

Agenda No. 7: Sub-Committee Minutes for Approval

DRAFT Property Maintenance & Marketing Minutes Tuesday 27th March 2018 –
Please see website.

Agenda No. 8

P & R Committee – 17th April 2018

8) Finance:

a. Report from Finance Officer

- All accounts and bank accounts reconciled up to 31st March 2018.
- Petty Cash is up to date and reconciled up to 31st March 2018.
- Work is being carried out on the year end. Finance Consultant is visiting on the 26th April to go through and complete the Annual Return (AGAR) and other year-end work.
- Internal Audit is due to be carried out on the 30th April 2018.
- We have received our 1st instalment of our precept for 2018/2019 on the 9th April 2018 £379,670.82.

b. To receive the current Committee budget statements

- See attached

c. To receive a report on investments

- £200,000 with Public Sector Deposit Fund
- £450,660 with Barclays Active Saver (I have transferred £250,000 of the precept money into the Saver until June/July to take advantage of any interest. (Interest Rate 0.20%)
- £100,000 with Lloyds Bank due to mature on 31st July 2018. (Interest Rate 0.65%, expected interest £650)
- £100,151 with Lloyds Bank due to mature on 1st February 2019. (Interest Rate 0.85% £851)

d. VAT

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

Saltash Town Council
Report Date: 11/04/2018

Cover Sheet - Budget Report - March 2018

Budget Report as at 31st March 2018										
	Received 2018/2017	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
Income										
Burial Board : St. Stephen's	£ 8,850	£ 6,180	£ -	£ 13,093	£ -		£ 9,301	£ 12,000	£ 12,340	£ 12,485
Burial Authority : Churohtown	£ 8,595	£ 10,000	£ -	£ 12,836	£ -		£ 10,000	£ 10,000	£ 10,200	£ 10,404
Services Committee	£ 4,956	£ 18,575	£ -	£ 19,311	£ 736		£ 18,575	£ 18,575	£ 18,947	£ 19,325
P&R Property	£ 7,632	£ 9,220	£ -	£ 8,361	£ 869		£ 9,245	£ 10,345	£ 10,593	£ 10,848
P&R General	£ 4,124	£ 2,900	£ -	£ 2,426	£ 474		£ 2,900	£ 3,000	£ 3,072	£ 3,146
P&R Office	£ -	£ -	£ -	£ -	£ -		£ -	£ -	£ -	£ -
Staffing	£ -	£ -	£ -	£ -	£ -		£ -	£ -	£ -	£ -
Total	£ 34,168	£ 46,876	£ -	£ 56,027	£ 697		£ 60,021	£ 65,820	£ 66,062	£ 68,207
Expenditure										
	Spend 2018/2017	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	£ 5,340	£ -	£ 1,591	£ 4,749	£ 4,749	£ 2,608	£ 5,492	£ 6,648	£ 6,808
Burial Authority : Churohtown	£ 23,480	£ 24,730	£ -	£ 22,623	£ 2,107	£ 2,107	£ 22,778	£ 24,807	£ 24,888	£ 24,958
Services Committee	£ 73,249	£ 111,635	£ 10,000	£ 70,980	£ 50,655	£ 50,655	£ 67,569	£ 74,460	£ 75,949	£ 77,468
P&R Property	£ 18,609	£ 29,275	£ 4,000	£ 32,843	£ 432	£ 432	£ 27,957	£ 34,285	£ 35,108	£ 35,951
P&R General	£ 83,382	£ 106,057	£ -	£ 81,184	£ 24,873	£ 24,873	£ 96,613	£ 119,842	£ 121,694	£ 124,615
P&R Office	£ 15,141	£ 16,980	£ -	£ 14,504	£ 2,476	£ 2,476	£ 16,383	£ 20,657	£ 21,153	£ 21,661
Staffing	£ 202,866	£ 241,932	£ 49,831	£ 279,842	£ 11,921	£ 11,921	£ 283,357	£ 357,486	£ 364,635	£ 371,928
Total	£ 417,871	£ 636,848	£ 63,831	£ 603,688	£ 87,214	£ 87,214	£ 617,286	£ 687,028	£ 690,076	£ 693,388
EMF expenditure										
	EMF b/f 2018/17	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 : Churohtown	£ 16,064	£ 2,500	£ -3,000	£ 410	£ 15,154	£ 15,154	£ 15,154	£ -	£ -	£ -
Services Committee	£ 178,237	£ 36,650	£ -42,354	£ 39,020	£ 133,513	£ 133,513	£ 133,513	£ -	£ -	£ -
P&R Property	£ 56,065	£ 34,290	£ 176,354	£ 215,025	£ 51,684	£ 51,684	£ 51,684	£ 55,000	£ -	£ -
P&R General	£ 50,344	£ 21,000	£ -	£ 33,949	£ 37,395	£ 37,395	£ 37,395	£ 25,000	£ -	£ -
P&R Office	£ 1,761	£ 2,500	£ -	£ 675	£ 3,586	£ 3,586	£ 3,586	£ 7,500	£ -	£ -
Staffing	£ 14,961	£ -	£ -7,250	£ 10,501	£ -2,890	£ -2,890	£ -2,890	£ 53,623	£ -	£ -
Total EMF expenditure	£ 327,732	£ 147,190	£ 89,070	£ 289,908	£ 284,082	£ 284,082	£ 284,082	£ 176,233	£ -	£ -
Grand Total	£ 745,603	£ 684,138	£ 162,901	£ 893,476	£ 361,296	£ 361,296	£ 781,347	£ 813,262	£ 690,076	£ 693,388
STC Funds @ 31st March 2018										
Barclays Current Account								BALANCE	ESTIMATED INTEREST	MATURITY DATE
Barclays Active Saver - 0.20%								£ 86,580		
Lloyds Current Account								£ 200,660		
Lloyds Investment - 12 months - 0.86%								£ 90		
Lloyds Investment - 12 months - 0.86%								£ 100,151	£ 851	01/02/2019
Public Sector Deposit Fund - CCLA								£ 100,000	£ 650	01/08/2018
Total								£ 687,482	£ 1,601	

Report Date: 10/04/2018

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		13,093	-			9,301	12,000		12,240	12,485
4613	Memorial Bench Income	-		-		-	-			-	-		-	-
	Total Income	8,850		6,180		13,093	-			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		444	256	256		500	717		734	752
6101	Machinery Maintenance Costs	234		1,000		288	712	712		500	1,024		1,049	1,074
6102	Refuse Disposal Sacks	37		170		-	170	170		100	174		178	183
6103	Health & Safety	-		250		-	250	250		-	256		262	268
6104	General Site Maintenance	323		900		458	442	442		458	922		944	966
6105	Fire Extinguishers	-		100		-	100	100		-	102		105	107
6106	Miscellaneous Costs	15		170		-	170	170		50	174		178	183
6107	Hand Tool Costs	-		50		-	50	50		-	51		52	54
6108	Tree Survey & Tree Maintenance	113		3,000		400	2,600	2,600		1,000	3,072		3,146	3,221
6109	Memorial Bench (Expenditure)	-		-		-	-	-		-	-		-	-
	Total Expenditure	1,144		6,340		1,591	4,749	4,749		2,608	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	1,821	30,389	30,389		28,248	41,602		6,648	6,808

