences.</p> <p>We reflect the support we are given in all our marketing, website, Facebook etc, as logos and named supporters.</p>																		
<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>£ 2320</p> <table border="1"> <tr> <td>Toilets</td><td>792</td></tr> <tr> <td>Security</td><td>302</td></tr> <tr> <td>Entertainment</td><td>3000</td></tr> <tr> <td>Medical cover</td><td>700</td></tr> <tr> <td>Insurance</td><td>700 (Saltash Town Council funding request)</td></tr> <tr> <td>Parade</td><td>100</td></tr> <tr> <td>Sundry / Traffic etc</td><td>2025</td></tr> <tr> <td>Sand</td><td>420 (Saltash Town Council funding request)</td></tr> <tr> <td>Advertising</td><td>900</td></tr> </table>	Toilets	792	Security	302	Entertainment	3000	Medical cover	700	Insurance	700 (Saltash Town Council funding request)	Parade	100	Sundry / Traffic etc	2025	Sand	420 (Saltash Town Council funding request)	Advertising	900
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	<table border="1"> <tr> <td data-bbox="646 430 987 472"></td> <td data-bbox="987 430 1398 472"></td> </tr> <tr> <td data-bbox="646 472 987 583">Staging</td> <td data-bbox="987 472 1398 583">1200 (Saltash Town Council funding request)</td> </tr> <tr> <td data-bbox="646 583 987 632">Total cost*</td> <td data-bbox="987 583 1398 632">10139</td> </tr> </table>			Staging	1200 (Saltash Town Council funding request)	Total cost*	10139
Staging	1200 (Saltash Town Council funding request)						
Total cost*	10139						
10. When is the funding required ?	April 2018						
11. To whom have you applied/intend to apply for other grants related to this application?	<p>We have approached local businesses to donate to the event and Cornwall Council Community Chest Fund. We have applied to FEAST. In additional, Waitrose have agreed to support the event and this is generally in the region of £400. We have applied to the Tesco bags scheme and are currently shortlisted.</p> <p>The Regatta is supported financially by local traders and charities that are charged a fee to attend the event and have a pitch.</p>						
12. Attached - previous year's report / accounts (Delete as appropriate, or explain if not attached)	Evidence is attached.						

Signed



Date

6/2/2018

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)



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

Signed



Date

6/2/2018

Insurance Estimate

Hi Karen,

Thank you for your email.

Please see below a quotation as per last year's cover.

If you wish to accept the quotation, confirm you have read our Terms and Conditions and Policy summary and Qualifiers.

Total Payable (Single Period Policy) £524.19

Insurance Provider: Covéa Insurance

The premiums shown are based on current rates and are valid for this quote only.

Turnover: Max. £30,000

Number of Visitors: 5000

Public Liability (compulsory) £5,000,000

Employers Liability (optional) £10,000,000

Number of Employees: 10

Property Cover (optional) £5,000

Single Article Limit: £4,000

Cancellation (optional) Not Required

Money in Transit (optional) Not Required

Stock (optional) Not Required

Banner - Property Damage (optional) Not Required

Marquee - Property Damage (optional) Not Required

Generators - Property Damage (optional) Not Required

Public Liability Excess £250.00 This excess is not applicable to the Public Liability personal injury section.

Employers Liability Excess N/A This excess is not applicable to the Employees Liability section.

Property Excess £250.00

Gazebo Excess £500.00 This excess is not applicable to the Public Liability personal injury section.

Exclude - Water Based Activities:

Excludes any water based activity

Sale or Supply of Food and Drink:

In respect of Section 1:

Public Liability Cover (e) is added to the Policy as shown below:-

(e) the sale or supply of food and drink in connection with the Event

Gazebo Requirements:

In respect of Section 1: Public Liability

If You use a Gazebo during Your Event this item must not be left erected overnight and at all other times it must have secure straps fitted over each corner and securely pegged to the ground in addition to their normal fixings

Endorsement:

In respect of Section 1: Public Liability

We shall not be liable in respect of Bodily Injury to or Damage to Property of any participant whether caused by any other participant or not

The above amount includes:

Insurance Premium Tax (IPT) £55.52

Policy Fee £6.00

Start Date of Event: 09/06/2018

End Date of Event: 10/06/2018

If you wish to proceed or have any queries, please do not hesitate to contact us.

