

Date: 19.06.18.

Agenda No. 8a – Sub-Committee Minutes for Approval

DRAFT Property Maintenance Minutes Thursday 14th June 2018 – To follow.

Agenda No. 9a

Report from Finance Officer

- All accounts and bank accounts reconciled up to 31st May 2018.
- Petty Cash is up to date and reconciled up to 31st May 2018.
- The Annual Return (AGAR) for 31st March 2018 has been completed and submitted to PKF Littlejohn LLP for the External Audit.
- Internal Audit was carried out on the 30th April 2018 with a few recommendations. I am currently working through the recommendations with the Town Clerk & Administration officer to update our procedures and policies accordingly.

b. To receive the current Committee budget statements

- See attached

Date: 19.06.18.

Saltash Town Council
Report Date: 01/06/2018

Budget Report as at 31st May 2018						
Income	Received 2017/2018	Budgeted Income 2018/2019	From/to reserve	Received YTD 2018/19	Yet to Receive	
Burial Board : St. Stephen's	£ 13,751	£ 12,000	£ -	£ 649	£ -	
Burial Authority : Churohtown	£ 12,836	£ 10,000	£ -	£ 980	£ -	
Services Committee	£ 11,784	£ 18,575	£ -	£ 8,614	£ 9,961	
P&R Property	£ 8,903	£ 10,345	£ -	£ 1,735	£ 8,610	
P&R General	£ 2,426	£ 3,000	£ -	£ 155	£ 2,845	
P&R Office	£ -	£ -	£ -	£ -	£ -	
Staffing	£ -	£ -	£ -	£ -	£ -	
Total	£ 48,700	£ 63,920	£ -	£ 12,133	£ 21,418	
Expenditure	Spend 2017/2018	Budget 2018/2019	From/to reserve	Actual Spend YTD 2018/19	Actual Funds Available to date	Funds Available after Planned Spend
Burial Board : St. Stephen's	£ 1,592	£ 6,492	£ -	£ 63	£ 6,429	£ 6,429
Burial Authority : Churohtown	£ 22,632	£ 24,807	£ -	£ 216	£ 24,591	£ 24,591
Services Committee	£ 70,805	£ 74,460	£ -	£ 8,823	£ 65,637	£ 65,637
P&R Property	£ 26,145	£ 34,285	£ -	£ 9,461	£ 24,824	£ 24,824
P&R General	£ 92,071	£ 118,842	£ -	£ 3,356	£ 115,486	£ 115,486
P&R Office	£ 14,305	£ 20,657	£ -	£ 10,853	£ 9,804	£ 9,804
Staffing	£ 280,722	£ 357,486	£ -	£ 60,806	£ 296,680	£ 296,680
Total	£ 608,273	£ 837,029	£ -	£ 83,678	£ 643,461	£ 643,461
EMF expenditure	EMF b/f 2017/18	Budget 2018/2019	From/to reserve	Spend YTD 2018/19	Actual Funds Available to date	Funds Available after Planned Spend
Burial Board : St. Stephen's	£ 25,640	£ 35,110	£ -	£ -	£ 60,750	£ 60,750
Burial Authority : Churohtown	£ 15,337	£ -	£ -	£ 183	£ 15,154	£ 15,154
Services Committee	£ 112,191	£ -	£ -	£ 7,617	£ 104,574	£ 104,574
P&R Property	£ 50,189	£ 55,000	£ -	£ 6,133	£ 99,055	£ 99,055
P&R General	£ 37,748	£ 25,000	£ -	£ 948	£ 61,800	£ 61,800
P&R Office	£ 3,586	£ 7,500	£ -	£ -	£ 11,086	£ 11,086
Staffing	£ 3,347	£ 53,623	£ -	£ -	£ 50,276	£ 50,276
Total EMF expenditure	£ 241,944	£ 178,233	£ -	£ 14,881	£ 402,686	£ 402,686
Grand Total	£ 748,817	£ 813,282	£ -	£ 108,468	£ 848,148	£ 848,148
STC Funds @ 30th April 2018				BALANCE	ESTIMATED INTEREST	MATURITY DATE
Barclays Current Account				£ 135,300		
Barclays Active Saver - 0.20%				£ 450,660		
Lloyds Current Account				£ 85		
Lloyds Investment - 12 months - 0.85%				£ 100,151	£ 851	01/02/2018
Lloyds Investment - 12 months - 0.85%				£ 100,000	£ 550	01/08/2018
Public Sector Deposit Fund - CCLA				£ 200,000	£ -	
Total				£ 886,187	£ 1,401	

Agenda No. 9b

Report Date: 01/08/2018

P&R General - Budget Report - May 2018

Code	Income Description	Received 2017/18		Budgeted Income 2018/19		Received YTD 2018/19	Yet to Receive		Comments
4901	Bank Interest Received	2,426		3,000		155	- 2,845		
4908	P & R Miscellaneous Income	-		-		-	-		
	Total Income	2,426		3,000		155	- 2,845		
Code	Expenditure Description	Spend 2017/18		Budget 2018/19	From/to reserve 2018/19	Actual Spend YTD 2018/19	Actual Funds Available to date	Funds Available after Planned Spend	Comments
6200	Bank Charges	839		1,000		156	844	844	
6201	Audit	3,239		3,200		- 1,998	5,198	5,198	Accruals
6202	Civic Occasions (including Road Closures)	1,669		4,608		399	4,209	4,209	
6203	Mayors Allowance	4,600		4,600		420	4,180	4,180	
6204	Councillors Allowance	2,652		3,265		-	3,265	3,265	£204 per Councillor
6205	Insurance	11,816		25,000		8,277	16,723	16,723	
6206	Youth Council	3,000		3,000		-	3,000	3,000	
6208	Subscriptions	2,976		3,500		2,707	793	793	
6209	Oyster Beds	1		1		-	1	1	
6210	Community Chest	5,690		7,500		1,000	6,500	6,500	
6211	Website Maintenance	150		543		45	498	498	
6212	Councillor Expenses	-		543		-	543	543	
6213	Councillor Training	180		2,000		-	2,000	2,000	
6214	Health & Safety	2,712		4,250		1,510	2,740	2,740	
6215	Annual Report	-		430		-	430	430	
6216	Miscellaneous	160		102		80	22	22	
6217	Data Protection	35		46		60	- 14	- 14	
6218	Mayors Badges	7		47		-	47	47	
6219	Local Council Award Scheme	-		205		-	205	205	
6220	Festival Fund & Event Expenditure	9,345		10,906		3,100	7,806	7,806	
6221	Town Messenger	3,000		4,096		600	3,496	3,496	
6222	Commissioning Youth Work	40,000		40,000		- 13,000	53,000	53,000	
	Total Expenditure	92,071		118,842	-	3,356	115,486	115,486	
Code	Earmarked Reserves (EMF)	Spend 2017/2018	Balance B/F	Budget 2018/19	From/to reserve 2018/19	Spend YTD 2018/19	Actual Funds Available to date	Funds Available after Planned Spend	Comments
6270	EMF Crime Reduction	-	6,950	10,000	-	-	16,950	16,950	
6271	EMF Election	22,863	5,300	10,000	-	-	15,300	15,300	
6272	EMF Robes & Civic Regalia	986	4,671	5,000	-	208	9,463	9,463	Replace Mayors Robe & Hat
6273	EMF Legal Fees	1,728	4,273	-	-	-	4,273	4,273	
6274	EMF Internet Redevelopment	-	2,025	-	-	-	2,025	2,025	
6275	EMF Neighbourhood Plan	6,873	8,054	-	-	740	7,314	7,314	
6276	EMF Support/Promote Public Transport	1,146	6,475	-	-	-	6,475	6,475	
	Total EMF	33,596	37,748	25,000	-	948	61,800	61,800	
	Grand Total	125,667	37,748	143,842	-	4,304	177,286	177,286	

Report Date: 01/06/2018

P&R Office - Budget Report - May 2018

Code	Expenditure Description	Spend 2017/18		Budget 2018/19		Actual Spend YTD 2018/19	Actual Funds Available to date	Funds Available after Planned Spend	Comments
6300	Telephone	719		973		41	932	932	
6301	Stationery/Postage/Printing	3,000		2,693		359	2,334	2,334	
6302	Office & IT Equipment	639		3,430		4,426	- 996	- 996	
6303	Copier Maintenance	3,815		5,100		2,750	2,350	2,350	
6304	Broadband	949		461		154	307	307	
6305	SAGE Accounts	2,316		4,000		2,562	1,438	1,438	
6306	IT Maintenance	2,867		4,000		561	3,439	3,439	
6307	Miscellaneous	-		-		-	-	-	
	Total Expenditure	14,305		20,657		10,853	9,804	9,804	
Code	Earmarked Reserves (EMF)	Spend 2017/2018	Balance B/F	Budget 2018/19	From/to reserve 2018/19	Spend YTD 2018/19	Actual Funds Available to date	Funds Available after Planned Spend	
6370	EMF Computer Equipment Renewal	675	3,586	7,500	-	-	11,086	11,086	New Server (£6500) New Computers (£4500)
	Total EMF	675	3,586	7,500	-	-	11,086	11,086	
	Grand Total	14,980	3,586	28,157		10,853	20,890	20,890	

Saltash Town Council

Services Committee - Budget Report - May 2018

Code	Income Description	Received 2017/18		Budgeted Income 2018/19		Received YTD 2018/19	Yet to Receive		Comments
4500	Allotment Income	2,745		2,500		-	- 2,500		
4510	Public Footpath Grant	1,117		1,000		-	- 1,000		
4311	Miscellaneous Income	894		75		-	- 75		
4521	Waterfront Income - Annual Mooring Fees	6,001		14,000		7,235	- 6,765		
4522	Waterfront Income - Daily Mooring Fees	1,027		1,000		1,379	379		
	Total Income	11,784		18,575		8,614	- 9,961		
Code	Expenditure Description	Spend 2017/18		Budget 2018/19	From/to reserve 2018/19	Actual Spend YTD 2018/19	Actual Funds Available to date	Funds Available after Planned Spend	Comments
6500	Environment	-		3,000		-	3,000	3,000	
6501	Highways Weed Control	-		3,500		1,690	1,810	1,810	
6502	Civic Christmas Event	-		500		-	500	500	
6503	Allotments	627		1,600		120	1,480	1,480	
6504	Street Furniture (Maintenance)	1,052		3,000		218	2,782	2,782	
6505	Street Lighting	329		550		-	550	550	
6506	Grounds Maintenance & Watering	20,645		23,000		2,017	20,983	20,983	
6507	Community Toilet Scheme	-		800		-	800	800	
6508	Public Toilets (Operational Costs)	27,372		15,000		4,026	10,974	10,974	
6509	Miscellaneous	39		100		-	100	100	
6510	Trailer (Repair & Maintenance)	-		500		-	500	500	
6511	Tourism & Signage	370		1,000		50	950	950	
6512	Bus Shelters (Maintenance)	-		600		-	600	600	
6513	Twinning	-		110		-	110	110	
6514	Town Leaflets/Reprinting	-		500		-	500	500	
6515	Festive Lights Maintenance & Electricity	492		1,500		- 53	1,553	1,553	
6516	Road Safety Grant	-		200		-	200	200	
6517	Cross & Elwell Woods (Maintenance)	890		1,000		- 24	1,024	1,024	
6518	Highways Training & Equipment	-		1,000		-	1,000	1,000	
6519	Flags & Bunting	661		1,000		16	984	984	
6520	Community Payback Scheme	2,987		-		-	-	-	
6521	Pillmere Estate (Maintenance)	1,611		6,000		40	5,960	5,960	
6522	Waterfront (Maintenance Costs)	2,906		5,000		33	4,967	4,967	
6523	Public Footpaths & Bridleways	-		1,000		-	1,000	1,000	
6524	Vehicle Maintenance and Repair Costs	10,824		4,000		689	3,311	3,311	
	Total Expenditure	70,805	-	74,460	-	8,823	65,637	65,637	-
Code	Earmarked Reserve (EMF)	Spend 2017/2018	Balance B/F	Budget 2018/19	From/to reserve 2018/19	Spend YTD 2018/19	Actual Funds Available to date	Funds Available after Planned Spend	Comments
6570	EMF Notice Boards (Repair & Replace)	445	1,942	-	-	-	1,942	1,942	
6571	EMF Saltash Recreation Areas	-	10,000	-	-	2,650	7,350	7,350	
6572	EMF Festive Lights	10,900	24,972	-	-	-	24,972	24,972	
6573	EMF Public Art and Maintenance	5,411	1,819	-	-	-	1,819	1,819	
6574	EMF Salt Bins	-	9,422	-	-	-	9,422	9,422	
6575	EMF Street Furniture (New and Replace)	508	4,492	-	-	1,623	2,869	2,869	
6576	EMF Disused Toilets Repair/H&S	-	1,000	-	-	-	1,000	1,000	
6577	EMF Pillmere Estate (Capital Works)	5,679	9,371	-	-	180	9,191	9,191	
6578	EMF Waterfront Capital Works, Equipment & Machinery	13,431	37,470	-	-	2,771	34,699	34,699	£450 (Consultancy ONLY!)
6579	EMF Bus Shelter Installation	-	-	-	-	-	-	-	
6580	EMF Public Toilets	736	9,726	-	-	393	9,333	9,333	
6582	EMF Town War Memorial	22	1,978	-	-	-	1,978	1,978	
	Total EMF	37,133	112,191	-	-	7,617	104,574	104,574	
	Grand Total	107,938	112,191	74,460	-	16,440	170,211	170,211	