Report Date: 10/04/2018

Burial Authority - Churchtown - Budget Report - March 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	Cemetery Fees	8,595		10,000		12,836	-			10,000	10,000		10,200	10,404
4614	Memorial Bench Income	-		-		-	-			-	-			
	Total Income	8,595		10,000		12,836	-			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	Petrol	200		300		10	290	290		50	307		315	321
6001	Machinery Maintenance Costs	261		300		519	- 219	- 219		519	307		315	321
6002	Refuse Disposal Sacks	37		50		94	- 44	- 44		94	51		52	53
6003	Health & Safety	60		100		-	100	100		-	102		105	107
6004	General Site Maintenance	1,223		1,000		68	932	932		100	1,024		1,049	1,070
6005	Fire Extinguishers	-		50		-	50	50		-	51		52	53
6006	Miscellaneous Costs	-		100		33	67	67		33	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		100	686		682	695
6009	Electricity Costs	145		250		242	8	8		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		-	307		315	321
6012	Memorial Bench (Expenditure)	-		-		-	-	-		-	-		-	-
6013	Security Alarm Maintenance	145		145		147	- 2	- 2		147	145	FIXED COST	148	151
	Total Expenditure	23,480		24,730		22,623	2,107	2,107		22,778	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		Proposed Estimated Y/E Balance	Proposed Budget 2018/2019	Comments	Forecast 2019/2020	Forecast 2020/2021
6070	EMF Churchtown Cemetery Capital Works	4,782	9,495	-	3,000	-	6,495	6,495	Including Churchtown Water Pipe Brackets Work (£1500)	6,495	-	Including Churchtown Water Pipe Brackets Work (£1500) Compound Gates (£5000)	-	-
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	-	-	364	1,746	1,746		1,746	-		-	-
	Total EMFs	13,971	16,064	2,500	- 3,000	410	15,154	15,154		15,154	-		-	-
	Grand Totals	37,451	16,064	27,230	- 3,000	23,032	17,262	17,262		37,932	24,807		24,888	24,958

Code	Income Description	Received 2016/17		Budgeted Income 2017/18		Received YTD 2017/18	Ytd to Receive		Comments	Proposed Estimated Y18 Income	Proposed Budgeted Income 2018/2019	Comments	Forecast 2018/2020	Forecast 2020/2021
4500	Allocation 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
4511	Miscellaneous Income	1,157		75		804	-			75	75	FIXED INCOME - Buda £75.00	77	78
4521	Waterfront Income - Annual Mooring Fees	-		14,000		13,528	- 472			14,000	14,000		14,280	14,588
4522	Waterfront Income - Daily Mooring Fees	-		1,000		1,027	27			1,000	1,000		1,020	1,040
	Total Income	4,956		18,575		19,311	- 446			18,575	18,575		19,947	19,325
Code	Expenditure Description	Spend 2016/17		Budget 2017/18	Forecast receive 2017/18	Actual Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments	Proposed Estimated Y18 Spend	Proposed Budget 2018/2019	Comments	Forecast 2018/2020	Forecast 2020/2021
8500	Environment	-		8,000		-	8,000	8,000	85,000 (Enhanced Cutting) 83,000 (Budget)	-	3,000		3,080	3,121
8501	Highways Weed Control	8,923		13,500		-	13,500	13,500	3 applications	-	3,500		3,570	3,641
8502	Civic Christmas Event	8,553		500		-	500	500		-	500		510	520
8503	Allocations	788		1,805		582	1,043	1,043		800	1,800		1,832	1,885
8504	Street Furniture (Maintenance)	1,319		3,000		1,227	1,773	1,773		1,500	3,000		3,080	3,121
8505	Street Lighting	508		550		380	290	290	Account 2016/2017	100	550	FIXED COST	561	572
8506	Grounds Maintenance & Watering	20,879		23,000		20,845	2,355	2,355		23,000	23,000		23,480	23,529
8507	Community Toilet Scheme	800		1,800		-	1,800	1,800		-	800		818	832
8508	Public Toilets (Operational Costs)	22,100		30,000		27,834	2,388	2,388	£10,000 (Sella Vale) £10,000 (Waterloo) £10,000 (Longstone)	22,000	15,000		15,300	15,808
8509	Miscellaneous	10		115		39	78	78		21	100		102	104
8510	Trailer (Repair & Maintenance)	516		1,020		-	1,020	1,020		-	500		510	520
8511	Tourism & Signage	310		2,085		370	1,725	1,725		200	1,000		1,020	1,040
8512	Bus Shelters (Maintenance)	110		600		-	600	600	£800 (Window Cleaning)	-	600		612	624
8513	Twinning	31		110		-	110	110		-	110		112	114
8514	Town Leaflets/Printing	20		1,075		-	1,075	1,075		-	500		510	520
8515	Festive Lights Maintenance & Electricity	419		1,585		438	1,128	1,128		488	1,500	£800 (Electricity - FIXED COST)	1,530	1,581
8516	Road Safety Grant	200		200		-	200	200		-	200	FIXED COST	204	208
8517	Cross & Easel Woods (Maintenance)	834		1,570		888	704	704		900	1,000	£200 (Electricity - FIXED COST)	1,020	1,040
8518	Highways Towing & Equipment	-		2,000		-	2,000	2,000		-	1,000		1,020	1,040
8519	Piggs & Bunting	1,188		1,530		881	880	880		881	1,000		1,020	1,040
8520	Community Payback Scheme	4,107		5,000		2,987	2,013	2,013		3,380	-	FIXED COST	-	-
8521	Pilgrims Estate (Maintenance)	-		6,000		1,572	4,428	4,428		2,000	8,000		8,120	8,242
8522	Waterfront (Maintenance Costs)	2,850		5,000		2,894	2,108	2,108		2,000	5,000		5,100	5,202
8523	Public Footpaths & Bridleways	-		2,000		-	2,000	2,000		-	1,000		1,020	1,040
8524	Vehicle Maintenance and Repair Costs	-		-	10,000	10,824	- 824	- 824	Overspend	10,781	4,000		4,080	4,182
	Total Expenditure	73,249	-	111,835	10,800	70,980	50,855	50,855		67,589	74,480		75,949	77,458
Code	Extracted Reserves (EMF)	Spend 2016/2017	Balance B/P	Budget 2017/18	Forecast receive 2017/18	Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments	Proposed Estimated Y18 Balance	Proposed Budget 2018/2019	Comments	Forecast 2018/2020	Forecast 2020/2021
8570	EMF Notice Boards (Repair & Replace)	822	4,330	-	- 1,943	445	1,942	1,942		1,942	-		-	-
8571	EMF Saltash Recreation Areas	-	26,740	-	- 18,740	-	10,000	10,000		10,000	-		-	-
8572	EMF Festive Lights	2,507	28,972	8,000	-	10,900	24,972	24,972	£800 (Wideside Lights) £300 (Town Lights) £3000 (Electricity etc.) £500 (Cables)	24,972	-		-	-
8573	EMF Public Art and Maintenance	2,770	7,230	5,000	- 5,000	5,411	1,819	1,819		1,819	-		-	-
8574	EMF Set Bins	-	19,422	-	- 10,000	-	9,422	9,422		9,422	-		-	-
8575	EMF Street Furniture (New and Replace)	-	7,000	3,000	- 5,000	272	4,728	4,728		4,728	-		-	-
8576	EMF Grounded Toilets Repair/H&S	-	5,000	-	- 4,500	-	1,000	1,000		1,000	-		-	-
8577	EMF Pilgrims Estate (Capital Works)	5,950	7,550	8,000	-	3,838	11,211	11,211	£1000 (Roofing & Capital Works) £400 (Consultancy GNS LTD) £3000 (Architects Application)	11,211	-		-	-
8578	EMF Waterfront Capital Works, Equipment & Machinery	175	37,825	12,850	20,000	13,550	56,718	56,718		56,718	-		-	-
8579	EMF Bus Shelter Installation	-	10,000	-	- 10,000	-	-	-		-	-		-	-
8580	EMF Public Toilets	16,707	20,133	-	- 9,671	738	9,728	9,728	£800 (5 year Repair Programme Figures - Waterside)	9,728	-		-	-
8581	EMF Christmas Support Fund	-	1,125	-	- 1,125	-	-	-		-	-	To be deleted	-	-
8582	EMF Town War Memorial	-	-	2,000	-	22	1,978	1,978		1,978	-		-	-
8583	EMF Funds for Works Approved in 2016/17	-	2,710	-	-	2,710	-	-		-	-	To be deleted	-	-
	Total EMF	28,931	178,237	36,850	- 42,364	39,020	133,513	133,513		133,513			-	-
	Grand Total	102,180	178,237	148,285	- 32,364	110,000	164,168	164,168		201,082	74,480		75,949	77,458