Payment can be made by either Debit/Credit Card, Bacs, Cheque or cash.

I look forward to hearing from you.

Kind Regards,

Nicole Lock-Denny

 Graham Sykes Insurance



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

INVOICE

Page 1

Saltash Regatta
c/o Karen Sweet
14 Lockye Terrace
Saltash
Cornwall
PL12 6DF

Invoice No	32445
Invoice Date	23/06/2017
Order No	
Account Ref	

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
1.00	Hire of 9 Portable Toilets, 1 Disabled Portable Toilet with baby change and 1 Disabled unisex toilet at Jubilee Car Park on 17th & 18th June 2017, with Sat PM service and empty as agreed.	660.00	660.00	20.00	132.00

*Paid in full.
With Thanks,
K. Jones*

Total Net Amount	£	660.00
Total VAT Amount	£	132.00
Invoice Total	£	792.00

Deposit Paid

Balance Due

VAT Reg No: 337 0514 76

Waste Carriers Reg. No: CBDU83922

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



GSD Watch Security Ltd

Unit 5, The Old Printworks ♦ 21 Burrington Way ♦ Plymouth, Devon, PL5 3LR Phone
01752 768899 ♦ Mobile 07982 310658 ♦ Email security@gswatch.co.uk

19th January 2018

Karen Lilley
The Cabin at Barn Park Nursery
Kit Hill Crescent
Plymouth PL5 1EJ

Dear Madam,

Re: Static Guarding/Mobile Patrols for Saltash Regatta 2018

We are writing with reference to your email, in which, you have shown an interest in using our Security Services for your forthcoming event to be held on the Jubilee Green on the Waterside at Saltash on Friday 8th and Saturday 9th June 2018 at 7.00pm through to 07.00am. We have pleasure in submitting our quotation for this work as follows: -

To provide a Static Uniformed Guard with a dog for the above event £11.00 per hour per Officer
To provide Random Mobile Patrols for Marquee staying on site £ 5.00 per visit

The above prices quoted are Net prices, excl VAT and will be fixed throughout the duration of the above contract. Our invoices will be submitted soon after the event and all Bank Holidays will be chargeable at time and a half.

All our Security Officers are fully licensed and have many years' experience in the Security Industry.

We hope that this Quotation meets with your approval and if you need any further information detailing the whole range of Security Services that we can provide you with on a more permanent basis, we will be happy to provide you with a more detailed Proposal/Quotation for your perusal.

In the meantime, could you please confirm the above arrangements to us by email or letter, both addresses are shown at the top of this letter and if you have any further questions or concerns please do not hesitate to contact us.

Yours truly,

Debbie
Director & Secretary



GSD Watch Security Ltd, Registered in England, Number 10165328

Saltash Regatta and Waterside Festival

Report of activities and planned improvements for 2018

Following on from previous successful events; we will continue with a similar format. The event will be free; involve a range of performers, entertainers, music, bands, traders and charity supporters.

This year the parade will start in Fore Street and many local schools will be engaged to participate.

We will again run a Hoppa bus service providing easy opportunities to visitors visiting the town. The cardboard boat race has further interest, the paint party was a good addition and we are looking to add an obstacle course to this year's fun.

Finances

Our aim is to run the regatta in a prudent manner and we look to maintain an account credit to carry forwards each year. 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.

We aspire to upgrade our stage, by hiring equipment which will compliment the trailer from Saltash Town Council. The event has used two stages for the last few years as we want to ensure community bands are given the opportunity to perform, along with 'paid for' entertainers. It means entertainment will be across the whole site, not just on Waterside Green. We also wish to use Ashtorre Rock for mother and baby facilities and, If finances allow, we would like to upgrade the portable toilets to a toilet block on a trailer, altogether of a higher standard.