Report Date: 30/05/2018

Code	Income Description	Received 2017/18		Budgeted Income 2018/19		Received YTD 2018/19	Yet to Receive		Comments
	Income								
4600	Cemetery Fees	13,751		12,000		649	-		
4613	Memorial Bench Income	-		-		-	-		
	Total Income	13,751		12,000		649	-	-	
Code	Expenditure Description	Spend 2017/18		Budget 2018/19		Actual Spend YTD 2018/19	Actual Funds Available to date	Funds Available after Planned Spend	Comments
6100	Petrol	445		717		42	675	675	
6101	Machinery Maintenance Costs	288		1,024		-	1,024	1,024	
6102	Refuse Disposal Sacks			174		-	174	174	
6103	Health & Safety	-		256		-	256	256	
6104	General Site Maintenance	458		922		-	922	922	
6105	Fire Extinguishers	-		102		-	102	102	
6106	Miscellaneous Costs	-		174		-	174	174	
6107	Hand Tool Costs	-		51		-	51	51	
6108	Tree Survey & Tree Maintenance	400		3,072		-	3,072	3,072	
6109	Memorial Bench (Expenditure)	-		-		-	-	-	
	Total Expenditure	1,592		6,492		42	6,451	6,451	
Code	Earmarked Reserves (EMF)	Spend 2017/2018	Balance B/F	Budget 2018/19	From/to reserve 2018/19	Spend YTD 2018/19	Funds Available to date	Funds Available after Planned Spend	Comments
6170	EMF Repairs to Cemetery Wall	230	24,890	35,110			60,000	60,000	£20,000 (Cemetery Wall)
6172	EMF War Memorial (St. Stephens)	-	750	-		-	750	750	
	Total EMFs	230	25,640	35,110	-	-	60,750	60,750	
	Grand Total	1,822	25,640	41,602	-	42	67,201	67,201	

Burial Authority - Churchtown - Budget Report - May 2018

Report Date: 30/05/2018

Code	Income Description	Received 2017/18		Budgeted Income 2018/19		Received YTD 2018/19	Yet to Receive		Comments
	Income								
4612	Cemetery Fees	12,836		10,000		980	-		
4614	Memorial Bench Income	-		-		-	-		
	Total Income	12,836		10,000		980	-		
Code	Expenditure Description	Spend 2017/18		Budget 2018/19		Actual Spend YTD 2018/19	Actual Funds Available to date	Funds Available after Planned Spend	Comments
6000	Petrol	10		307		-	307	307	
6001	Machinery Maintenance Costs	519		307		-	307	307	
6002	Refuse Disposal Sacks	94		51		-	51	51	
6003	Health & Safety			102		3	99	99	
6004	General Site Maintenance	68		1,024		14	1,010	1,010	
6005	Fire Extinguishers			51		-	51	51	
6006	Miscellaneous Costs	33		102		18	85	85	
6007	Hand Tools Costs	55		102		109	6	6	
6008	Tree Survey & Tree Maintenance	70		666		-	666	666	
6009	Electricity Costs	252		256		30	226	226	
6010	PWLB Loan Repayment & Interest	21,385		21,385		-	21,385	21,385	
6011	Water	-		307		-	307	307	
6012	Memorial Bench (Expenditure)	-		-		-	-	-	
6013	Security Alarm Maintenance	147		145		-	145	145	
	Total Expenditure	22,632		24,807		174	24,633	24,633	
Code	Ear Marked Reserves (EMF)	Spend 2017/2018	Balance B/F	Budget 2018/19	From/to reserve 2018/19	Actual Spend YTD 2018/19	Funds Available to date	Funds Available after Planned Spend	
6070	EMF Churchtown Cemetery Capital Works		6,495	-		-	6,495	6,495	Including Churchtown Water Pipe Brackets Work (£1500) Compound Gates (£5000)
6071	EMF Replace Machinery & Equipment	46	6,913		-		6,913	6,913	
6072	EMF Burial Administration	181	1,929	-	-	183	1,746	1,746	
	Total EMFs	227	15,337	-	-	183	15,154	15,154	
	Grand Totals	22,859	15,337	24,807	-	357	39,787	39,787	

Report Date: 01/06/2018

Staffing - Summary Budget Report - May 2018

Code	Expenditure Description	Spend 2017/18		Budget 2018/19	From/to reserve 2018/19	Budget YTD 2018/19	Actual Spend YTD 2018/19	Actual Funds Available to date	Funds Available after Planned Spend	Comments
	Guildhall Admin Costs	150,601		151,857	-	25,310	28,964	122,893	122,893	
	Guildhall Caretaking Costs	19,110		34,762	-	5,794	2,890	31,872	31,872	
	Grounds & Premises Staff Costs	22,552		23,056	-	3,843	3,974	19,082	19,082	
	Cemetery Staff Costs	21,649		39,958	-	6,660	6,098	33,860	33,860	
	Town & Waterfront Staff Costs	48,501		73,686	-	12,281	13,663	60,023	60,023	
	Cleaning Staff Costs	-	-	13,276	-	2,213	1,576	11,700	11,700	
6650	Staff Parking Space	284		325			292	33	33	
6651	Staff Insurance	177		700		58.33	-	700	700	
6652	Employers Pension - Monthly Fee	3,900		4,600		383.33	768	3,832	3,832	
6653	Grounds & Premises Staff - Clothing	631		540		45.00	55	485	485	
6654	Grounds & Premises Staff - Mobile Phones	638		750		62.50	86	664	664	
6655	Staff Travelling Expenses	776		1,090		90.83	208	882	882	
6656	Staff Training	3,191		2,170		180.83	1,303	868	868	
6657	Staff Recruitment Advertising	3,401		4,000		333.33	277	3,724	3,724	
6658	Miscellaneous Staffing Expenditure	215		-		-	-	-	-	
6659	Town Sergeant & Mace Bearer Fees	537		735		61.25	94	641	641	
6660	Town Crier Competition Fund	-		200		16.67	-	200	200	
6661	Finance Consultancy Fees	4,560		5,780		481.67	560	5,220	5,220	
	Revenue Expenditure	280,723		357,486	-	57,813	60,806	296,680	296,680	
Code	Earmarked Reserves (EMF)	Spend 2017/2018	Balance B/F	Budget 2018/19	From/to reserve 2018/19		Actual Spend YTD 2018/19	Actual Funds Available to date	Funds Available after Planned Spend	Comments
6690	EMF Staff contingency reserve	11,058	- 3,347	53,623		-	-	50,276	50,276	
	Total EMF's	11,058	- 3,347	53,623	-	-	-	50,276	50,276	
	Grand Totals	291,781	- 3,347	411,109	-	57,813	60,806	346,956	346,956	

Report Date: 01/06/2018

P&R Property - Budget Report - May 2018

Code	Income Description	Received 2017/18		Budgeted Income 2018/19		Received YTD 2018/19	Yet to Receive		Comments
4200	Guildhall - Bookings	8,626		10,000		1,565	- 8,435		
4201	Guildhall - Refreshments Income	201		250		19	- 231		
4202	Guildhall - Piano Bookings	10		20		-	- 20		
4204	Guildhall - Photocopying Income	66		75		-	- 75		
4206	Miscellaneous Property Income (Trailer)			-		151	151		
	Total Income	8,903	-	10,345		1,735	- 8,610		
Code	Expenditure Description	Spend 2017/18		Budget 2018/19	From/to reserve 2018/19	Actual Spend YTD 2018/19	Actual Funds Available to date	Funds Available after Planned Spend	Comments
6400	Rates - Guildhall	7,387		7,988		8,179	- 191	- 191	
6401	Water Rates - Guildhall	588		973		- 17	990	990	
6402	Gas - Guildhall	2,858		3,174		-	3,174	3,174	
6403	Electricity - Guildhall	4,421		4,710		556	4,154	4,154	
6404	Fire & Security Alarm - Guildhall	711		1,024		-	1,024	1,024	
6405	Fire Extinguishers - Guildhall	544		788		71	718	718	
6406	Window Cleaning - Guildhall	495		614		45	569	569	
6407	Refuse Collection - Guildhall	722		1,024		-	1,024	1,024	
6408	Cleaning Materials & Equipment - Guildhall	789		666		202	463	463	
6409	Boiler Service & Maintenance	-		2,150		-	2,150	2,150	
6410	General Repairs & Maintenance	680		666		-	666	666	
6411	TV License	123		154		-	154	154	
6412	Lift Service & Maintenance	2,041		2,253		868	1,385	1,385	
6413	Refreshments Costs - Guildhall	194		358		45	314	314	
6414	Replace Equipment - Guildhall	222		1,638		7	1,631	1,631	
6415	Miscellaneous Property Costs - Guildhall	143		568		42	526	526	
6416	Maurice Huggins Room (Operational Costs)	1,151		1,536		- 1,138	2,674	2,674	
6417	Belle Vue Office Costs	3,075		4,000		472	3,528	3,528	
6418	Professional Costs					-	-	-	
6419	Longstone Depot	307				130	- 130	- 130	
	Total Expenditure	26,145	-	34,285	-	9,461	24,824	24,824	-
Code	Earmarked Reserves (EMF)	Spend 2016/2017	Balance B/F	Budget 2017/18	From/to reserve 2017/18	Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments
6470	EMF Guildhall maintenance	37,876	12,298	20,000		1,313	30,985	30,985	£28,290 (5 yr Repair Programme Figures) £6000 (Sound Equipment)
6471	EMF Heritage Centre	420	23,801	- 16,801		-	7,000	7,000	
6472	EMF Maurice Huggins Room	-	1,284	16,801		-	18,085	18,085	
6473	EMF Station Building (Purchase & Capital Works)	178,224	12,806	25,000		4,820	32,986	32,986	
6474	EMF Saltash Library	-	-	10,000		-	10,000	10,000	
	Total EMF	216,520	50,189	55,000	-	6,133	99,055	99,055	-
	Grand Total	242,665	50,189	89,285	-	15,594	123,880	123,880	

Date: 19.06.18.

Agenda No. 9c**To receive a report on investments**

- £200,000 with Public Sector Deposit Fund
- £450,660 with Barclays Active Saver. (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)

I will be reviewing our investments with the Town Clerk soon in view of one of the Lloyds deposits maturing at the end of next month and to see the council can invest any of the Barclays Active Saver funds longer term.

Agenda No. 9d**VAT**

- VAT Return was submitted for the period 01/01/2018 – 31/03/2018 and we have now received the VAT refund. Our next VAT Return is due on 7th August 2018 for the period 01/04/2018 – 30/06/2018.
- I am currently arranging for our VAT consultants to visit and review our VAT partial exemption for 2017-18 and to give us advice for on any VAT implications for upcoming projects e.g. Taking over the Saltash Town Library

Date: 19.06.18.

Agenda No. 10



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

ISSUE DATE: 20/05/2018
STATUS: FINAL
ISSUED TO: TOWN CLERK

Date: 19.06.18.

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 in the Internal Audit Report contained in the Annual Governance & Accountability Return and the Transparency Code.

Areas not covered at the interim stage are included in this report as is any re-testing of areas already covered.

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.

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.

Selective testing was carried out and the relevant policies, procedures and controls were reviewed. Visits were made to the Council's offices on 13th November 2017 and 30th April 2018 with further review and testing carried out remotely around these dates.

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 and 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.

The review undertaken obtained a level of assurance which has allowed us to complete the Internal Audit Report element of the Annual Governance & Accountability Return with no qualifications, thus in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

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.

Date: 19.06.18.

Also attached is a copy of the completed Internal Audit Report required as part of the Annual Governance & Accountability Return and a copy of the Interim Audit Report issued on 20/11/2017 as Appendices 1 & 2 respectively.

AUDIT COMMENTARY:

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.

Accounting Records

Accounting records are maintained on Sage accounting software and were up to date.

Financial Regulations & Other Policies

The Financial Regulations are based on the NALC Model and are regularly reviewed.

The Council has numerous policies in respect of its employees and the services it provides, one notable exception being that a Data Protection Policy has never formally been adopted.

Given the imminent advent of the General Data Protection Regulation a suitable Data Protection and associated policies should be adopted.

Payments

Payments:

Further testing of a small sample of payments revealed that:

- i. Quotes could not be produced for the purchase of a van or roof repair works albeit e-mail threads suggested that this had been done;
- ii. An under spend in excess of £15,000 in respect of the Waitrose £106 monies repaid to Cornwall Council was not supported by a Minute authorising it.

The authorisation, certification and approval for payment are fundamental controls over the Council's expenditure and it is important to ensure that the previous high standards in respect of these activities are maintained even in times of staff turnover.