Report Date: 11/04/2018

P&R Property - Budget Report - February 2018

Code	Expenditure Description	Spend 2016/17		Budget 2017/18	Profits reserve 2017/18	Actual Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments	Proposed Estimated Y1E Spend	Proposed Budget 2018/2019	Comments	Forecast 2018/2020	Forecast 2020/2021
6400	Rates - Guildhall	6,897		7,500		7,387	113	113		7,387	7,988	FIXED COST	8,180	8,375
6401	Water Rates - Guildhall	547		950		541	409	409		700	973	FIXED COST	996	1,020
6402	Gas - Guildhall	2,415		3,100		1,698	1,402	1,402		2,000	3,174	FIXED COST	3,251	3,329
6403	Electricity - Guildhall	2,956		4,600		3,811	789	789		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		513	257	257		770	788	FIXED COST	807	827
6406	Window Cleaning - Guildhall	495		600		405	195	195		600	614	FIXED COST	629	644
6407	Refuse 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		789	- 139	- 139		789	666	FIXED COST	682	698
6409	Boiler Service & Maintenance	-		2,100		-	2,100	2,100		-	2,150	FIXED COST	2,202	2,255
6410	General Repairs & Maintenance	257		650		680	- 30	- 30		680	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		2,381	- 181	- 181		2,381	2,253	FIXED COST	2,307	2,362
6413	Refreshments Costs - Guildhall	266		350		193	157	157		200	358	FIXED COST	367	376
6414	Replace Equipment - Guildhall	-		1,600		222	1,378	1,378		500	1,638	FIXED COST	1,678	1,718
6415	Miscellaneous Property Costs - Guildhall	283		555		143	412	412		200	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	Belle Vue Office Costs	-		-	4,000	3,028	972	972		3,500	4,000	FIXED COST	4,096	4,194
	Total Expenditure	18,808	-	29,276	4,000	23,684	8,681	8,681	-	27,867	34,286	-	35,108	35,861
Code	Emarked Reserves (EMF)	Spend 2016/2017	Balance B/F	Budget 2017/18	Profits reserve 2017/18	Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments	Proposed Estimated Y1E Balance	Proposed Budget 2018/2019	Comments	Forecast 2018/2020	Forecast 2020/2021
									£29,286 (5 yr Repair Programme Figures) £6000 (Sound Equipment)					
6470	EMF Guildhall maintenance	12,959	25,560	34,290	- 9,675	37,499	12,675	12,675		12,675	20,000		-	-
6471	EMF Heritage Centre	24,543	29,221	-	- 5,000	420	23,801	23,801		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)	-	-	-	191,030	177,034	14,006	14,006		14,006	25,000		-	-
6474	EMF Saltash Library	-	-	-	-	-	-	-		-	10,000		-	-
	Total EMF	37,948	66,066	34,280	178,364	214,843	51,788	51,788	-	51,788	66,000		-	-
	Grand Total	68,666	66,066	63,666	180,364	238,627	61,367	61,367		79,723	88,286		35,108	35,861

Saltash Town Council
Meeting: P & R Committee
Date: 17.04.18

Public reports pack

Report Date: 10/04/2018

P&R General - Budget Report - March 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
4901	Bank Interest Received	4,124		2,900		2,426	- 474			2,900	3,000		3,072	3,146
4908	P & R Miscellaneous Income	-		-		-	-			-	-		-	-
	Total Income	4,124		2,900		2,426	- 474			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		806	- 186	- 186	Overspend	787	1,000	FIXED COST	1,024	1,049
6201	Audit	3,420		2,500		918	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		2,000	4,608		4,719	4,832
6203	Mayors Allowance	4,600		4,600		4,600	-	-		4,600	4,600	FIXED COST	4,710	4,823
6204	Councillors Allowance	2,200		3,265		2,652	613	613	£204 per Councillor	3,265	3,265	FIXED COST	3,343	3,424
6205	Insurance	9,425		13,600		19,842	- 6,242	- 6,242	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 Beds	1		1		1	-	-		1	1	FIXED COST	1	1
6210	Community Chest	6,693		7,500		5,690	1,810	1,810		6,500	7,500		7,680	7,864
6211	Website Maintenance	599		530		83	448	448		100	543	FIXED COST	556	569
6212	Councillor Expenses	49		530		-	530	530		100	543		556	569
6213	Councillor Training	-		2,000		180	1,820	1,820		500	2,000		2,048	2,097
6214	Health & Safety	2,793		3,700		4,190	- 490	- 490	£2250 (Ellis Wtiam) Prepayment to be done	4,058	4,250	£2260 (Ellis Wtiam)	4,352	4,456
6215	Annual Report	-		420		-	420	420		-	430		440	451
6216	Miscellaneous	72		100		160	- 60	- 60		160	102		105	107
6217	Data Protection	35		45		35	10	10		35	46	FIXED COST	47	48
6218	Mayors Badges	-		46		7	39	39		7	47		48	49
6219	Local Council Award Scheme	-		200		-	200	200		-	205	FIXED COST	210	215
6220	Fesitval Fund & Event Expenditure	3,784		10,650		9,345	1,305	1,305		8,650	10,906		11,167	11,435
6221	Town Messenger	2,100		4,000		3,000	1,000	1,000		3,500	4,096	FIXED COST	4,194	4,295
6222	Commissioning Youth Work	40,000		40,000		22,000	18,000	18,000		40,000	40,000		40,960	41,943
6223	Inclusion Cornwall	-		1,000		-	1,000	1,000		-	-	to be deleted	-	-
	Total Expenditure	83,382		106,057	-	81,184	24,873	24,873		96,613	118,842		121,694	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	5,050	6,950	-	-	-	6,950	6,950		6,950	10,000	CCTV?	-	-
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		4,671	5,000	Replace Mayors Robe & Hat	-	-
6273	EMF Legal Fees	1,691	5,001	1,000	-	1,728	4,273	4,273		4,273	-		-	-
6274	EMF Internet Redevelopment	-	2,025	-	-	-	2,025	2,025		2,025	-		-	-
6275	EMF Neighbourhood Plan	3,735	14,927	-	-	7,226	7,701	7,701		7,701	-		-	-
6276	EMF Support/Promote Public Transport	-	7,621	-	-	1,146	6,475	6,475		6,475	-		-	-
	Total EMF	11,019	50,344	21,000	-	33,949	37,395	37,395		37,395	25,000		-	-
	Grand Total	94,401	50,344	127,057	-	115,133	62,268	62,268		134,008	143,842		121,694	124,615