Agenda no. 9

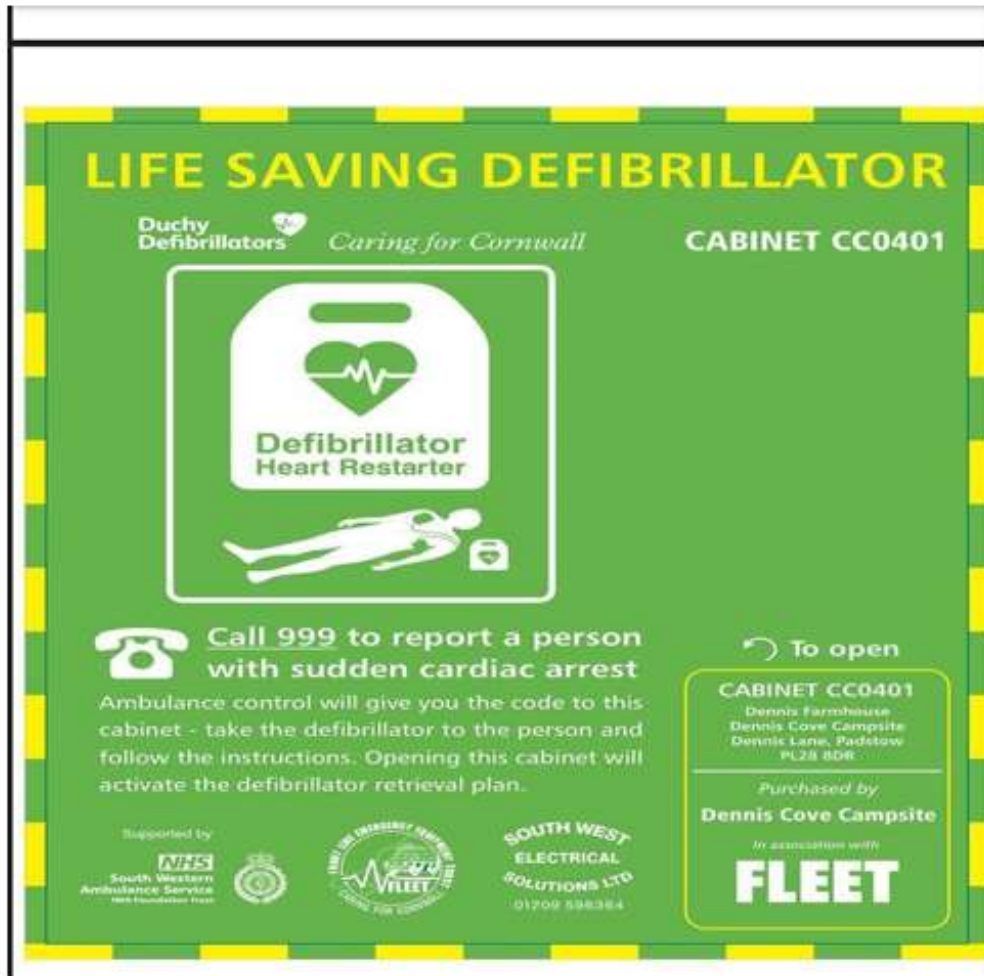
Duchy Defibrillators

Cabinet: - Our cabinets are manufactured here in Cornwall from either stainless steel or aluminium. The door has a digital coded lock to prevent theft of the defibrillator, the code is 4 digits long and will be provided to the user by the ambulance service if the defibrillator is required. The front door has its own unique vinyl on it with your cabinet number (as provided by the ambulance service), the cabinet address and any details you wish to have added (I have attached our demo cabinet vinyl for you to look at).



Inside the cabinet we install our own monitoring equipment which updates our app. The app is free to download and is available to anyone. This will show the cabinets current details and condition, as well as providing notifications should the cabinets condition change. This notification includes the door being open/closed, the defibrillator being deployed or replaced and the temperature of the cabinet.

We also provide an instruction board which informs of the need to call 999, as well as providing guidance on CPR. We provide a 1W green LED light fitting to highlight the cabinets location as well as a green triangle defibrillator sign. We generally fit all of this to a 4ft high by 2ft wide board which is painted in British racing green (again a photo has been attached).



Defibrillator: - we provide the Cardiac Science G5 semi-automatic defibrillator with the cabinet. This is the same model that the ambulance service use. It will talk the user through how to use it, so no past training is required. We also provide a resus kit with the defibrillator which has a razor, cloth, wipes, gloves and face mask.

Cost of the above including the installation - £2,500 + VAT.

Monitoring: - there is an annual monitoring fee which covers the server and app costs. If the defibrillator is used the PAD's and resus kit will need to be replaced. This cost is also covered within the annual fee. By having the cabinet monitored we are able to work with the ambulance service to locate the defibrillator and get it back into your cabinet as quickly as possible so it is available for use again if required.