The Council is one of few of its size that does not have a regime of regular Member internal control checking. In order to ensure that any issues are identified in a timely manner and to help inform the required review of the effectiveness of internal controls it is recommended that:

Recommendation 1

Member internal control checks are carried out at least quarterly and the results documented and reported to Council.

Internet Banking:

Financial Regulations in respect of internet banking are found at paragraphs 6.10 and 6.16 and are unspecific in respect of the actual procedures, authorities and limits in place. They also mention Member involvement of which there is none.

The SLCC guide note on dealing with money states: Where electronic banking is used, arrangements, approved by council, must ensure that at least two people authorise any transaction, one of whom should be a member. It is therefore recommended that:

Recommendation 2

The actual controls in place in respect of internet banking are embedded in Financial Regulations and that the authorisation process involves two people, one of whom should be a councillor.

Date: 19.06.18.

Debit Cards:

The Council holds one debit card and Financial Regulations place a limit of £1,000 on its use.

Unlike credit cards where a physical limit is imposed the debit card could be used up to the amount held in that account.

Following discussions the Clerk has agreed to get the bank to impose a limit on the debit card.

Grants:

A small sample of grants awarded was tested and revealed no issues to report.

Risk

Risk Assessment & Review of Internal Controls:

The Council's Risk Assessment was reviewed and updated during the year but was not formally approved by Members until April 2018.

An annual statement on internal controls is produced and agreed by Members.

The required review of the effectiveness of these controls should be carried out prior to the approval of the Annual Governance Statement.

General Data Protection Regulation (GDPR):

The Council's preparation for the introduction of GDPR is well underway and a number of reports to Members have been produced.

Budgets

Budget Monitoring:

The Council continues to regularly report its financial position to Members.

Adequacy of Reserves:

Year reserves were £624,775 of which £534,775 is earmarked leaving a general reserve of £90,000 equating to 10% of gross expenditure in 2017/18. After excluding s106 and capital works to the Station House this rises to 14%; still very low.

Ensuring sufficient reserves exist to deal with unforeseen circumstances is an important part of the Council's financial and risk management processes and it is therefore recommended that:

Recommendation 3

A risk based assessment of the adequacy of the Council's 'free reserves' is undertaken and a policy on the minimum and maximum level agreed.

The level and relative importance of each earmarked reserve is robustly reviewed to assess their adequacy and necessity and that they are adjusted accordingly; either between themselves or with the general reserve.

Any remaining inadequacy of free reserves when viewed against the agreed policy should be addressed as part of the 2019/20 budget setting process.

Income

Allotments:

A sample of allotment rental payments was tested and controls were found to be satisfactory.

Receipts had not always been attached to the invoice making it difficult to trace payment to the ledger.

It has been agreed that this will be done in future.

Date: 19.06.18.

Burials:

Burials are managed through bespoke software and are satisfactorily controlled. All paperwork is scanned and the various registers had been completed.

Petty Cash

Petty cash is operated on an imprest system and is adequately controlled. Cash held was balanced to underlying records and found to be in order.

Assets.

The Council maintains an asset register that is largely used to keep a record of asset values for accounting purposes.

It is a requirement that the authority's assets need to be secured, properly maintained and efficiently managed. If the assets it owns or for which it is responsible are not being managed properly the authority is exposed to the risk of financial loss.

These risks are most likely to be realised when information is poor. In particular where information about assets is not available or is out-of-date. The risk of financial loss can be greatly reduced by setting up an asset register which holds all the information needed.

The key information needed in the asset register is contained in paragraph 5.57 of the 'Proper Practice' guidance and it is recommended that:

Recommendation 4

The Council's asset register is reviewed and updated to ensure it meets the requirements laid down as 'proper practice' in 'Governance & Accountability for Smaller Authorities'

Bank Reconciliations

Monthly bank reconciliations have been prepared as has a yearend reconciliation in support of the accounting statements.

Accounting Statements

The accounting statements were compiled on the correct basis, were in accordance with underlying records and were supported by an adequate audit trail.

Debtors and creditors were properly recorded following one minor amendment.

The necessary information to accompany submission of the Annual Governance & Accountability Return to the external auditor has also been produced.

Transparency Code

Our previous recommendation regarding data transparency remains to be fully implemented and as such is still contained on the Internal Audit Response Record.

Date: 19.06.18.

Agenda No.13

Working Party	Councillor(s) (Structure: 4 members + Mayor, Deputy Mayor)	Reserve(s)	Reports to	Finance Delegated Authority	Admin Support
Safer Saltash			Policy & Resources		NO
Neighbourhood Plan Steering Group	Cllr Dent - Rep		Policy & Resources		NO
Saltash Team for Youth	Cllrs Challen, Rance, Taylor and Warrington		Policy & Resources		NO
Section 106 Steering Group	Cllrs Dent & Parker, Mayor & Deputy Mayor		Policy & Resources		NO

Date: 19.06.18.

Agenda No.14

Mr Raymond Lane
The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX

Your ref:
My ref: EG/055430
Date: 24 April, 2018

26 APR 2018

Dear Mr Lane,

Code of Conduct Complaint against Cllr John Brady of Saltash Town Council

We have recently received a Code of Conduct complaint against Cllr Brady. After considering this, the decision has been made to reject the complaint.

Paragraph 3.2 of Cornwall Council's procedures for the assessment and determination of breaches of the Code of Conduct sets out that at the initial assessment stage it has to be considered whether the alleged behaviour falls under the Code of Conduct or not.

The complaint in summary is that Cllr Brady announced, during the course of a full Council meeting on 5 April 2018, that he was investigating Saltash May Fair Committee for what he claimed were financial irregularities in the accounts. It is claimed that Cllr Brady has made slanderous accusations in a public forum and not communicated with the committee with any tangible evidence to his claims.

A member can voice their opinion on information available to them if they believe this to be true whether or not it is factually correct or accurate at the time. A member is within their rights to have their own opinion and to voice this on matters being discussed or considered during the course of a Council meeting.

Further it was complained that Cllr Brady has not responded to communications when asking for evidence that supports his claim. Councillors can receive numerous enquiries and correspondence however there is no obligation for Members to respond to these communications. Whilst I note the comments made we are unable to enforce that a Member replies to correspondence and this would not be something which would constitute a breach of the Code.

I can find no evidence to substantiate any of the alleged breaches of the Code of Conduct listed within the complaint.

As I have been unable to find a breach of the Code of Conduct I am rejecting the complaint.

Date: 19.06.18.



Mr Raymond Lane
Clerk to Saltash TC
The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX

Your ref:
My ref: EG/55430
Date: 19 April, 2018

Dear Mr Lane,

12 4 APR 2018

Code of Conduct Complaint against Cllr John Brady of Saltash Town Council

We have recently received a Code of Conduct complaint against Cllr Brady. After considering this, the decision has been made to reject the complaint.

Paragraph 3.2 of Cornwall Council's procedures for the assessment and determination of breaches of the Code of Conduct sets out that at the initial assessment stage it has to be considered whether the alleged behaviour falls under the Code of Conduct or not.

The complaint sets out that Cllr Brady has attempted to intimidate the complainant by sending an email asking to refrain from contacting him and that Cllr Brady has reported the complaint to HMRC and DWP fraud lines.

I can confirm that the complaint has been rejected on the following basis:

For intimidation to occur it must be shown that one is being frightened or threatened by another in order to persuade them to do something that they want them to do. On reading the email which was sent to the complainant I fail to see how intimidation has occurred. For a breach of the Code to occur it needs to be shown that intimidation has taken place. In the email sent, Cllr Brady stated what he has done and not what he will do should the complainant fail to adhere to his request to stop further social media postings. For intimidation to be shown there would have to be a threat and not just stating what has already occurred.

I can find no evidence to substantiate any of the alleged breaches of the Code of Conduct listed within the complaint.

As I have been unable to find a breach of the Code of Conduct I am rejecting the complaint.

Date: 19.06.18.



Mr Raymond Lane
Clerk to Saltash TC
The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX

Your ref:
My ref: EG/51166
Date: 11 April, 2018

RECEIVED 16 APR 2018

Dear Mr Lane,

Code of Conduct Complaint against Cllr Gloria Challen of Saltash Town Council

We have recently received a Code of Conduct complaint against Cllr Challen. After considering this, the decision has been made to reject the complaint.

Paragraph 3.2 of Cornwall Council's procedures for the assessment and determination of breaches of the Code of Conduct sets out that at the initial assessment stage it has to be considered whether the alleged behaviour falls under the Code of Conduct or not.

The complaint in summary is that Cllr Challen was biased in her opinion when voting on the nomination for Cllr Brady to be elected as Mayor due to her acknowledging, via an online poll on Facebook, that she was in support of the vote.

A councillor is within their rights to voice their opinion on how they choose to vote and this would not necessarily constitute declaring an interest under the Code. For an interest to occur it would have to be determined that their interest is so significant that a reasonable person would consider their judgement to be prejudiced.

As Cllr Challen voiced her opinion via an online poll stating she would support the vote this in itself would not create an interest. It may be shown that Cllr Challen has predisposition or is predetermined however this is outside the remit of the Code and therefore we are unable to investigate further.

I can find no evidence to substantiate any of the alleged breaches of the Code of Conduct listed within the complaint.

As I have been unable to find a breach of the Code of Conduct I am rejecting the complaint.

Date: 19.06.18.

Mr Lane
Saltash Town Council
The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX



Dear Mr Lane

Code of Conduct complaint by Mr David Roberts against Cllr Steven Thorn of Saltash Town Council

I am writing to advise that a complaint has been made against Cllr Steven Thorn and **Cllr Gloria Challen** as members of your Council.

We have considered the complaint and will only be assessing this in respect of Cllr Thorn. The complaint against Cllr Challen is rejected for the following reason;

- It is noted that Cllr Challen runs a public house which is in the close vicinity of an application site to extend licensing hours and failed to declare an interest prior to the discussions and vote taking place.
- I have obtained copies of the licensing sub-committee minutes and appendixes whereby I note the request to amend and extend the alcohol and music licence was by a small margin each day. The amendments to the licensing hours discussed would not create an appreciable financial loss to the public house run by Cllr Challen and therefore no non-registerable interest would have needed to be declared. Furthermore as the site is not within a close enough proximity of the public house run by Cllr Challen for an interest to occur, no pecuniary interest would have needed to be declared.

I can find no evidence to substantiate the alleged breaches of the Code of Conduct listed within the complaint in respect of Cllr Challen.

As I have been unable to find a breach of the Code of Conduct **I am rejecting the complaint against Cllr Challen.**

Please note we are processing the complaint against Cllr Thorn.

Date: 19.06.18.

**ASSESSMENT DECISION NOTICE****A BREACH OF THE CODE HAS BEEN FOUND****ACTION REQUIRED**

Reference:	CCN002/17/18
Complainant:	Mr Matthew Coot
Subject Member:	Cllr John Brady, Saltash Town Council
Person conducting the Assessment:	Simon Mansell, Corporate and Information Governance Manager
Date of Assessment:	16 August 2017

Complaint

On 16 August 2017 the Monitoring Officer considered a complaint from Mr Matthew Coot concerning the alleged conduct of Cllr John Brady of Saltash Town Council. A general summary of the complaint is set out below.

The Complainant has alleged that a series of emails sent to him by the Subject Member are hurtful, unpleasant to read, are abusive and have failed to treat him with respect.

Potential breaches of the Code of Conduct identified by the Complainant are;

- You must treat others with respect;
 - You must not unlawfully discriminate;
 - You must not bully;
 - You must not conduct yourself in a manner which is contrary to the Council's duty to promote and maintain high standards of conduct by Members; and
 - You must not do anything that could be reasonably regarded as bringing your office or authority into disrepute
-

Date: 19.06.18.

Decision and Action

That, due to the tone and content of an email sent on 7 April 2017 and copied to 11 other recipients, the Subject Member has breached the Code of Conduct for Saltash Town Council.

The recommended action is that the Subject Member should apologise in writing to the Complainant for the tone and content of his email within 28 days of the date of this notice.

Date: 19.06.18.



Mr R Lane
The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX

Your ref:
My ref: SJM/JS/051166
Date: 27 June 2017

29 JUN 2017

Dear Ray

Code of Conduct Complaint by Mr M Woolford against [REDACTED] Cllr J Dent and Cllr M Coot all of Saltash Town Council

We have received a complaint against the above individuals and an initial assessment has been undertaken.

Paragraph 3.2 of Cornwall Council's procedures for the assessment and determination of breaches of the Code of Conduct sets out that at the initial assessment stage it has to be considered whether the alleged behaviour falls under the Code of Conduct or not.

I will deal with each part of the complaint in turn:

- 2) Cllr J Dent is entitled to make enquiries in respect of election expenses just as any councillor or member of the public is. There is no evidence provided to demonstrate that she was disrespectful when making her enquiry or that she had potentially breached the Code of Conduct in any other way.
- 3) The message posted on Facebook by Cllr Coot was not aimed at an individual and was not considered sufficient to be considered disrespectful. There is nothing that would indicate a breach of the Code of Conduct.

On the evidence provided I have been unable to find a breach of the Code and the complaint has been rejected.

Date: 19.06.18.