Report Date: 10/04/2018

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		712	238	238		950	973	FIXED COST	996	1,020
6301	Stationery/Postage/Printing	1,903		2,630		2,986	- 356	- 356		2,630	2,693	FIXED COST	2,758	2,824
6302	Office & IT Equipment	3,477		3,350		639	2,711	2,711		1,000	3,430	FIXED COST	3,513	3,597
6303	Copier Maintenance	4,084		3,600		3,815	- 215	- 215		5,000	5,100	FIXED COST	5,222	5,348
6304	Broadband	432		450		987	- 537	- 537		987	461	FIXED COST	472	483
6305	SAGE Accounts	2,081		2,500		2,448	52	52		2,316	4,000	FIXED COST	4,096	4,194
6306	IT Maintenance	2,601		3,500		2,910	590	590		3,500	4,000	FIXED COST	4,096	4,194
6307	Miscellaneous	-		-		8	- 8	- 8		-	-		-	-
	Total Expenditure	15,141		16,980		14,504	2,476	2,476		16,383	20,657		21,153	21,661
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		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		15,179	6,062	6,062		19,969	28,157		21,153	21,661

Report Date: 10/04/2018

Staffing - Summary Budget Report - March 2018

Code	Expenditure Description	Spend 2016/17	Budget 2017/18	From/to reserve 2017/18	Budget YTD 2017/18	Actual Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments	Proposed Estimated Y/E Spend	Proposed Budget 2018/2019	Comments	Forecast 2019/2020	Forecast 2020/2021
	Guildhall Admin Costs	133,185	148,488	7,250	129,780	150,801	5,135	5,135		157,036	151,857		154,894	157,992
	Guildhall Caretaking Costs	19,832	34,039	-	28,366	19,110	14,929	14,929		22,312	34,762		35,458	36,167
	Grounds & Premises Staff Costs	21,632	26,247	-	21,873	22,552	3,695	3,695		22,553	23,056		23,517	23,987
	Cemetery Staff Costs	20,445	22,816	-	19,013	21,649	1,167	1,167		21,647	39,958		40,757	41,572
	Town & Waterfront Staff Costs	-	-	41,081	34,234	48,501	- 7,420	- 7,420		44,442	73,886		75,160	76,663
	Cleaning Staff Costs	-	-	-	-	-	-	-		-	13,276		13,542	13,813
6650	Staff Parking Space	284	325	-	271	284	41	41		284	325		332	338
6651	Staff Insurance	532	600	-	500	177	423	423		600	700		714	728
6652	Employers Pension - Monthly Fee	2,400	3,900	-	3,250	3,900	-	-		3,900	4,800	FIXED COST	4,692	4,786
6653	Grounds & Premises Staff - Clothing	190	529	-	441	631	- 102	- 102		529	540	FIXED COST	551	562
6654	Grounds & Premises Staff - Mobile Phones	89	250	-	208	599	- 349	- 349		600	750	FIXED COST	765	780
6655	Staff Travelling Expenses	772	1,065	-	888	776	289	289		1,065	1,090		1,112	1,134
6656	Staff Training	2,207	2,125	-	1,771	3,482	- 1,357	- 1,357		3,000	2,170		2,213	2,258
6657	Staff Recruitment Advertising	798	615	1,500	1,763	2,268	- 153	- 153		2,115	4,000	One post costs £1000	4,080	4,162
6658	Miscellaneous Staffing Expenditure	-	-	-	-	215	- 215	- 215		40	-		-	-
6659	Town Sargent & Mace Bearer Fees	700	735	-	613	537	198	198		735	735	FIXED COST	750	765
6660	Town Crier Competition Fund	-	200	-	167	-	200	200		-	200		204	208
6661	Finance Consultancy Fees	-	-	-	-	4,560	- 4,560	- 4,560		2,500	5,780	5 weeks cover + 2 hours a week support	5,896	6,014
	Revenue Expenditure	202,866	241,932	49,831	243,136	279,842	11,921	11,921		283,357	357,486		364,635	371,928
Code	Earmarked Reserves (EMF)	Spend 2016/2017	Balance B/F	Budget 2017/18	From/to reserve 2017/18	Actual Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments	Proposed Estimated Y/E Balance	Proposed Budget 2018/2019	Comments	Forecast 2019/2020	Forecast 2020/2021
6690	EMF Staff contingency reserve	3,023	14,961	-	7,250	10,601	- 2,890	- 2,890	Overspent	- 2,890	53,623	15% of Budget Figure	-	-
	Total EMF's	3,023	14,961	-	7,250	10,601	- 2,890	- 2,890		- 2,890	53,623		-	-
	Grand Totals	205,889	14,961	241,932	42,581	243,136	290,442	9,032		280,468	411,109		364,635	371,928

Agenda No. 10a

SALTASH TOWN COUNCIL COMMUNITY CHEST APPLICATION FORM	
Name of Community Group	Sue Hooper Charitable Foundation
Person to contact	
Address:	Mrs Stephanie Carter (treasurer)
Telephone:	
Email address:	
Give details of exactly how the money would be spent if granted (continue on a separate sheet if necessary)	Towards promotion of the community workshops; i.e. publicity, flyers, banners, stationery. Towards hire of venues where applicable. Towards purchase of masses of poppy petals.
How much money do you want from the Community Chest Fund?	Advertising/promotion £500 Flyers £95 Banners £155 Stationery £50 Venues hire £155 Poppies (silk petals) £45 <u>TOTAL £1,000</u>
What other funds do you have?	£3,500 for this venture (MONEY ALREADY RAISED) This amount raised thus far will pay for the performing arts practitioner/s, props and some equipment <u>(not asked for from this application)</u> . <u>NB</u> We are unable to use any Trust Bursary money (in accordance with the Charity Commission) for the workshops and total project, and are fundraising to stage this historic project as a separate project.