It is allowing us to extend the guardian check timescales. The monitoring will update the app every few minutes so we have real time information. We require a guardian check to be carried out every 14 days (as a maximum). Without the monitoring this must be done each day and reported back to the ambulance service that is still available for use.

Monitoring Annual Fee - £160 + VAT.

If happy to have the FLEET name on the cabinet and added to their network of cabinets, then the cabinet cost can be made payable to them, this will save you the **VAT (20% at £500)**. They will also provide a free training evening (2 hours) to teach anyone with an interest (staff, public & community) how to perform CPR and training on how to use the defibrillator as well. This is to be arranged at a local community area of your choice at a time and date to suit you and FLEET.

The annual fee still has its VAT as Duchy Defibrillators take care of that part of the process.

We would require - a 3A unswitched fused spur to provide power. If required we can arrange for an electrical engineer to assist. We also require an internet connection for the monitoring (either hard wired or Wi-Fi).

St Johns Ambulance

Phillips Heartstart Defibrillator £980.00 + VAT.



5-year battery life, recommended by St Johns Ambulance.

No installation costs - Wardens to install.

Wall bracket costs - £44.00.

Replacement of pads - £54.00.

The defibrillator is programmed to complete its own daily and monthly checks and will not require annual monitoring.

A code is not required to operate this model.

This model diagnoses the patient's condition and tells the first aider what action to take.

Agenda no. 12a

To approve a Town Council response to the Great Western Rail franchise consultation.

Link to more details:

<https://www.gov.uk/government/news/the-future-of-the-great-western-franchise>

Department for Transport - Great Western Rail Franchise Public Consultation

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/663801/great-western-rail-franchise-consultation-web.pdf

Agenda no. 15**Community Emergency Plan**

Following information on this scheme from CC Frank, Sharon Watts, (Senior Resilience Officer, Resilience and Emergency Management) from Cornwall Council has offered to attend a meeting with the Town Council to make a presentation about Community Emergency Plans. She would attend with another colleague and Catherine Thomson. At present she has availability in the last three weeks of March.

<https://www.cornwall.gov.uk/community-and-living/cornwall-fire-and-rescue-service-homepage/keeping-safe/community-safety/tackling-risk/cornwall-community-resilience-network/community-emergency-plan-toolkit/>

Agenda no. 16a

From: Robert Yates

Sent: Friday, January 26, 2018 8:14 PM

To: Townclerk

Subject: Last Post etc.

Hi Ray,

It has become apparent to me that the current fee for the Remembrance Services of £10 total is inadequate to cover the time and travel involved. When the Legion used to organise it they paid £25 which was a more realistic figure. I therefore would ask if you would consider such an increase for future services.

Yours,

Bob Yates.

Agenda no. 17a**Neighbourhood Plan Report to P&R February 2018**

The Neighbourhood Plan Steering Group is holding weekly meetings. The text of the Saltash Neighbourhood Development Plan Consultation Draft has been produced and is now in the final review stage.

We are also carrying on to the next stage with a Neighbourhood Plan Sustainability Guidance document considering particularly the Sustainability Checklist methodology most suited to the SNP.

There was a three stage approach to adopt is being taken by:-

- a) Selecting criteria. Those adopted by Cornwall Council have been adopted to provide consistency;
- b) Measuring the impact of objectives and policies against the criteria; and
- c) Analysing the results to inform mitigation measures and policy review.

The Steering Group has reviewed the preliminary assessments prepared on the objectives and policies produced by the theme teams and now embodied in the draft SNP in 2016. These are now needed to be updated to reflect the content of the latest Consultation Draft.

This is being done as follows:

- a) The preliminary assessments are being reviewed and pertinent details put into the required format. The steering group will undertake a further assessment during future meetings.
- b) Once completed the Sustainability Assessment will be sent to Cornwall Council for screening to determine whether the SNP had a “significant impact”, so requiring a more detailed Sustainability Assessment to be conducted. It was believed that the Sustainability Assessment already prepared for the Broadmoor Farm site together with Cornwall Council's own Sustainability Assessment for the Saltash Site Allocations DPD would negate the need for an overall Sustainability Assessment under the Neighbourhood Plan.
- c) Sustainability Appraisals will also be required for the two proposed village extensions at Trematon and Trehan; drafts are being prepared for consideration using the defined template.
- d) A base Sustainability Checklist document relating to the Saltash Neighbourhood Plan has been prepared for completion.