Mr Raymond Lane
The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX

Your ref:
My ref: SJM/JS/051166
Date: 20 June 2017



Dear Mr Lane

Code of Conduct Complaint by Mr Hooper Against Cllr Christopher Cook of Saltash Town Council

We have recently received a Code of Conduct complaint against Cllr Cook. After considering this, the decision has been made to reject the complaint.

Paragraph 3.2 of Cornwall Council's procedures for the assessment and determination of breaches of the Code of Conduct sets out that at the initial assessment stage it has to be considered whether the alleged behaviour falls under the Code of Conduct or not.

The complaint in summary is that Cllr Cook used incorrect information within a written report.

A Councillor is entitled to his own belief providing it is honestly held. There was no evidence provided to indicate that Cllr Cook knowingly used incorrect or misleading information and therefore it appears that his belief was honestly held. Cllr Cook has since confirmed that he mis-heard the report/letter and would amend his written report, thereby rectifying the error.

Based on the evidence provided, the complaint has been rejected.

I have however suggested to Cllr Cook that he may wish to consider providing a brief apology to Mr Hooper for the error made if he has not already done so.

Date: 19.06.18.

**ASSESSMENT DECISION NOTICE****A BREACH OF THE CODE HAS BEEN FOUND****ACTION REQUIRED**

Reference:	CCN020/17/18
Complainant:	Ms Averil Pinckney
Subject Member:	Councillor Jean Dent, Saltash Town Council
Person conducting the Assessment:	Simon Mansell, Corporate and Information Governance Manager
Date of Assessment:	30 November 2017

Complaint

On 30th November 2017 the Monitoring Officer considered a complaint from Ms Averil Pinckney concerning the alleged conduct of Councillor Jean Dent of Saltash Town Council. A general summary of the complaint is set out below:

It is alleged that due to a remark made in Saltash Town Hall on 11 October 2017 which the Complainant considered was discriminatory, terrible and hurtful, the Subject Member has breached the Code of Conduct for Saltash Town Council.

Decision and Sanction

For the reasons set out in this Notice the Subject Member has breached the Code of Conduct for Saltash Town Council and in order to remedy this breach the Subject Member should;

-
- Apologise to the Complainant in writing for the offence caused within 28 days of the date of this Decision Notice; and
 - Attend Equalities and Diversity training within 6 months of the date of this Decision Notice.
-

Date: 19.06.18.

Agenda No. 16a

223

**SALTASH TOWN COUNCIL
COMMUNITY CHEST APPLICATION FORM**

Name of Community Group	LIVEWIRE YOUTH PROJECT
Person to contact	
Address:	
Telephone:	
Email address:	...COM
A brief description of your project (Continue on a separate sheet if necessary)	To replace existing combi boiler with a new, more efficient boiler to improve efficiency and reduce our carbon footprint.
How much money do you want from the Community Chest Fund?	£900 which is half the cost of the new boiler
What other funds do you have?	We are seeking to fund the other £900 through local charity fundraisers
What other resources do you have (eg volunteer time, donated materials, access to tools and equipment)?	None required for this particular project.
When do you plan to finish the project?	July 2018
What visible benefits will your project give to the town	It will improve livewire's energy efficiency plus save money so more resources can be purchased for young people and the local community
How will you report back to the Town Council on the success of your project?	We will send a written report once we calculate how much we will save
How will you publicise Town Council support and the Community Chest?	Through our website plus extensive social media presence.

Please ensure that a copy of your latest audited accounts are enclosed

Signed

.....Dated... 24th April 2018

GasSafe Registered

Quotation
only!

PA JOHNSON
Gas Engineering Services

203 Callington Road, Saltash
Cornwall PL12 6LL
Tel: 01752 843412
Mobile: 07749 363703

Invoice To

'Live Wire'
Brooke Close
WATERSIDE SALTASH

Invoice No. 0500

Date 29-11-14

To Supply & fit New
Vaillant 24 kw Combi
Boiler, Dig stat
wireless system
All P.R. & Fittings
with Manufacturers
Guarantee of 5 Years

TOTAL Fitted
Price £ 1800.00

Total

VAT @ %

Total inc VAT

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

- ☒

- ☒

- ☒

- ☒

300632

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

Date: 19.06.18.

LIVEWIRE YOUTH PROJECT
TRUSTEES' REPORT

The Trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to the risks.

Objectives and activities

Livewire is an independent youth charity based on the banks of the River Tamar in Saltash, Cornwall offering support to young people through music and traditional youth work, helping them steer through the trials and tribulations of growing up. Our work includes offering support to young people with difficult situations such as self-harm, low self-esteem, eating disorders, family and personal relationship issues, sexual health and drug and alcohol issues. We rely on the generosity of our supporters, fundraising and grants to help us continue delivering this valuable support.

Livewire focuses on support for young people aged 9 to 21 offering a full range of quality facilities and activities, including music lessons, guitar, bass, drums and vocals, rehearsal and recording studios and a 250 capacity music venue, plus coffee bar area with pool and games tables among other socially engaging activities.

When planning our activities, the Trustees have given consideration to the duty under Section 17(5) of the Charities Act 2011 to have due regard to public benefit guidance published by the Charities Commission.

The Trustees have paid due regard to guidance issued by the Charities Commission in deciding what activities the Charity should undertake and would like to express their thanks to all the volunteers who work hard to make Livewire the exciting, eclectic and all-encompassing venue that it is.

Achievements and performance.

2016-17 was the third full year of Livewire operating without the financial backing of Cornwall Council and is now completely dependent on donations and fundraising organised by volunteers, trustees and paid staff.

Financial review

It is the policy of the charity that unrestricted funds which have not been designated for specific use should be maintained at a level equivalent to between three to six month's expenditure. The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

Date: 19.06.18.

Plans for the future

We have continued to receive excellent feedback regarding the positive outcomes for young people who have been helped with their personal issues through their involvement in music and counselling at Livewire. Our aims for the future are simple: to raise enough money through fundraising, donations, grants and service contracts to be able to sustain the expenses and the salaries we need to pay in order to keep operating as we do currently, benefiting not just troubled young people, but also providing all youngsters in Saltash and the surrounding area with a much needed youth club where they can socialise, listen to music and enjoy music lessons that otherwise may be unaffordable for their families. The plans for building and equipment improvement mentioned last year have moved ahead with many internal improvements and upgrading of equipment. A new recording studio, donated by a well known figure in the music world, will be installed and training for young people will be provided during next year. Prospects for the funding of future improvements to the outside of the building are encouraging.

Date: 19.06.18.

Trustee's Annual Report

The year ending 31st March 2017 was as usual a busy year for Livewire both in terms of change and in terms of working with young people. Numbers of members who attend the main sessions on Monday, Wednesday and Thursday evenings have stabilised, which allows more in depth work and a growing number of young people take advantage of the various projects that we offer during the daytime. During this year we offered two employability courses for young people supported by Lloyds Foundation which had very encouraging results in terms of participants moving on to productive activities. We have also been involved in bidding for other such work with a consortium of local organisations.

A number of gigs and fundraising events took place during the year including two events with well known rock bands and another with a 1940s themed band. An all day fundraiser featuring local bands was held and the project took part in a number of community events. Local bands with a connection to Livewire have used the venue to rehearse.

We wish to thank all of the staff, volunteer supporters, musicians, management committee members and young people who have put their time and effort into Livewire to keep it going.

We also wish to thank the many supporters who donate to us and the local organisations that either fund us to do specific aspects of the work or give us material support to maintain the project. We would also like to thank all the young people who make the work at Livewire so worthwhile.

We expect the coming year to see us continue to improve the fabric and look of the buildings and to see us further diversify our income streams, especially in terms of aspects of work such as working with young people with mental health issues. Keeping Livewire at the forefront of youth services in the area is not easy and we are again truly thankful for the optimism and willingness to take on new challenges of our two project co-ordinators, Andy and Julie.

On behalf of the Trustees



Chair of The Management Committee and Trustees

Date:

19/6/18

Date: 19.06.18.

LIVEWIRE YOUTH PROJECT
INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF LIVEWIRE YOUTH PROJECT

I report on the accounts of the charity for the year ended 31st March 2017 which are set out on pages 5 to 8.

Respective responsibilities of Trustees and Examiner

The Trustees, who are also the Directors of Livewire Youth Project for the purposes of Company Law, are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 and that an independent examination is required.

Having satisfied myself the charity is not subject to audit under Company Law and is eligible for independent examination, it is my responsibility to:

- (i) examine the accounts under Section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act, and
- (iii) to state whether particular matters have come to my attention.

Basis of Independent Examiners' Report

My examination was carried out in accordance with the general directions given by Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as Trustees concerning and such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a true and fair view and the report is limited to the matters set out in the statement below.

Independent Examiners' Statement

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with Section 386 of the Companies Act 2006 and to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.




Date 19/9/17

Lemsalu & Co
Accountants
48 Fore Street,
Saltash,
Cornwall
PL12 6JL

Date: 19.06.18.

SALTASH TOWN COUNCIL COMMUNITY CHEST APPLICATION FORM

224

Name of Community Group	Saltash Sailing Club Cadets
Person to contact	Mike Robins
Address:	
Telephone:	
Email address:	
A brief description of your project (Continue on a separate sheet if necessary)	The monies would be used to purchase 2 Vision spinnakers and 6 boat covers for Topper sailing dinghies. Please see attached sheet
How much money do you want from the Community Chest Fund?	£992
What other funds do you have?	Income is derived from Cadet membership fees (currently £50 pa), donations and subsidies from Saltash SC. (see attached accounts for 2016/17 – membership then was £43)
What other resources do you have (eg volunteer time, donated materials, access to tools and equipment)?	Goodwill and support from a dedicated team of 20 volunteers. Limited use of resources and club facilities. Occasional donations from local well-wishers.
When do you plan to finish the project?	Within 2 months of a successful bid
What visible benefits will your project give to the town	90% of the young people that would benefit from this facility reside in the Saltash area. It promotes Saltash through our cadets regularly participating in Regional and National events. Locally, cadet sailing brings the Waterfront to life on a Friday evening.
How will you report back to the Town Council on the success of your project?	The Mayor is always invited to our annual Cadet Presentation evening (Councillor Dent in January this year). If required a report can be submitted with photographic evidence.
How will you publicise Town Council support and the Community Chest?	Publicised in the club newsletter, on the club website and local press release. Council sponsorship put on the sails and boat covers.

Please ensure that a copy of your latest audited accounts are enclosed

Signed...

RP

Dated... 4/6/18

Date: 19.06.18.

Description of project:

Whoops of laughter!! A not unusual sound from children learning to sail with Saltash Sailing Club Cadets. Anyone looking down on the water as they cross the Tamar Bridge cannot fail to be impressed by the number of sailing dinghies, many times in excess of 30, with their colourful sails out on the water for another evening of sail training. We provide a fantastic opportunity for up to 70 local children at any one time to take part, with no previous experience or specialist equipment required by them. A non-profit group, run by a team of 20 dedicated volunteers, most of whom are qualified RYA Instructors in dinghies or powerboat, we provide opportunities for any young person in our community between the age of 11 to 18, to learn to sail in a safe, friendly and fun sailing environment, without financial barriers.

During the sailing season we are on the water every Friday evening, bringing the waterfront to life with colour and laughter, and for those with the competitive edge there is the Tuesday evening dinghy racing with race training sessions at weekends. Nor does the winter stop us as we continue fortnightly on a Friday evening in the Club House, teaching sailing theory or just getting together for those important social and team building activities.

Cadets receive RYA certificates in recognition of reaching the required standard in a variety of disciplines, many going on to achieve success sailing and racing dinghies and yachts locally and nationally. 12 cadets will hopefully be gaining their Dinghy Instructor qualification in October this year which they will then use to train cadets next season and beyond. Those of the Town Council who have been with us for our Cadet Presentation Evenings (graciously attended each year by the Mayor who awards our major trophies) can vouch for the sense of achievement and pleasure exuded by those young people.

Additionally, we have an established exchange programme through the Twinning Association, now into its fourth year, which focusses on sailing, with our group of excited youngsters again visiting our Breton friends at the end of June this year.

SSC cadets have an enviable reputation for developing young sailing talent. With a fleet of 29 dinghies to maintain (and needed with our membership) the harsh marine environment means maintenance is a major expense. Sails wear out, metal fittings fail and boat covers degrade because of the UV (although they do stop the UV getting to the boats beneath them). Last year we asked for funding towards new sails and boat covers and ask for the same this year.

New sails are vital to allow them to develop their skills with these dinghies in a meaningful way, helping to cement the pleasure they experience and skills they learn so that they continue in the sport into adult life. Similarly the covers perform a vital role into protecting the hulls and their equipment from the harmful UV.