Amended 22.06.17
BP/jra

222

What other resources do you have (e.g. volunteer time, donated materials, access to tools and equipment)?	We have in kind resources of volunteers of at least 12 people from the local community and Trustees of the SHCF – Plus we have the use of PA equipment available.
When do you plan to finish the project?	November 2018
What visible benefits will your project give to the town	Bringing the community organisations together. Working with local organisations of all ages and abilities delivering performing arts workshops themed 1918 (WW1 and Suffragettes votes for women (Act of Parliament 1918) where women over the age of 30 and with property were given the vote. The workshops will offer music, drama and history reflection, giving a sense of respect and tribute to all those that fought for justice and peace. Part of this project will be the composing of a musical overture. This year will offer communities an ideal opportunity to commemorate and celebrate. The community of Saltash can only benefit from such tribute workshops.
How will you report back to the Town Council on the success of your project?	The Trust will keep Saltash Town Council informed throughout the project.
How will you publicise Town Council support and the Community Chest?	Saltash Town Council will be featured alongside other sponsors on publicity materials on every given opportunity.
<p>How the grant will be paid</p> <p>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.</p> <p>Amended 22.06.17 BP/jra</p>	

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

Applications will not be considered in retrospect.

Saltash Town Council reserves the right to change these rules at any time and without notice.

CHECKLIST

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

Signed and completed application form

☐

Bank account details

☐

Copy of full audited accounts

☐

Estimates/quotes (project specific)

☐

Registered charity/company number

...1083647.....

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

Signed Stephanie Ruth Carter

Dated 20th.....March
2018.....

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

From: sue hooper [REDACTED]
Sent: 28 March 2018 20:37
To: Reception
Cc: STEPH NEW
Subject: Re: Quotes

Follow Up Flag: Follow up
Flag Status: Flagged

Hello Julia,
Thank you again most sincerely for your most valued service today!
See below the quote from (Able Print - Printminor for promotion materials)
I will send the others to follow
This is in support of the bid to the Community Fund by Mrs Steph Carter
Many thanks indeed
Sue

From: PrintMinor - Hello <hello@printminor.com>
Sent: 19 March 2018 07:18
To: sue hooper
Subject: Re: Quotes

Good Morning Sue,

I have sent the image via my personal email [REDACTED]

5000 Flyers A5 £95.00

x 3 8ft by 2ft Banners £155.00

Talk Soon, Many Thanks Adam

PrintMinor - Hello
hello@printminor.com



A Butcher
Director

T: 01752 845258

E: hello@printminor.com

W: www.printminor.com

 [@printminor](https://twitter.com/printminor)

 [printminor](https://www.facebook.com/printminor)

On 18 Mar 2018, at 09:59, sue hooper <suehcf@msn.com> wrote:

Dear Adam,
Please can you quote the Sue Hooper Charitable Foundation for the following
5,000 leaflets A5

3 Banners 8x2
Many thanks indeed
Kindest
Sue

Saltash Town Council
Meeting: P & R Committee
Date: 17.04.18

Public reports pack

From: Karen Pilkington
Sent: 18 March 2018 16:20
To: sue hooper
Subject: Re: Advertising Quotes

full page £150
half page £75
and 1/4 £45

Vat exempt for charities, otherwise plus vat.

 **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



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design, distribution ...


www.cornerstonevision.com

Welcome to Cornerstone Vision - home of print, design,
marketing and distribution within Plymouth and
surrounding areas of Devon and Cornwall.

Publishing | Marketing | Design | Print

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On 18 March 2018 at 10:05, sue hooper  wrote:

Dear Karen,

I wondered if you would kindly quote me for the following please

Full page advert

1/2 page advert

1/4 page advert

One issue rates and series rates please

Many thanks indeed

Kindest

Sue x

Sue Hooper Charitable Foundation reg ch 1083647

Saltash Town Council
Meeting: P & R Committee
Date: 17.04.18

Public reports pack

From: sue hooper [REDACTED]
Sent: 28 March 2018 21:04
To: Reception
Cc: STEPH NEW
Subject: Fw: Advertising quotes
Attachments: Rate card 2017 Cramleigh.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Julia rate card for Cramleigh

If we took 3 x full pages over the coming months for promotion/outcomes the costs would be £135 per issue =£405

Love Saltash equivalent would be £450

We would use any remaining monies for the Cornish Times

Saltash Observer to follow

Thank you

Sue

Cramleigh

THE FREE MAGAZINE FOR SALTASH

5 Highfield Terrace
Bittaford, Ivybridge
Devon PL21 0EW
Telephone: 01752 895734
Mobile: 07790264903
Email: dinah@cramleigh.co.uk



Cramleigh advertising rates

	Full page	1/2 page	1/4 page
1 issue	£148	£85	£50
3 issues	£135	£75	£45
6 issues	£120	£65	£35
12 issues	£105	£55	£28
Mention on front cover	£10		
Middle page	£185		
Middle double spread	£320		
Back page	£205		
Page 3/5	£195		
Page 7/9	£185		
Inside Back Cover	£195		

All prices are per advert per issue and exclusive of VAT

6,000 copies. Delivered free to homes and businesses in Saltash and area, and distributed through various other outlets, including Waitrose and China Fleet.

Invoiced monthly, so you can spread the cost.

Proven success in Devon and Cornwall area.

Editorials/advertorials available.

Leaflet distribution service: ring for details.

Advert design available: ring for details

(* There is a combined December/January issue).

From: sue hooper [REDACTED]
Sent: 28 March 2018 21:16
To: Reception
Cc: STEPH NEW
Subject: adverts/quotes Saltash Observer
Attachments: SHCF S Observ Comm Chest 2018.doc

Follow Up Flag: Follow up
Flag Status: Flagged

Hello Julia,
Please find attached Saltash Observer quotes as promised
Thank you
Sue

SALTASH OBSERVER

Normal Rate £8.95 per/col/cen

We offer a reduced rate for...

A series of 12 adverts £3.95per column centimetre

A series of 6 adverts £4.95pcc

Offers - One off larger adverts: (not on a series)

10cm x 3cols £6.00 per col cen...30cm = £180.00

15cm x 3cols £5.50 per col cen...45cm = £247.50

¼ Page -18cm x 4cols £5.00 per col cen...72cm = £360.00

½ Page -18cm x 7cols £4.00 per col cen... 119cm = £476.00

**NB The Trust would have an option of 2x adverts 10x3 (different months)
= £360 with remainder being used for another local publication**

From: sue hooper [REDACTED]
Sent: 28 March 2018 21:21
To: Reception
Subject: poppies quote
Attachments: SHCF poppies comm chest 2018.docx

Follow Up Flag: Follow up
Flag Status: Completed

Poppies Julia thank you

Kindest

Sue

PS Stationery self explanatory so no quote available it will depend on useage



1000 x Artificial Red Rose Poppy Petals *Proposal Valentines Remembrance
Wedding

Brand new £4.49 per thousand

We would need 10,000 at a cost of £44.90 total (the poppies are very small and that is why we would need 10,000 for impact on the evening of the musical play.