The original and revised Quora Ltd. Application for the former Sandford site at Carkeel has been reviewed as an example for validating the plan considering revised access and queuing arrangements for the McDonald's building and an improved overall landscaping treatment.

The next stage in the review of The Saltash Neighbourhood Development Plan Consultation Draft and specifically the following section is looking at:
Enhancing the Natural Environment; and
Managing Rural Areas in a sympathetic manner.

Agenda no. 17b**Saltash Area Road Safety Meeting 8 January 2018**

Speedwatch is getting started again – faster sign-ups of volunteers is envisaged due to revised process.

Still awaiting a date for the review of Carkeel roundabout arrangements – esp exiting from Saltash and access from Waitrose roundabout.

A map of proposed new cycleways in Saltash has been prepared, but is not yet published

There is concern from residents of North Road about it being used as a Rat-run from the tunnel. It was suggested that when the transit-time system is operational this may be quantifiable.

There is significant concern that the Sandford-site development will have a severely detrimental effect on access and exit to Gilston Road/Callington Road.

It was noted that the exit lane to the A38W is changing ??

Tamar Bridge issues including congestion when there is an incident on the Parkway or at Carkeel were being reviewed by HE, and proposals for an envisaged toll increase are being developed.

Parking Enforcement have been asked to increase hours in the town to clear bus bays and overstaying.

A request to re-paint the roundabout on the industrial estate beside Waitrose has been made.

On a seasonal note, Gritting Routes are shown on Cornwall's online mapping system.

A38 improvements are a hot topic – since the local MP got involved things are moving on, and a consultation on problems is ongoing, particularly the Saltash/Trerulefoot section which is apparently the most dangerous road in Cornwall!

The Devon and Cornwall Police Alert system can notify local crime issues, and is available online

There have been several incidents on the eastern approach to Landrake recently. It was suggested that the merge zone is virtually blind on the bend, and making it a bit sooner would improve visibility. DH will write to Highways

Future meeting dates are: Tues 27 March, Tues 26 June, Mon 22 Oct, Mon 7 Jan

Councillor Steve Miller

Agenda no. 17c**ASBO report to February 2018 P&R meeting**

A number of informal Anti Social behaviour meetings have been held.

The main conclusion has been that levels of crime and antisocial behaviour are low in Saltash the examples below being the exception rather than the rule.

There have been recent reports of an increase in shoplifting in Saltash as reported in Town Council meetings.

There was trouble at both the Union and the Railway on the same day one shortly after the other, with arrests made. Some concern has been expressed that police availability delayed the response to the second event.

One to one support is still taking up a lot of Livewire youth work time as we have so many vulnerable young people in need of additional support, increasingly so as there is very little targeted youth support about these days.

Livewire involvement with Saltash.net has continued to develop and in addition to the one to one support offered to students referred to Livewire by the school there have been workshops with classes and whole year groups, topics covered thus far have included: internet safety and sexting, coping with stress (particularly around exam time) and sexual health.

Skatepark youth nights are still running very well and busy issues being dealt with include, sexual relationships, bullying, drugs and mental health,

Saltash.net School has had issues with Road Safety reported during school "journey times" with comments made about noise on Broadwalk. There is no evidence that this is excessive.

Low level vandalism and poor behaviour reported in a variety of areas as examples:
Vandalism has been reported in Longstone and Belle Vue car park toilets
Waterside toilets reports of people climbing on roof. Anti-climb paint has been applied.
Low level bad behaviour has also been reported in a number of locations for example in Huntly Gardens, Elwood Woods, Victoria Gardens and Saltmill

A number of possible locations for CCTV have been identified during meetings: top and bottom of Fore Street Bus stops, near toilets waterfront and parks.

The last ASB meeting looked specifically at CCTV issues.

A specification for an "expandable installation" of CCTC cameras is now being worked on for costing purposes.

This installation will concentrate on public safety with a secondary role of assisting police in crime prevention.

The “minimum feasible system” is considered to be top and bottom of Fore Street, the waterside with future expansion into other areas such as Longstone Park and other areas with identified ASB related issues. The use of portable cameras will be examined.

There are a number of issues with operational and management codes of practice to be clarified