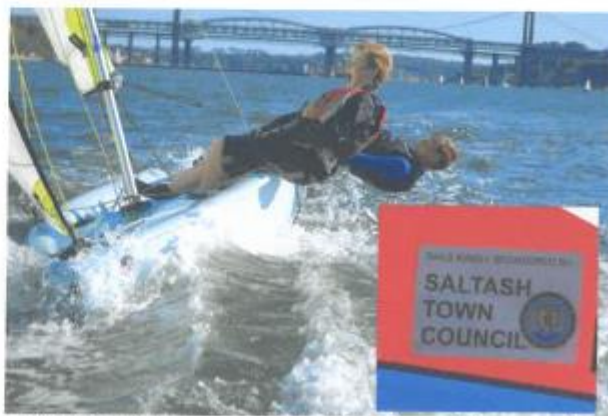
The application is for funding for 3 new sails and 6 boat covers

Costs (Best prices available on the internet)

2 RS Vision Spinnakers: £280 each = £560


6 Topper boat covers: £72 each = £432

TOTAL COST: £992



The look of pleasure says it all. The Council Logo used on our sails and equipment

Date: 19.06.18.

SALTASH TOWN COUNCIL COMMUNITY CHEST APPLICATION FORM		225
Name of Community Group	GREAT WAR 1914-18 COMMEMORATIVE EVENTS COMMITTEE (SALTASH)	
Person to contact	MRS SUE HOOPER	
Address:		
Telephone:		
Email address:		
Give details of exactly how the money would be spent if granted (continue on a separate sheet if necessary)	PLEASE SEE NOTE ONE	
How much money do you want from the Community Chest Fund?	£1,000-00	
What other funds do you have?	PLEASE SEE NOTE TWO	
What other resources do you have (e.g. volunteer time, donated materials, access to tools and equipment)?	PLEASE SEE NOTE THREE	
When do you plan to finish the project?	NOVEMBER 2018	
What visible benefits will your project give to the town	PLEASE SEE NOTE FOUR	
How will you report back to the Town Council on the success of your project?	PLEASE SEE NOTE FIVE	
How will you publicise Town Council support and the Community Chest?	PLEASE SEE NOTE SIX	
Amended 22.06.17 BP/jra		

Date: 19.06.18.

GREAT WAR 1914-18 COMMEMORATIVE EVENTS COMMITTEE (SALTASH)

No. 1 - Give details of how the money would be spent if granted?

In commemorating 100 years since the end of the Great War, we aim to raise awareness of this memorable event by displaying carpets of poppies which will be on show within the gardens of St Nicholas and St Faith Church and surrounding areas. The assembly of these carpets will be carried out by community and youth groups. Materials - £350. (Part funding)

To have 2 film shows featuring films depicting the Great War followed by a community discussion on the devastating effect this had on our local community. We are mindful that this is considered an educational focus for young people this year and therefore people of all ages in our community will be invited to take part. Licence fees - £200.00.

For the unveiling of the Silent Soldier ceremony at the Saltash Memorial Peace Garden and at ceremonies at the Saltash Commonwealth Graves – Commemorative musicians and sound system - £500.00.

Total - £1,050.00

No 2 - What other funds do you have?

£50.00 set aside from the Saltash Town Council's ringfenced donation.

No. 3 - What other resources do you have?

We have a minimum of 15 volunteers, planting tools and materials, stationery, computer/s, meeting venue/s, voluntary travel time and costs. Plus sponsorship from Saltash Town Council (ringfenced), Ashtorre Rock (banners) and the China Fleet Club.

No.4 - What visible benefits will your project give to the town?

Leading up to Armistice Day, there will be banners to ensure that Saltash townsfolk remembers and are aware of all those troops who left from Saltash to fight on the Western Front, never to return. Commemorations will include poppy and flower displays, themed film shows, musical events, poetry workshop, sing-a-long, re-enactment, etc. There will be a lasting legacy in the form of a ceremonial unveiling of the Silent Soldier within the Memorial Peace Garden, a memorial scroll and of 2 plaques erected at Saltash Railway Station and Waterside.

Additional applications are currently being prepared to fund the other elements of this commemorative project. These events will be all brought together by publicity, promotion and general raising awareness.

No. 5 - How will your report back to the Town Council on the success of your project?

We will keep the STC informed throughout the whole of the project. The Town Council has already received the first report and updates will be provided.

No. 6 - How will you publicise Town Council support and the Community Chest?

The Mayor and Councillors will be invited to various events and your contributions will be acknowledged on all publicity.

Date: 19.06.18.

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

..... JA

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

Signed

..... 

Dated

..... 2/6/18

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

Date: 19.06.18.

GREAT WAR 1914-1918 COMMEMORATIVE EVENTS COMMITTEE

SUPPORTING DOCUMENTATION

1. COSTINGS

CARPETS OF POPPIES (£350)

Haberdashery Fabrics

151 Armada Way

Plymouth

PL1 1HY

Tele 01752 243949

Materials Jute £3.25 per metre

Saltash RBL will be providing the poppies. The Great War Committee will be donating funding in lieu of the poppies to the poppy appeal. Many thousands of poppies will be provided for the Carpets of Poppies.

NB - We have started a small sample poppy carpet project at Ashtorre Rock with other (in hand resources). This project will be the main overall poppy carpets project for November laying.

Date: 19.06.18.



WW1 FILM SHOWS (LICENCES) (£200)

Please refer to Film Bank Media Website – www.gov.uk/premises/Lic

**UNVEILING OF THE SILENT SOLDIER (SALTASH MEMORIAL PEACE GARDEN)
AND OTHER COMMEMORATIVE CEREMONIES AT SALTASH
COMMONWEALTH GRAVES – MUSICIANS FOR SERVICE AND PA SYSTEM
FOR CHILDRENS' POETRY READINGS AND CLERGY AND OTHER SPEAKERS
(£500)**

*N.B. Any unspent monies
will be returned to STC*

Date: 19.06.18.

⑤ First Report.

GREAT WAR (1914-1918) COMMEMORATIVE EVENTS WORKING GROUP**PROGRESS REPORT TO SALTASH TOWN COUNCIL (STC)****THANKING STC FOR ITS KIND DONATION OF £1,000****INTRODUCTION**

A group was initially set up in February 2018 on behalf of the STC. On March 28th 2018 it was agreed at that meeting attended by members of the public and a few local councillors that the working group for the commemoration of events should be led by a member of the community. Mrs Sue Hooper MBE was elected as chair unanimously. £1,000 has been ring-fenced for the project by STC.

BACKGROUND

The group comprising the Mayor and Deputy Mayor (Cllrs John Brady and Gloria Challen), and members of the community, have now met on three occasions to discuss various commemorative projects/events for consideration.

MISSION STATEMENT

To commemorate and remember all those who died and suffered in WW1 1914-1918 – this includes raising awareness, respect and honour which will culminate in the appropriate Civic and Remembrance Sunday 11th November 2018.

OVERVIEW

The first meetings have mainly involved co-opting people from the community onto the working group, which is open to all who wish to have input into discussions and organisational participation. The meetings have also given opportunities to discuss possible projects and events.

Date: 19.06.18.

OBJECTIVES

POPPIES

The iconic symbol of Remembrance. We have supported the planting of large numbers of poppies in planting schemes in public gardens around Saltash. We are also encouraging local residents to plant poppies in private gardens (all led by Mrs Jane Scantlebury).

Poppies embedded in Hessian/Jute to make a poppy carpet (led by John Hooper) are already underway involving local youth groups and local organisations.

OTHER PROJECTS/DELIVERED/PLANNED

The 'Silent Soldier' – A black silhouette representation of a WW1 Soldier which we hope to have erected by STC into the Memorial Peace Garden as a permanent reminder next to the WW1 bench (Soldier needs to be set in concrete). Obtained by Carolann Plabst from RBL (£250) (delivered).

CIVIC ATTENDANCE/S

If agreeable with STC (Policies) when and where appropriate our Civics' participation would be most appreciated/welcomed.

PLAQUES AND NOTICE BOARDS (subject to sponsorship/funding)

At Saltash Railway Station and Saltash Waterside.

Thousands of Soldiers and Sailors left Cornwall by train and Ferry from Saltash to go to war. They included Cornishmen and Troops living and training in Saltash. These will be permanent reminder of their exit place from Saltash and Cornwall.

Date: 19.06.18.

FRAMED SCROLLS

Mr Peter Clements has identified about 50 names missing from our War Memorials of members of the Saltash Community who died in WW1 and WW2. We hope to remember them and believe it would be fitting to record both WW1 and WW2 names. Framed names in scrolls could be hung in St Nicholas and St Faith Church or Saltash Guildhall.

BANNERS

We hope to raise awareness by creating banners with the 'Strapline' – "Saltash Remembers – GREAT WAR - 1914-1918" To be displayed in and around the town.

LOCAL

We hope to encourage local shops to make commemorative WW1 displays in their shop windows (led by Councillor Gloria Challen)

LOCAL CHURCHES

We understand that on Armistice Day 1918 local Churches rang peals of bells. We hope to encourage our local Church Clergy's and Church Parochial Councils to do this in 2018.

We also understand that at the beginning of WW1 Lord Grey, the Foreign Secretary at the time was quoted as saying that "The lights had gone out all over Europe and would not be lit again in our lifetime". We shall share this with local clergy as they might find this symbolism useful in their own Church Services.

FLAGS

We understand that on Armistice Day 1918, many flags and bunting were flown in celebration in Saltash Town. We hope to do the same in 2018.

STANDARDS

Saltash RBL and other Services and Standards will be invited to commemorative moments and events.

Date: 19.06.18.

WW1 FILMS/DVD'S

We are looking into Public showings with a discussion group afterwards.

RE-ENACTMENTS OF WW1

We are discussing re-enactments of WW1 to take place on the Troop's exits to go to war, Saltash Station and Saltash Waterside. These would be with various charitable, organisational and performing arts youth and other group's participation.

PRESS AND MEDIA LIASON

At appropriate times we shall liaise with local and regional media. STC and other funding partners will be acknowledged.

THE NEXT STAGE

At present these are our current ideas after several hours of brain storming. We believe that all are practical and achievable to commemorate the end of WW1 as suitably as possible and within our budget constraints.

However, we are aware that we do not have the monopoly of good ideas and welcome any relevant input from Council and our local community. This way we can achieve an effective balance between our remembrance and commemoration in both the short and long term.

We believe we are on schedule with 5 or 6 months to go.

GREAT WAR 1914-1918 COMMEMORATIVE EVENTS WORKING GROUP

FUNDING PARTNERS AND SPONSORSHIP

We are aware that the more funding we receive, the more that we can do to do justice to this "once in our lifetime" project. We have therefore started the process of drawing up a list of possible funding sources thus: Cornwall Freemasons, Drake Foundation, China Fleet Club, SWRA, Cornwall Community Fund, S106, Saltash Community Chest, Cornwall Councillors' Community Fund,

Date: 19.06.18.

Plus

Successor Regiments to

DCLI – THE RIFLES – KINGS OWN YEOMANRY – ROYAL LANCASTER – EAST SURREY – who trained in Saltash and may want to support our project financially or by being represented at our official events

May I take this opportunity of thanking the Saltash Town Council for its generous donation of £1,000 assisting us to proceed thus far.

Sue Hooper MBE

Chairman

With main report contribution from Mr Barry Brooking (working group member).

Date: 19.06.18.

SALTASH TOWN COUNCIL COMMUNITY CHEST APPLICATION FORM	
Name of Community Group	PL12 SALTASH BREATHERS GROUP
Person to contact Address: Telephone: Email address:	Please see attached
Give details of exactly how the money would be spent if granted (continue on a separate sheet if necessary)	..
How much money do you want from the Community Chest Fund?	11
What other funds do you have?	11
What other resources do you have (e.g. volunteer time, donated materials, access to tools and equipment)?	11
When do you plan to finish the project?	11
What visible benefits will your project give to the town	11
How will you report back to the Town Council on the success of your project?	11
How will you publicise Town Council support and the Community Chest?	11

Date: 19.06.18.

SALTASH TOWN COUNCIL COMMUNITY CHEST APPLICATION FORM**COPY OF ORIGINAL FORM**Name of Community Group **PL 12 SALTASH BREATHERS GROUP**

Person to contact

Address:

Telephone:

Email address:

Give details of exactly how the money would be spent if granted (continue on a separate sheet if necessary)

The monies would pay the room rent for the next 12 months at the Saltash Leisure Centre, Callington Road, PL12 6DJ where we meet for 48 weeks annually.

How much money do you want from the Community Chest Fund? £720.00 This represents 48 weeks at £15 per week

We have to find £40 per week for a Specialist Trainer + £15 per week rent for room. There is a cost of leaflets advertising the Club and some admin which brings a total average weekly cost of £60

What other funds do you have? **Please see attached Bank Statement and 2017/18 accounts.**

The Club has a membership at present of 26 with an age range of 60 to 90+

Average attendance at meetings is 15.

Members who attend pay £3 per session. We also run a weekly raffle

There is no Annual membership fee – due to age and health of members

DUE TO THE HEALTH OF THE MEMBERS IT IS VERY DIFFICULT TO DO FUND RAISING.