Room Hire (min of 2 hour booking)

Guildhall

Casual per hour	-	weekdays (Community Rate)	£16.00
Casual per hour	-	weekends (Community Rate)	£21.00
Regular per hour	-	weekdays (Community Rate)	£15.00
Regular per hour	-	weekends (Community Rate)	£18.00
<i>Casual per hour</i>	-	<i>weekdays (Commercial Rate)</i>	<i>£19.20</i>
<i>Casual per hour</i>	-	<i>weekends (Commercial Rate)</i>	<i>£25.20</i>
<i>Regular per hour</i>	-	<i>weekdays (Commercial Rate)</i>	<i>£18.00</i>
<i>Regular per hour</i>	-	<i>weekends (Commercial Rate)</i>	<i>£21.60</i>

Council Chamber

Casual per hour	-	weekdays (Community Rate)	£11.00
Casual per hour	-	weekends (Community Rate)	£15.00
Regular per hour	-	weekdays (Community Rate)	£10.00
Regular per hour	-	weekends (Community Rate)	£14.00
<i>Casual per hour</i>	-	<i>weekdays (Commercial Rate)</i>	<i>£13.20</i>
<i>Casual per hour</i>	-	<i>weekends (Commercial Rate)</i>	<i>£18.00</i>
<i>Regular per hour</i>	-	<i>weekdays (Commercial Rate)</i>	<i>£12.00</i>
<i>Regular per hour</i>	-	<i>weekends (Commercial Rate)</i>	<i>£16.80</i>

Room Hire Extras

Piano	(Community Rate)	£10.00 per session
Piano	(Commercial Rate)	£12.00 per session
Tea/Coffee per cup	(Community Rate)	£0.30
Tea/coffee per cup with biscuits	(Community)	£0.50
Tea/Coffee per cup	(Commercial Rate)	£0.36
Tea/coffee per cup with biscuits	(Commercial)	£0.60
Photocopying	(Community Rate)	10p - black 20p - colour
Photocopying	(Commercial Rate)	12p - black 24p - colour

Reception

From: sue hooper [redacted]
Sent: 28 March 2018 21:38
To: Reception
Cc: STEPH NEW
Subject: Fw: Hire of BCC

Follow Up Flag: Follow up
Flag Status: Flagged

Hello Julia,
BCC venue hire quote below
I think I have now covered everything in Steph's application.
Kindly advise Steph and myself if we need to send more!!
Thank you very much
Kindest
Sue

PS gentle reminder, we have estimated £155 for venue hire as we aim to call in on organisations during their own meetings to save on resources.

From: John & Ruth [redacted]
Sent: 19 March 2018 15:11
To: sue hooper
Subject: Re: Hire of BCC

Hi, Sue
The Main Hall for Organisations is £4.50 an hour whilst the Lower Hall is £3.75 an hour

Hope this is helpful
Kind regards
John

Agenda No. 10c

82.

SALTASH TOWN COUNCIL FESTIVAL FUND APPLICATION FORM

1. Name of Organisation	Saltash Kalan Gwav																																		
2. Contact Name	Steve Morley (Treasurer of Kalan Gwav, Secretary of SUFC)																																		
3. Contact Address																																			
4. Telephone number	01752 840538																																		
5. Email address	saltashkalangwav@gmail.com																																		
6. Name of Event	Kalan Gwav																																		
7. Date(s)	Saturday 3 rd November 2018																																		
8. Description of Event	<p>Free community event held at Warfelton, celebrating the Celtic festival of the first day of winter. Events include: a scarecrow competition, a Bake-off, a Wassail, musical performances and a firework display. All of these are free to the public. We estimate that over 4,000 people attended the event in 2017. The event has also led to the planting of apple trees in Tincombe, the composition of a Wassail song for Saltash, dance workshops for primary school children, and the production of a booklet that celebrates the Saltash community and our Celtic heritage.</p> <p>The event is organised by volunteers, who will be continuing with their fundraising activities this year, setting up stalls at May Fair and Regatta, running raffles and other promotional events.</p>																																		
9. Amount of funding requested <i>(Itemise expenditure up to level sought)</i>	<table border="1"> <tr> <td>1</td> <td>Town Council trailer hire</td> <td>£25</td> </tr> <tr> <td>2</td> <td>TEN License</td> <td>£21</td> </tr> <tr> <td>3</td> <td>4 x Toilets</td> <td>£240</td> </tr> <tr> <td>4</td> <td>Medical cover</td> <td>£250</td> </tr> <tr> <td>5</td> <td>Fire point trolley</td> <td>£44</td> </tr> <tr> <td>6</td> <td>Skip</td> <td>£169</td> </tr> <tr> <td>7</td> <td>Lighting</td> <td>£365</td> </tr> <tr> <td>8</td> <td>Generator (20kva)</td> <td>£379</td> </tr> <tr> <td>9</td> <td>Marquee</td> <td>£300</td> </tr> <tr> <td>10</td> <td>Horn speakers</td> <td>£144</td> </tr> <tr> <td colspan="2">TOTAL</td> <td>£1,937</td> </tr> </table>		1	Town Council trailer hire	£25	2	TEN License	£21	3	4 x Toilets	£240	4	Medical cover	£250	5	Fire point trolley	£44	6	Skip	£169	7	Lighting	£365	8	Generator (20kva)	£379	9	Marquee	£300	10	Horn speakers	£144	TOTAL		£1,937
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10	Horn speakers	£144																																	
TOTAL		£1,937																																	
10. When is funding required ?	August 2018																																		

11. To whom have you applied/intend to apply for other grants related to this application?	<ul style="list-style-type: none"> * FEAST * Arts Council * Cornwall Council * Ongoing fundraising by organisers (£708 raised in 2017)
12. Attached - previous year's report / accounts (Delete as appropriate, or explain if not attached)	

Signed

[Redacted Signature]

Date

29th Jan 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



under separate cover.

Copy of full audited accounts *Accounts will be audited before AGM in March.*



Estimates/quotes (project specific)



Registered charity/company number

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

Signed

[Redacted Signature]

Date

29th Jan 2018

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

Supplementary information for Kalan Gwav Festivals Fund application

The budget for Kalan Gwav 2018 has been determined after a careful review of Kalan Gwav 2017 and feedback from participants, including stallholders.

Areas for improvement were identified as:

- Ensuring that sound is heard over a wider area
- Ensuring that all stallholders have lighting
- Providing some cover in case of inclement weather
- Providing a better way of disposing of the rubbish collected by volunteers

For these reasons, additional costs to this year's event include the hire of a larger generator, horn speakers, a marquee and a skip. We have 'shopped around' various providers to get best value for money.

In 2017, Saltash Town Council kindly provided funding for the fireworks. It was felt by the organisers that it would be better to invite the public to fund the fireworks this year, and organisers will be attending a crowdfunding workshop in February to learn more about crowdfunding options.

1. Town Council Trailer Hire - £25

**Saltash Town Council
Application to Hire Trailer**

The trailer is only hired in South East Cornwall. Charges are per day + VATable.

£100 per day to other Council's and non-profit organisations outside Saltash.
£150 per day to commercial organisations or hirers.
£25 to any Saltash Community group

2. TEN License - £21

The same fee as the organisers paid to Cornwall Council in 2017.