What other resources do you have (e.g. volunteer time, donated materials, access to tools and equipment)? **A committee of Chairman, Treasurer, Secretary and 3 members meet 3 – 4 times a year to organise social and fund raising, We use equipment at the Leisure Centre, Some of the equipment was purchased by our Club, e.g. Balls, Stretch ropes, cycle machines x 3**

When do you plan to finish the project? **THIS IS ONGOING**

What visible benefits will your project give to the town. **This Group helps people from both Surgeries living with long term respiratory conditions.**

THE SURGERIES OR NHS DO NOT GIVE ANY FUNDING TO THIS GROUP

Initiated and approved by Saltash Health Centre in 2011 (and joined by Port view Surgery later) to provide support and tailored breathing and physical exercise from a qualified trainer in pulmonary rehabilitation.

BOTH SURGERIES SUPPORT THIS CLUB BY RECOMENDING PATIENTS TO JOIN. THOSE WHO ATTEND THE CLUB FIND IT A GREAT BENEFIT TO THEIR CHALLENGING HEALTH SITUATIONS. OUR CLUB IS SUPPORTED BY NHS NURSING STAFF AT LISKEARD HOSPITAL WHO COVER SALTASH

Date: 19.06.18.

When you have respiratory conditions, exercise can become difficult or near impossible. This Club programme is ongoing and specifically designed to meet this need.

We also provide ongoing contact and support where needed plus regular updates and concerns they may have.

How will you report back to the Town Council on the success of your project? **Can submit a written report on a time set by your office**

How will you publicise Town Council support and the Community Chest? **Can do a Press Report and add to our leaflet (enclosed) when next printed. Inform the members of your involvement.**



Gordon Richards. Liaison Officer

PL12 Saltash Breathers Club

7th June 2017

CHECKLIST

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

Signed and completed application form



Bank account details



Copy of full audited accounts



Estimates/quotes (project specific)



SEE COTTINGS

Registered charity/company number

No

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

Signed



Dated

4th June 2018

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

Date: 19.06.18.

copy

PAID 29/5/18.

GLL
Leisure for everyone
Weekly Hire Room

Customer Saltash Breathers <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	Correspondence Address Saltash Leisure Centre CALLINGTON ROAD SALTASH CORNWALL PL12 6DJ TEL: 01752 840 940 EMAIL: accounts.receivable@gll.org VAT No.: 219 7491 79
---	---

Customer Account No CUS-022724 Customer Purchase Order 	INVOICE INVOICE NO: SI-067569 INVOICE DATE: 16/05/2018 SALES ORDER NO: SO-073981 DUE DATE: 30/05/2018
--	--

Description	VAT Code	Qty	Unit Price	Net
Studio/Multi-Function Room 1, 8, 15, 22, 29 May 2018	EXE	5.00	15.00	75.00

VAT Analysis			
Code	Rate%	Net	VAT
EXE	0.00	75.00	0.00

Net	75.00
VAT	0.00
Total	75.00

If this invoice refers to a booking, confirmation of booking is subject to receipt of TOTAL


Date: 19.06.18.

PL12
SALTASH
BREATHERS
GROUP

For Patients living with long term respiratory conditions

Initiated and approved by Saltash Health Centre in 2011 to provide support and, tailored breathing and physical exercise from a qualified trainer in pulmonary rehabilitation.

We meet weekly at:



Saltash Leisure Centre
Callington Road
(next to Saltash Health Centre)
PL12 6DJ

Every Tuesday from 1:30 - 3 p.m.

More....

What we do.

When you have respiratory conditions, exercise can become difficult or near impossible.

This programme is ongoing and specifically designed to meet this need. It is at your pace.

All participants have been diagnosed with some level of respiratory condition.

SALTASH BREATHERS GROUP has been proved to show great benefit to these challenging health situations.

We also provide ongoing support where needed and regular updated information.

The Respiratory Team regularly attend to input updates and discuss any concerns you may have.

Who we are:

Our Chairperson and small Committee give their time and continuously work to maintain this important and essential resource. Our funding depends entirely on donations and a small weekly subscription to cover our costs (inc. tea and biscuits)

What next.

If you are interested and would like to improve your condition; for more information about this friendly group.

Contact	
gordon.richards01@btinternet.com	.co.uk
Gordon Richards 01752 842424	844402
Ron Chappell 01752 932171	932171

Date: 19.06.18.

227

SALTASH TOWN COUNCIL COMMUNITY CHEST APPLICATION FORM	
Name of Community Group	SALTASH WATERFRONT RESIDENT ASSOCIATION (SWRA)
Person to contact	
Address:	
Telephone: Email address:	
Give details of exactly how the money would be spent if granted (continue on a separate sheet if necessary) <i>SEE BELOW</i>	THE GRANT WOULD BE USED TO PURCHASE AND ERECT A 25FT CHRISTMAS TREE FOR UNION GREEN SALTASH + ASSOCIATED WORKS
How much money do you want from the Community Chest Fund?	£320
What other funds do you have?	SWRA FUNDS APP. £1850
What other resources do you have (e.g. volunteer time, donated materials, access to tools and equipment)?	VOLUNTEER MEMBERS TO HELP ERECT TREE AND INSTALL LIGHTS
When do you plan to finish the project?	EARLY DECEMBER 2018
What visible benefits will your project give to the town	VERY VISIBLE CHRISTMAS TREE (SWRA ALSO OWNS & PLANTS LVS 5 SMALLER ARTIFICIAL TREES ON LIVEWIRE, UNION INN & ASHTON RD)
How will you report back to the Town Council on the success of your project?	REPORT FOR STC
How will you publicise Town Council support and the Community Chest?	IN PUBLICITY FOR CHRISTMAS EVENT
CHRISTMAS TREE (SCORNER, POLBATHIC) APP. £120 ERECTION & DISPOSAL (HINE BEND) ALSO	

Date: 19.06.18.

How the grant will be paid

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

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

Applications will not be considered in retrospect.

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

CHECKLIST

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

Signed and completed application form



Bank account details



SEE BELOW

Copy of full audited accounts



ATTACHED

Estimates/quotes (project specific)



Registered charity/company number

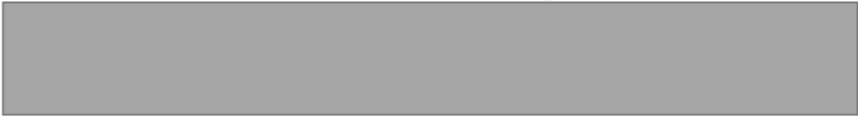
I hereby submit my application and  enclosed the above:

Signed

Dated

07.06-18

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



Date: 19.06.18.

Saltash Waterfront Residents Association			
Receipts and Expenditure for year September 1, 2017 to August 30, 2018			
RECEIPTS	Detail	2018	2017
Grants	Sand Quay Lane		£750
	Christmas Waterside Festival	£735.00	£300
Donations	Swan food profit	£80.00	£320
	Xmas cards	£754.40	
	Xmas waterside festival	£193.01	
	TOTAL	£1,762.41	£1,370
EXPENDITURE	Detail		
Projects	Xmas at Waterside	£1,248.43	£1,672
	Xmas Cards	£598.80	
Insurance		£187.00	£185
Administration			£66
	TOTAL	£2,034.23	£1,923
Excess/(Deficit) of Income over Expenditure		-£271.82	-£553
Current balance £1,873.-			

Date: 19.06.18.

Agenda No.16b

85

SALTASH TOWN COUNCIL FESTIVAL FUND APPLICATION FORM

1. Name of Organisation	SALTASH WATERFRONT RESIDENTS ASSOCIATION (SWRA)		
2. Contact Name			
3. Contact Address			
4. Telephone numbers	Day :		Evening : AS DAY
5. Email address			
6. Name of Event	CHRISTMAS CAROLS and FIREWORKS		
7. Date(s)	2nd DECEMBER 2018		
8. Description of Event	AS 2017 EVENT - FREE TO PUBLIC; INFORMAL CAROL SERVICE, FATHER XMAS DISTRIBUTES SWEETS FOLLOWED BY 10 MINUTES FIREWORKS OFF PERRY PIEK		
9. Amount of funding Requested (Itemise expenditure up to level sought)	Item	Cost	£
Continue if necessary on separate sheet if necessary	FIREWORK DISPLAY (TOMERIANWELL CELEBRATION)	480	—
	GRASS CUTTING - LUNION GREEN (HINE BROS)	50	—
	REQUESTED	530	—
	MATCH FUNDING - SWRA		
	PRINT 250 CAROL SHEETS	25	—
	SWEETS FOR KIDS	40	—
	FATHER XMAS COSTUME	20	—
		785	—
10. When is the funding required ?	SEPTEMBER 2018		

Date: 19.06.18.

11. To whom have you applied/intend to apply for other grants related to this application?	NO ONE
12. Attached - previous year's report / accounts (Delete as appropriate, or explain if not attached)	ATTACHED

Signed

Date

6/06/18

CHECKLIST

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

Signed and completed application form



Bank account details



Copy of full audited accounts



Estimates/quotes (project specific)



Registered charity/company number

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

Signed

Date

06/06/18

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

Date: 19.06.18.

Saltash Waterfront Residents Association			
Receipts and Expenditure for year September 1, 2017 to August 30, 2018			
RECEIPTS	Detail	TOTAL	
		2018	2017
Grants	Sand Quay Lane		£750
	Christmas Waterside Festival	£735.00	£300
Donations	Swan food profit	£80.00	£320
	Xmas cards	£754.40	
	Xmas waterside festival	<u>£193.01</u>	
	TOTAL	£1,762.41	£1,370
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Projects	Xmas at Waterside	£1,248.43	£1,672
	Xmas Cards	£598.80	
Insurance		£187.00	£185
Administration		<u></u>	<u>£66</u>
	TOTAL	<u>£2,034.23</u>	<u>£1,923</u>
Excess/(Deficit) of Income over Expenditure		-£271.82	-£553
Current balance £1,873.-			

Date: 19.06.18.

Agenda No. 17a**Name of Policy:****Homeworking Policy****Date of Inception:**

This is a Policy or Procedure document of Saltash Town Council and must be fully adhered to by both Councillors and employees.

Current Status			
Version	1	Approved by	
Date		Date of approval	
Responsible Officer		Minute reference	
Responsible Committee		Review date	

Version History			
Date	Version	Author/Editor	Comments
062018	1	Ellis Whittam/ajt	

Review Record				
Date	Type of Review	Date of completion	Summary of actions	Completed by

Date: 19.06.18.

Saltash Town Council Homeworking policy

1. ABOUT THIS POLICY

1.1 Saltash Town Council support homeworking in appropriate circumstances either occasionally (to respond to specific circumstances or to complete particular tasks) and in some cases on a regular (full or part-time basis). In addition, occasional or permanent homeworking can, in certain circumstances, be a means of accommodating a disability and can be requested as a means of flexible working under our Flexible Working Policy.

1.2 This policy sets out how we will deal with requests for homeworking, and conditions on which homeworking will be allowed. If you are allowed to work from home you must comply with this policy.

1.3 This policy applies to employees only.

1.4 This policy does not form part of any employee's contract of employment and we may amend it at any time.

2. HOMEWORKING ARRANGEMENTS

2.1 There are a number of circumstances in which the ability to work from home on an occasional or temporary basis may be of benefit to you:

- (a) when a dependant becomes unwell or arrangements for their care break down at short notice;
- (b) when, despite being fit to work, travelling to the office is difficult (for example, due to recovery from an injury such as a broken leg);
- (c) when public transport has been disrupted (for example by the weather or by a strike, that affects your travel arrangements); or
- (d) when a quiet, uninterrupted work environment will assist in dealing with a backlog of administrative tasks or in writing reports to a deadline.

2.2 In these circumstances working at home can be authorised by your line manager where, in their opinion:

- (a) you have work that can be undertaken at home; and
- (b) working at home is cost-effective and any increase in work that may be passed to your colleagues as a result is kept to a minimum.

2.3 Your line manager will, where necessary, liaise with the Town Clerk to confirm

Date: 19.06.18.

arrangements.

2.4 You may want to vary your working arrangements so that, either permanently or for a fixed period, you work from home for all or part of your working week. Any request to work from home must meet the needs of our business as well as your needs.

3. APPLYING FOR HOMEWORKING

3.1 After successful completion of your probationary period, you can make an application for homeworking which will be considered on its merits. However, not all roles and not all jobs are suitable for homeworking.

3.2 A request for homeworking is unlikely to be approved, on either an occasional or permanent basis if:

- (a) you need to be present in the office to perform your job (for example, because it involves a high degree of personal interaction with colleagues or third parties or involves equipment that is only available in the office);
- (b) your most recent appraisal identifies any aspect of your performance as unsatisfactory;
- (c) your line manager has advised you that your current standard of work or work production is unsatisfactory;
- (d) you have an unexpired warning, whether relating to conduct or performance; or
- (e) you need supervision to deliver an acceptable quality and/or quantity of work.

3.3 If you wish to apply to work from home you will need to be able to show that you can:

- (a) work independently, motivate yourself and use your own initiative;
- (b) manage your workload effectively and complete work to set deadlines;
- (c) identify and resolve any new pressures created by working at home; and
- (d) adapt to new working practices including maintaining contact with your line manager and colleagues at work.

Date: 19.06.18.