How to apply


Contact your council to apply for a TEN.

You must apply at least 10 clear working days before your event.

! Clear working days do not include the day your council receives your application or the day of the event.

You will have to pay a fee of £21.

3. Two toilets for general use (£55 each) and two toilets for disabled use (£65 each) - £240
This is the same number as last year, which proved to be adequate.



BRANDON HIRE LIMITED
LUTTER CLIFF
PLYMOUTH
PLYMOUTH
PL F 4BA
T 01752 300020
F 01752 300042

HIRE QUOTATION

82042541

Date: 03/11/2017

Customer Ref:

Hire from: 03/11/2017 to 06/11/2017

Duration: 4 Days

Written By: Peter Wakelam

Quotation valid for 30 days

BRANDON HIRE LIMITED
LUTTER CLIFF
PLYMOUTH
PLYMOUTH
PL F 4BA
T 01752 300020
F 01752 300042

PHOENIX
SAFETY EQUIPMENT

Customer & Site Information

Customer Invoice Information:

Account Number: 282

Customer Delivery Information:

Item Detail

Qty	Item Code	Description IE-Code	Rate/UOM	Disc.	Total Charge
1	1247	GENERATOR 6KVA DIESEL SILENCED	£ 119.00 week		£ 119.00
4	1209	110V FESTOON SITE LIGHTING 22MT	£ 12.00 week		£ 48.00
2	1392	PORTABLE TOILET UNIT (EVENT)	£ 55.00 week		£ 110.00
2	1398	DISABLED TOILET UNIT	£ 65.00 week		£ 130.00
1	1350	FIRE POINT TROLLEY	£ 29.00 week		£ 29.00
1	5940	FOAM EXTINGUISHER			
1	5941	POWDER EXTINGUISHER			
1	5939	SAND BUCKET			
1	5942	FIRE BLANKET			
2	TRANS2	Carriage charge within 20 miles	£ 15.00		£ 30.00

4. Medical Cover - £250

The quote is from South West Response, and includes:

- 1 x Emergency Treatment Centre (car and gazebo)
- 1 x Emergency medical technician
- 1 x Emergency care assistant
- 1 x First Responder

**5. Fire Point trolley - £44 (inc. carriage charge)
Same as Kalan Gwav 2017**

BRANDON fire
WE'VE GOT YOUR BACK WHEN YOU CAN'T MINE

PHOENIX
COMMERCIAL & INDUSTRIAL

HIRE QUOTATION **82042541**

Date: 03/11/2017
 Customer Ref:
 Hire From: 03/11/2017 to 06/11/2017
 Duration: 4 Days
 Written By: Peter Wakelam

Quotation valid for 30 days

BRANDON FIRE LIMITED
 LISTER CLOSE
 PLYMOUTH
 PL7 4BA
 T: 01752 330320
 F: 01752 330060

Customer & Site Information

Customer Invoice Information:

Account Number: Z82

Customer Delivery Information:

Item Detail

Qty	Item Code	Description E-Code	Rate/Unit	Disc.	Total Charge
1	1247	GENERATOR (KVA DIESEL SILENCED)	£ 119.00 week		£ 119.00
4	1209	110V FESTOON SITE LIGHTING 22MT	£ 12.00 week		£ 48.00
2	1392	PORTABLE TOILET UNIT (EVENT)	£ 55.00 week		£ 110.00
2	1388	DISABLED TOILET UNIT	£ 65.00 week		£ 130.00
1	1350	FIRE POINT TROLLEY	£ 29.00 week		£ 29.00
1	5840	FOAM EXTINGUISHER			
1	5841	POWDER EXTINGUISHER			
1	5839	SAND BUCKET			
1	5842	FIRE BLANKET			
2	TRANS2	Carriage charge within 20 miles	£ 15.00		£ 30.00


6. Skip hire - £169

Good morning

The cost of a midi skip for general waste is currently priced at £148.70 + VAT giving a total £168.84, but I do suggest that you check the pricing nearer the time just in case there have been any changes.

Kind regards,
Business Administrator
 Tel: [REDACTED]
 E-mail: office@westcountryskiphire.co.uk

www.westcountryskiphire.co.uk



7. Lighting: 1 x Quad Pod lighting tower and 15 x 22m festoon lighting - £365
Quad Pod from Speedy Services.



Quad Pod Lighting Tower 5M
[22_0212-h-quad-pod-lighting-tower-5m]

£185.00 (217.0000)

BRANDON Ltd
 YOUR BEST SOURCE FOR ALL YOUR HIRE NEEDS

PHOENIX
 POWER & SAFETY EQUIPMENT

HIRE QUOTATION **82042541**

Date: 03/11/2017
 Customer Ref:
 Hire from: 03/11/2017 to 06/11/2017
 Duration: 4 Days
 Written By: Peter Wakelam

Quotation valid for 30 days

BRANDON HIRE LIMITED
 LOSTOCK ROAD
 PLYMOUTH
 PL7 4BA
 T 01752 300520
 F 01752 300362

Customer & Site Information

Customer Invoice Information:

Customer Delivery Information:

Account Number: Z82

Item Detail

Qty	Item Code	Description / E-Code	Rate/Unit	Disc.	Total Charge
1	1247	GENERATOR 8KVA DIESEL SILENCED	£ 119.00 week		£ 119.00
4	1209	110V FESTOON SITE LIGHTING 22MT	£ 12.00 week		£ 48.00
2	1392	PORTABLE TOILET UNIT (EVENT)	£ 55.00 week		£ 110.00
2	1368	DISABLED TOILET UNIT	£ 65.00 week		£ 130.00
1	1350	FIRE POINT TROLLEY	£ 29.00 week		£ 29.00
1	5940	FOAM EXTINGUISHER			
1	5941	POWDER EXTINGUISHER			
1	5939	SAND BUCKET			
1	5942	FIRE BLANKET			
2	TRANS2	Carriage charge within 25 miles	£ 15.00		£ 30.00

8. Generator - £379
From Speedy Services



Generator Diesel 20kva Super Silenced
(14,0086-h-generator-diesel-20kva-super-silenced)

£379.00 per week



9. Marquee - £300 (inc. VAT)

LARGE PARTY MARQUEE EVENT COVER

Price: £250

Our new large party marquee's mean there is no need to wait for the sun to come out!

We will come along and set up the marquee for you and take down again, stress free no hassle pop up party! What could be better?

Our Marquees are 6x4m and 2 can be linked together giving you a 12x4m or 8x6m combination

These can be set up the day before your event and taken away a day after your event. (This sits outside of our normal hire terms)

Give us a call or email us with your requirements

10. Horn Speakers - £144 (inc vat)



ICR.2

Set of 4, 40w 500V line horn speakers, 6 X 25m loudspeaker cable, 2x2x mixer amplifier with a built handheld microphone. Suitable for charity and sports day events.

1 day hire (including weekend) £120.00 + VAT

Agenda No. 10c

83

SALTASH TOWN COUNCIL FESTIVAL FUND APPLICATION FORM

1. Name of Organisation	Royal British Legion - Saltash & District Branch		
2. Contact Name	Carolann Pabst - Social & PR Secretary		
3. Contact Address			
4. Telephone numbers			
5. Email address	saltashdistrict.committee2@rbl.community		
6. Name of Event	Festival of Remembrance Concert (to launch 2018/9 Poppy Appeal)		
7. Date(s)	Saturday 27th October 2018		
8. Description of Event	<p>This Annual Festival of Remembrance is officiated by the registered charity - The Royal British Legion. Our 2018 Concert will launch the 2018/9 Poppy Appeal for the Saltash & District area and will also lead up to the Centenary of the end of hostilities for WW1. The Concert will be performed by Saltash Town Band, RWindband and the Children's Choir from St Stephens Primary School, with the Festival including other groups / cadets from Saltash & surrounding areas parading banners and Standards for a blessing from the RBL Chaplain. It will engage local residents and dignitaries, both young and old within the community as they come together to remember and celebrate those who gave their lives for the town and Country. We do hope that you will support us by helping us to fund this event.</p>		
9. Amount of funding Requested	Item	Cost	£
<i>(Itemise expenditure up to level sought)</i>	Our budget is:		
	To hire Wesley Methodist Church		143.00
	To hire Saltash Town Band		250.00
	To hire RWindband		300.00
	Estimated cost for Printing Programmes and Tickets		50.00
	Estimated cost for Promotional Banners and Advertising		75.00
	Estimated Total		818.00
Continue if necessary on separate sheet if necessary	The extra costs are due to having two bands and increased charges for Printing and Advertising		
10. When is the funding required ?	30th September 2018		

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

Signed

Date

6th April 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 Lloyds Bank Sort code: 30-12-74 Account No: 02114027 Royal British Legion Saltash

☒

Copy of full audited accounts

☒

Estimates/quotes (project specific)

☒

Registered charity/company number

Charity no. 219279

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

Signed

Date

6th April 2018

For and on behalf of Saltash Town Council

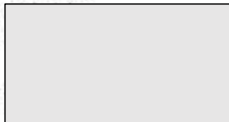
Date

For and on behalf of Organisation/Group

Date



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



939

Email: SaltashDistrict.Committee2@RBL.Community

Date: 6th April 2018

Saltash Festival Fund Committee
Guildhall
Saltash
Cornwall

Dear Sir/Madam,



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

As Social & PR Secretary for the Saltash & District branch of the Royal British Legion, I am writing to you enclosing our application for Festival Funding, in order to launch this year's Poppy Appeal here in Saltash, with our Annual Festival of Remembrance event at the Wesley Church on the 27th October 2018.

I do hope the Committee look favorably on this application, as without the Festival Funding, we would not be able to stage this event which brings the Saltash Community together at this poignant time of year, particularly as this year is the Centenary of the end of hostilities of WW1.

Any queries, please do not hesitate to contact me.

Yours faithfully

Secretary

Agenda No. 10c

84 Saltash May Fair Festival Fund to follow.

Agenda No. 11

Report to follow.

Agenda No. 12a

From: Burnham Christopher - **On Behalf Of** CornwallALC Enquiries

Sent: Wednesday, April 4, 2018 1:42 PM

To: CornwallALC Enquiries

Subject: Data Protection Officer and GDPR

Dear All,

I am aware of the conflicting advice from NALC, SLCC and Cornwall Council on the role of the Clerk as the Data Protection Officer and the confusion this has caused. The new regulations replace the 1998 Data Protection Act and the privacy of personal data has always been part of your risk management (even if it was not consciously done). The new regulations do create some new responsibilities but I am aware of the confusion around the DPO role and whether this can be done within your council or needs to be sourced externally at addition cost.

I am currently working on a joint scheme with Simon Mansell which will meet the criteria for the Clerk to act as the DPO.

For this to be lawful the council will have to make the following provisions to ensure complete separation of duties:

- i) Delegate its full obligations as 'Data Controller' to an appropriate committee or group of members. The committee/group will set council policy on data management, audit the security of council held data, maintain the registers of information held and audit the security of personal data held by the council. They must have full delegated authority to act without recourse to council in order to be able to respond swiftly to any reported breach or identified risk.
- ii) The committee/panel will undertake a regular audit of the council's internal processes and procedures similar to the Internal Audit controls currently in place as part of your accounting management of risk. This must be reported to full council together with any actions taken as a result of the check.
- iii) At the year end, the Panel will produce a slightly more detailed report to the Council as part of its management of risk, together with the actions taken to remedy any identified deficiencies.
- iv) Ensure that the Clerk has no role in agreeing the policy. The role of the Data Protection Officer is to provide information to the Data Controller and the Clerk has always performed this role providing independent impartial advice for the council to make the decision and set the policy.
- v) Ensure that the council provides sufficient time for the additional work including attendance at training. It must ensure that the Clerk/DPO has access to trusted sources of advice and that training is provided on a regular basis to ensure that the DPO remains knowledgeable about their role and responsibilities.

I am currently working on the templates and reporting sheets which you will need and hope to have this available very shortly. In the meantime, the very best advice is to continue to clear out the old papers, information and documents which are not needed. You have a duty under the new legislation to only hold information which is needed and cannot use information gathered for one purpose for any other purpose without specific approval. On that basis you do not need to hold:

- i) Planning papers, applications and correspondence
- ii) Paid invoices beyond 7 years old
- iii) Consultation and survey responses for any completed plan (parish plan, play surveys, village design statements and even neighbourhood plan responses for completed and adopted plans)
- iv) Letters and correspondence from parishioners about anything which has been concluded. Set a retention date (NALC has previously recommended 15 months) but you could use the financial year + 3 months.
- v) Applications, tenders and quotes for anything which is outside of the current contracts or audit.

You should also consider your on-line correspondence including emails, stored files and documents. Ask the following:

- i) Do I need to hold this?
- ii) Are documents duplicated through the In-Box and Sent Box?
- iii) Can I archive onto an external hard drive so that the information is not kept on line?
- iv) If using a cloud based system have you got the necessary confirmation that the data is kept in Europe?

There are still a few places left on the two remaining GDPR training events on May 3rd (Bodmin) and May 16th (Redruth). I am aware that some clerks are intending to go to the SLCC event in Falmouth but I have been advised that the GDPR session will be an update rather than a training session. I am also hoping to do some member briefing evenings through the summer to answer questions as your councils begin to implement the regulations.

In the meantime, please be assured that the Information Commissioner is aware of the burden that this new legislation is putting on our sector and there is further consultation underway nationally to identify possible exemptions. Provided that your council is working towards compliance the ICO has made it clear that they will be satisfied – they do not expect 10,000 parish and town councils and parish meetings to be compliant on Day 1.

If you have any questions please do get in touch and we will try and answer them. The Information Commissioner also has a telephone hotline 0303 123 1113 option 4 for any questions.

Regards
Sarah Mason, County Executive Officer,
Cornwall Association of Local Councils.

Agenda No. 15

No Report.

Agenda No. 16a

No Report

Agenda No. 16b

Report to follow.

Agenda No. 16c

No Report.