3.4 To be considered for homeworking you must submit a written application to your line manager. Your application must state:

- (a) why you consider your job to be suitable for homeworking and how you meet the criteria for homeworking set out in detail;
- (b) whether you wish to work from home on a permanent basis or for a fixed period. In either case you should state the date from which you wish the arrangements to start and, if you wish to work from home for a fixed period, the date on which you want the arrangements to finish. You should try to give us as much notice as possible and, in any event, make your application at least 2 weeks before your proposed start date so that your request can be considered;
- (c) whether you wish to work from home for all or part of your working week and, if only part, which days you propose to work from home;
- (d) how you would organise your work from home including how you would ensure the security of documents and information, where appropriate;
- (e) the extent to which you could be available to come to work on days you are proposing to work from home if needed, for example to cover if colleagues are off sick, to cope with high or unexpected levels of work or to attend meetings or training days;
- (f) if different from your current hours of work, the hours of work that you propose apply when you are working at home; and
- (g) how you envisage maintaining contact with your line manager, how your work will be set and progress monitored.

3.5 It may assist your application for homeworking if you first discuss your proposal with your line manager informally. This may identify potential problems with your application, such as a need to be in the office on occasions you had not considered, which your application can then address.

3.6 In considering your application your line manager and/or the Town Clerk may invite you to a meeting to discuss your proposals.

3.7 We may also ask for you to agree to a home visit in order to carry out a risk assessment, install or service equipment, or to reclaim equipment on termination of your homeworking arrangement.

3.8 We will try to respond to your request within 2 weeks of your request.

Date: 19.06.18.

3.9 If your request is refused we will give you written reasons for the refusal. If you are not happy with the decision you may appeal in writing to the Staffing Committee

3.10 If your application is accepted the agreed arrangements will be recorded in writing and may be subject to a trial period.

3.11 Any terms on which it is agreed that you may work from home will include the following:

(a) We reserve the right to terminate the homeworking arrangements, for example if your role changes such that homeworking is no longer suitable, subject to reasonable notice. If you want to terminate your homeworking arrangement, you must notify your manager in the first instance. We will only be able to accommodate your request if there is sufficient office space and a suitable desk for you.

(b) You will be subject to the same performance measures, processes and objectives that would apply if you worked at our premises.

(c) If you receive an unsatisfactory grade in an appraisal or are subject to a verbal or written warning for any reason your homeworking arrangements may be terminated immediately and you will be expected to return to work at our premises.

(d) Your line manager will remain responsible for supervising you, will regularly review your homeworking arrangements and take steps to address any perceived problems. They will ensure that you are kept up to date with circulars and information relevant to your work.

(e) You agree to attend the office or other reasonable location for meetings, training courses or other events which we expect you to attend.

(f) You understand that when you do attend the office, you may have to hot desk or share a desk with someone else.

(g) Working at or from home may affect your home and contents insurance policy, mortgage, lease or rental agreement. You must make any necessary arrangements with your insurers, bank, mortgage provider or landlord before commencing homeworking.

Date: 19.06.18.

4. WORKING AT HOME: EQUIPMENT

4.1 STC will provide any equipment that we consider you reasonably require to work from home which will remain STC property. We will make all necessary arrangements for and bear the cost of installing and removing equipment from your home. Where equipment is provided you must:

- (a) use it only for the purposes for which we have provided it;
- (b) take reasonable care of it and use it only in accordance with any operating instructions and our policies and procedures; and
- (c) make it available for collection by us or on our behalf when requested to do so.

4.2 STC are not responsible for associated costs of you working from home including the costs of heating, lighting, electricity or telephone calls.

5. WORKING AT HOME: DATA SECURITY AND CONFIDENTIALITY

5.1 All equipment and information must be kept securely. You should take all necessary steps to ensure that private and confidential material is kept secure at all times. Your line manager must be satisfied that all reasonable precautions are being taken to maintain confidentiality of material in accordance with our requirements and GDPR.

5.2 You may only use equipment which has been provided by or authorised by us. You agree to comply with our instructions relating to software security and to implement all updates to equipment as soon as you are requested to do so.

5.3 You confirm that you have read and understood our policies relating to computer use, electronic communications and data security and that you will regularly keep yourself informed of the most current version of these policies.

5.4 If you discover or suspect that there has been an incident involving the security of information relating to the company, clients, customers or anyone working with or for the company, you must report it immediately to your line manager.

6. WORKING AT HOME: HEALTH AND SAFETY

6.1 When working at home you have the same health and safety duties as other staff. You must take reasonable care of your own health and safety and that of anyone else who might be affected by your actions and omissions. You must when required attend office health and safety courses and undertake to use equipment safely.

6.2 We retain the right to check home working areas for health and safety purposes. The need for such inspections will depend on the circumstances including the nature of the

Date: 19.06.18.

work undertaken.

6.3 You must not have meetings in your home with customers and must not give customers your home address or telephone number.

6.4 You must ensure that your working patterns and levels of work both over time and during shorter periods are not detrimental to your health and wellbeing.

6.5 You must use your knowledge, experience and training to identify and report any health and safety concerns to your line manager.

6.6 [When you are working at or from home you are covered by our accident insurance policy. Any accidents must be reported immediately in accordance with our Health and Safety Policy.

Date: 19.06.18.

Agenda No.17b**Name of Policy:****Management of transferable data****Date of Inception:**

This is a Policy or

Procedure document of Saltash Town Council and must be fully adhered to by both Councillors and employees.

Current Status			
Version	1	Approved by	
Date	June 2018	Date of approval	
Responsible Officer		Minute reference	
Responsible Committee		Review date	ANNUAL

Version History			
Date	Version	Author/Editor	Comments
062018	1	SLLC/ajt	

Review Record				
Date	Type of Review	Date of completion	Summary of actions	Completed by

Date: 19.06.18.

Saltash Town Council

The Management of Transferable Data Policy

1. PURPOSE

- 1.1 This policy supports the controlled storage and transfer of information by Councillors and all employees, temporary staff and agents (contractors, consultants and others working on behalf of the Council) who have access to and use of computing equipment that is owned or leased by Saltash Town Council
- 1.2 Information is used throughout the Council and is sometimes shared with external organisations and applicants. The use of removable media may result in the loss of the ability to access information, or interference with the integrity of information, which could have a significant effect on the efficient operation of the Council and may result in financial loss and an inability to provide services to the public.
- 1.3 It is therefore essential for the continued operation of the Council that the availability, integrity and confidentiality of all storage devices are maintained at a level which is appropriate to the Council's needs.
- 1.4 The aims of the policy are to ensure that the use of removable storage devices is accomplished with due regard to:
 - 1.4.1 Enabling the correct data to be made available where it is required
 - 1.4.2 Maintaining the integrity of the data
 - 1.4.3 Preventing unintended consequences to the stability of the computer network
 - 1.4.4 Building confidence and trust in data that is being shared between systems
 - 1.4.5 Maintaining high standards of care towards data and information about individual parishioners, staff or information that is exempt from disclosure
 - 1.4.6 Compliance with legislation, policies or good practice requirements.

a. 2 Principals

- 2.1 This policy sets out the principles that will be adopted by the Council in order for material to be safely stored on removable media so that the risk of loss or corruption to work data is low.
- 2.2 Removable media includes but is not limited to:
 - USB memory sticks, memory cards, portable memory devices, CD / DVDs, diskettes and any other device that transfers data between systems, or stores electronic data separately from email or other applications.
- 2.4 Any person who intends to store Council data on removable media must abide by this Policy. This requirement devolves to Councillors, employees and agents of the Council, who may be held personally liable for any breach of the requirements of this policy.
- 2.5 Failure to comply with this policy could result in disciplinary action.

Date: 19.06.18.

b. 3Advice and Assistance

- 3.1 The clerk will ensure that everyone that is authorised to access the Councils information systems is aware of their obligations arising from this policy.
- 3.2 A competent person should be consulted over any hardware or system issues. Advice and guidance on using software packages should be also sort from a competent person.

c. 4Responsibilities

- 4.1 The clerk is responsible for enforcing this policy and for having arrangements in place to identify the location of all data used in connection with Council business.
- 4.2 Users of removable media must have adequate Records Management / Information Security training so that relevant policies are implemented.

d. 5Incident Management

- 5.1 It is the duty of all employees and agents of the Council to not allow storage media to be compromised in any way whilst in their care or under their control. There must be immediate reporting of any misuse or irresponsible actions that affect work data or information, any loss of material, or actual, or suspected breaches in information security to the clerk.
- 5.2 It is the duty of all Councillors/Employees to report any actual or suspected breaches in information security to the clerk.

e. 6Data Administration

- 6.1 Removable media should not be the only place where data created or obtained for work purposes is held, as data that is only held in one place and in one format is at much higher risk of being unavailable through loss, destruction or malfunction of equipment, than data which is routinely backed up.
- 6.2 Where removable media is used to transfer material between systems then copies of the data should also remain on the source system or computer, until the data is successfully transferred to another computer or system.
- 6.3 Where there is a business requirement to distribute information to third parties, then removable media must only be used when the file cannot be sent or is too large to be sent by email or other secure electronic means.
- 6.4 Transferring material to removable media is a snapshot of the data at the time it was saved to the media. Adequate labelling must be undertaken so as to easily identify the version of the data, as well as its content.
- 6.5 Files must be deleted from removable media, or the removable media destroyed, when the operational use of the material has been completed. The Council's retention and disposition schedule must be implemented by Councillors, employees, contractors and agents for all removable media.

f. 7Security

- 7.1 All storage media must be kept in an appropriately secure and safe environment that avoids physical risk, loss or electrical corruption of the business asset. Due to their small

Date: 19.06.18.

size there is a high risk of the removable media being mislaid lost or damaged, therefore special care is required to physically protect the device and the data. Anyone using removable media to transfer data must consider the most appropriate way to transport the device and be able to demonstrate that they took reasonable care to avoid damage or loss.

- 7.2 Virus Infections must be prevented from damaging the Councils network and computers. Virus and malware checking software approved by the Council, must be operational on both the machine from which the data is taken and the machine on to which the data is to be loaded. The data must be scanned by the virus checking software, before the media is loaded on to the receiving machine.
- 7.3 Any memory stick used in connection with Council equipment or to store Council material should usually be Council owned. However work related data from external sources can be transferred to the Council network using memory sticks that are from trusted sources and have been checked using current anti-virus software.
- 7.4 The Council will not provide support or administrator access for any non-council memory stick.

8 Use of removable media

- 8.1 Care must be taken over what data or information is transferred onto removable media. Only the data that is authorised and necessary to be transferred should be saved on to the device.
- 8.3 Council material belongs to the Council and any equipment on which it is held should be under the control of the Council and not available to be used for other purposes that may compromise the data.
- 8.4 All data transferred to removable media should be in accordance with an agreed process established by the Council so that material can be traced.
- 8.5 The person arranging the transfer of data must be authorised to make use of, or process that particular data.
- 8.6 Whilst in transit or storage the data must be given appropriate security according to the type of data and its sensitivity.
- 8.7 Encryption must be applied to the data file unless there is no risk to the Council, other organisations or individuals from the data being lost whilst in transit or storage. If encryption is not available then password control must be applied if removable media must be used for the business purpose.

g. 9 Faulty or Unneeded Storage Devices

- 9.1 Damaged or faulty media must not be used. The clerk must be consulted over any damaged equipment, peripherals or media.
- 9.2 All unneeded or faulty storage devices must be dealt with securely to remove the data before reallocating or disposing of the device.

Date: 19.06.18.

h. 10 Breach procedures

- 10.1 Users who do not adhere to this policy will be dealt with through the Councils disciplinary process.
- 10.2 Where external service providers, agents or contractors breach the policy, this should be addressed through contract arrangements.

11 Review and Revision

- 11.1 This policy will be reviewed annually by the Council and revised according to developments in legislation, guidance, accepted good practice and operational use.

12 Employees Guide in Brief

- 12.1 Data and information are valuable and must be protected.
- 12.2 Only transfer data onto removable media, if you have the authority to do so.
- 12.4 All transfer arrangements carry a risk to the data.
- 12.5 Run the virus checking programme on the removable media each time it is connected to a computer.
- 12.6 Only use approved products for Council data.
- 12.7 Activate encryption on removable media wherever it is available and password protection if not available
- 12.8 Data should be available for automatic back up and not solely saved to removable media.
- 12.9 Delete files from removable media, or destroy the media, after the material has been used for its purpose.

Date: 19.06.18.

Agenda No.17c**Name of Policy:****Date of Inception:**

This is a Policy or Procedure document of Saltash Town Council and must be fully adhered to by both Councillors and employees.

Current Status			
Version	1	Approved by	
Date		Date of approval	
Responsible Officer		Minute reference	
Responsible Committee		Review date	

Version History			
Date	Version	Author/Editor	Comments
052018	1	SLCC/ajt	

Review Record				
Date	Type of Review	Date of completion	Summary of actions	Completed by

NOTE: This document refers to the now repealed Data Protection Act 1998.

Date: 19.06.18.

Saltash Town Council

Data Retention and Disposal Policy

1. Introduction

- 1.1 The Council accumulates a vast amount of information and data during the course of its everyday activities. This includes data generated internally in addition to information obtained from individuals and external organisations. This information is recorded in various different types of document.
- 1.2 Records created and maintained by the Council are an important asset and as such measures need to be undertaken to safeguard this information. Properly managed records provide authentic and reliable evidence of the Council's transactions and are necessary to ensure it can demonstrate accountability.
- 1.3 Documents may be retained in either 'hard' paper form or in electronic forms. For the purpose of this policy, 'document' and 'record' refers to both hard copy and electronic records.
- 1.4 It is imperative that documents are retained for an adequate period of time. If documents are destroyed prematurely the Council and individual officers concerned could face prosecution for not complying with legislation and it could cause operational difficulties, reputational damage and difficulty in defending any claim brought against the Council.
- 1.5 In contrast to the above the Council should not retain documents longer than is necessary. Timely disposal should be undertaken to ensure compliance with the General Data Protection Regulations so that personal information is not retained longer than necessary. This will also ensure the most efficient use of limited storage space.

2. Scope and Objectives of the Policy

- 2.1 The aim of this document is to provide a working framework to determine which documents are:
 - Retained – and for how long; or
 - Disposed of – and if so by what method.
- 2.2 There are some records that do not need to be kept at all or that are routinely destroyed in the course of business. This usually applies to information that is duplicated, unimportant or only of a short-term value. Unimportant records of information include:
 - 'With compliments' slips.
 - Catalogues and trade journals.
 - Non-acceptance of invitations.
 - Trivial electronic mail messages that are not related to Council business.
 - Requests for information such as maps, plans or advertising material.

Date: 19.06.18.

- Out of date distribution lists.
- 2.3 Duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports may be destroyed.
- 2.4 Records should not be destroyed if the information can be used as evidence to prove that something has happened. If destroyed the disposal needs to be disposed of under the General Data Protection Regulations

3. Roles and Responsibilities for Document Retention and Disposal

- 3.1 **The Council is** responsible for determining whether to retain or dispose of documents and should undertake a review of documentation at least on an annual basis to ensure that any unnecessary documentation being held is disposed of under the General Data Protection Regulations.
- 3.2 **The Council** should ensure that all employees are aware of the retention/disposal schedule.

4. Document Retention Protocol

- 4.1 Councils should have in place an adequate system for documenting the activities of their service. This system should take into account the legislative and regulatory environments to which they work.
- 4.2 Records of each activity should be complete and accurate enough to allow employees and their successors to undertake appropriate actions in the context of their responsibilities to:
 - Facilitate an audit or examination of the business by anyone so authorised.
 - Protect the legal and other rights of the Council, its clients and any other persons affected by its actions.
 - Verify individual consent to record, manage and record disposal of their personal data.
 - Provide authenticity of the records so that the evidence derived from them is shown to be credible and authoritative.
- 4.3 To facilitate this the following principles should be adopted:
 - Records created and maintained should be arranged in a record-keeping system that will enable quick and easy retrieval of information under the General Data Protection Regulations
 - Documents that are no longer required for operational purposes but need retaining should be placed at the records office.
- 4.4 The retention schedules in Appendix A: List of Documents for Retention or Disposal provide guidance on the recommended minimum retention periods for specific classes of documents and records. These schedules have been compiled from

Date: 19.06.18.

recommended best practice from the Public Records Office, the Records Management Society of Great Britain and in accordance with relevant legislation.

- 4.5 Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

5. Document Disposal Protocol

- 5.1 Documents should only be disposed of if reviewed in accordance with the following:

- Is retention required to fulfil statutory or other regulatory requirements?
- Is retention required to meet the operational needs of the service?
- Is retention required to evidence events in the case of dispute?
- Is retention required because the document or record is of historic interest or intrinsic value?

- 5.2 When documents are scheduled for disposal the method of disposal should be appropriate to the nature and sensitivity of the documents concerned. A record of the disposal will be kept to comply with the General Data Protection Regulations.

- 5.3 Documents can be disposed of by any of the following methods:

- Non-confidential records: place in waste paper bin for disposal.
- Confidential records or records giving personal information: shred documents.
- Deletion of computer records.
- Transmission of records to an external body such as the County Records Office.

- 5.4 The following principles should be followed when disposing of records:

- All records containing personal or confidential information should be destroyed at the end of the retention period. Failure to do so could lead to the Council being prosecuted under the General Data Protection Regulations.
- the Freedom of Information Act or cause reputational damage.
- Where computer records are deleted steps should be taken to ensure that data is 'virtually impossible to retrieve' as advised by the Information Commissioner.
- Where documents are of historical interest it may be appropriate that they are transmitted to the County Records office.
- Back-up copies of documents should also be destroyed (including electronic or photographed documents unless specific provisions exist for their disposal).

- 5.5 Records should be maintained of appropriate disposals. These records should contain the following information:

- The name of the document destroyed.
- The date the document was destroyed.
- The method of disposal.

Date: 19.06.18.

6. Data Protection Act 1998 (REPEALED AND REPLACED BY THE Data Protection Act 2018 23rd May 2018)– Obligation to Dispose of Certain Data

- 6.1 The Data Protection Act 1998 ('Fifth Principle') requires that personal information must not be retained longer than is necessary for the purpose for which it was originally obtained. Section 1 of the Data Protection Act defines personal information as:

Data that relates to a living individual who can be identified:

- a) from the data, or
- b) from those data and other information which is in the possession of, or is likely to come into the possession of the data controller.

It includes any expression of opinion about the individual and any indication of the intentions of the Council or other person in respect of the individual.

- 6.2 The Data Protection Act provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely provided that the specific requirements are met.

- 6.3 Councils are responsible for ensuring that they comply with the principles of the under the General Data Protection Regulations namely:

- Personal data is processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met.
- Personal data shall only be obtained for specific purposes and processed in a compatible manner.
- Personal data shall be adequate, relevant, but not excessive.
- Personal data shall be accurate and up to date.
- Personal data shall not be kept for longer than is necessary.
- Personal data shall be processed in accordance with the rights of the data subject.
- Personal data shall be kept secure.

- 6.4 External storage providers or archivists that are holding Council documents must also comply with the above principles of the General Data Protection Regulations.

7. Scanning of Documents

- 7.1 In general once a document has been scanned on to a document image system the original becomes redundant. There is no specific legislation covering the format for which local government records are retained following electronic storage, **except** for those prescribed by HM Revenue and Customs.

- 7.2 As a general rule hard copies of scanned documents should be retained for three months after scanning.

- 7.3 Original documents required for VAT and tax purposes should be retained for six years unless a shorter period has been agreed with HM Revenue and Customs.

8. Review of Document Retention

Date: 19.06.18.

- 8.1 It is planned to review, update and where appropriate amend this document on a regular basis (at least every three years in accordance with the *Code of Practice on the Management of Records* issued by the Lord Chancellor).
- 8.2 This document has been compiled from various sources of recommended best practice and with reference to the following documents and publications:
- *Local Council Administration*, Charles Arnold-Baker, 910^h edition, Chapter 11
 - Local Government Act 1972, sections 225 – 229, section 234
 - SLCC Advice Note 316 Retaining Important Documents
 - SLCC Clerks' Manual: Storing Books and Documents
 - *Lord Chancellor's Code of Practice on the Management of Records* issued under Section 46 of the *Freedom of Information Act 2000*

9. List of Documents

- 9.1 The full list of the Council's documents and the procedures for retention or disposal can be found in Appendix A: List of Documents for Retention and Disposal. This is updated regularly in accordance with any changes to legal requirements.

Saltash Town Council**Appendix A: List of Documents for Retention or Disposal**

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Minutes	Indefinite	Archive		Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage. At regular intervals of not more than 5 years they must be archived and deposited with the Higher Authority
Agendas	5 years	Management		Bin (shred confidential waste)
Accident/incident reports	20 years	Potential claims		Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Scales of fees and charges	6 years	Management		Bin
Receipt and payment accounts	Indefinite	Archive		N/A
Receipt books of all kinds	6 years	VAT		Bin
Bank statements including deposit/savings accounts	Last completed audit year	Audit		Confidential waste

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Bank paying-in books	Last completed audit year	Audit		Confidential waste
Cheque book stubs	Last completed audit year	Audit		Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)		Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Paid invoices	6 years	VAT		Confidential waste
Paid cheques	6 years	Limitation Act 1980 (as amended)		Confidential waste
VAT records	6 years generally but 20 years for VAT on rents	VAT		Confidential waste
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)		Confidential waste
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)		Bin
Wages books/payroll	12 years	Superannuation		Confidential waste
Insurance policies	While valid (but see next two items below)	Management		Bin
Insurance company names and policy numbers	Indefinite	Management		N/A

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Certificates for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management		Bin
Town Park equipment inspection reports	21 years			
Investments	Indefinite	Audit, Management		N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management		N/A
Members' allowances register	6 years	Tax, Limitation Act 1980 (as amended)		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant			Bin
Local/historical information	Indefinite – to be securely kept for benefit of the Parish	Councils may acquire records of local interest and accept gifts or records of general and local interest in order to promote the use for such records (defined as		N/A

Document	Minimum Retention Period	Reason	Location Retained	Disposal
		materials in written or other form setting out facts or events or otherwise recording information).		
Magazines and journals	<p>Council may wish to keep its own publications</p> <p>For others retain for as long as they are useful and relevant.</p>	<p>The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local council which after 1st February 2004 has published works in print (this includes a pamphlet, magazine or newspaper, a map, plan, chart or table) to deliver, at its own expense, a copy of them to the British Library Board (which manages and controls the British Library). Printed works as defined by the 2003 Act published by a local council therefore constitute materials which the British Library holds.</p>		Bin if applicable

Document	Minimum Retention Period	Reason	Location Retained	Disposal
	Record-keeping			
<p>To ensure records are easily accessible it is necessary to comply with the following:</p> <ul style="list-style-type: none"> • A list of files stored in cabinets will be kept • Electronic files will be saved using relevant file names 	The electronic files will be backed up periodically on a portable hard drive and also in the cloud-based programme supplied by the Council's IT company.	Management		<p>Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.</p>
General correspondence	<p>Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept. Records should be kept for as long as they are needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests.</p>	Management		<p>Bin (shred confidential waste)</p> <p>A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.</p>

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Correspondence relating to staff	If related to Audit, see relevant sections above. Should be kept securely and personal data in relation to staff should not be kept for longer than is necessary for the purpose it was held. Likely time limits for tribunal claims between 3–6 months Recommend this period be for 3 years	After an employment relationship has ended, a council may need to retain and access staff records for former staff for the purpose of giving references, payment of tax, national insurance contributions and pensions, and in respect of any related legal claims made against the council.		Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
	Documents from legal matters, negligence and other torts Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period. Where the limitation periods are longer than other periods specified the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories. If in doubt, keep for the longest of the three limitation periods.			

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Negligence	6 years			Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Defamation	1 year			Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Contract	6 years			Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Leases	12 years			Confidential waste.
Sums recoverable by statute	6 years			Confidential waste.
Personal injury	3 years			Confidential waste.
To recover land	12 years			Confidential waste.
Rent	6 years			Confidential waste.
Breach of trust	None			Confidential waste.
Trust deeds	Indefinite			N/A
For Halls, Centres, Recreation Grounds				

Document	Minimum Retention Period	Reason	Location Retained	Disposal
<ul style="list-style-type: none"> Application to hire Invoices Record of tickets issued 	6 years	VAT		Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Lettings diaries	Electronic files linked to accounts	VAT		N/A
Terms and Conditions	6 years	Management		Bin
Event Monitoring Forms	6 years unless required for claims, insurance or legal purposes	Management		Bin. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
	For Allotments			
Register and plans	Indefinite	Audit, Management		N/A
Minutes	Indefinite	Audit, Management		N/A
Legal papers	Indefinite	Audit, Management		N/A
	For Burial Grounds			

Document	Minimum Retention Period	Reason	Location Retained	Disposal
<ul style="list-style-type: none"> • Register of fees collected • Register of burials • Register of purchased graves • Register/plan of grave spaces • Register of memorials • Applications for interment • Applications for right to erect memorials • Disposal certificates • Copy certificates of grant of exclusive right of burial 	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI 204)		N/A
	Planning Papers			
Applications	1 year	Management		Bin
Appeals	1 year unless significant development	Management		Bin
Trees	1 year	Management		Bin
Local Development Plans	Retained as long as in force	Reference		Bin
Local Plans	Retained as long as in force	Reference		Bin

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Town/Neighbourhood Plans	Indefinite – final adopted plans	Historical purposes		N/A
	CCTV			
Daily notes	Daily	Data protection		Confidential waste
Radio rotas	1 week	Management		Confidential waste
Work rotas	1 month	Management		Confidential waste
Observation sheets	3 years	Data protection		Confidential waste
Stats	3 years	Data protection		Confidential waste
Signing in sheets	3 years	Management		Confidential waste
Review requests	3 years	Data protection		Confidential waste
Discs – master and working	For as long as required	Data protection		Confidential waste
Internal Operations Procedure Manual	Destroy on renewal Review annually	Management		Confidential waste
Code of Practice	Destroy on renewal Review annually	Management		Confidential waste
Photographs/digital prints	31 days	Data protection		Confidential waste

Date: 19.06.18.