



Saltash Town Council

Konsel An Dre Essa



*The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk*

21 May 2021

Dear Councillor

I write to summon you to the meeting of **Policy and Finance Committee** to be held at the Guildhall on **Thursday 27th May 2021 at 6.30 pm**.

The meeting is open to members of the public and press, however, **please note** due to Covid-19 safe working practices the number of attendees has been reduced significantly, limiting the Guildhall (long room) Covid-19 capacity number of people to 27.

We ask that members of the public and press attending Council meetings **arrive no earlier than 6:15pm** and consider their own unique circumstances before attending.

Please review and adhere to the [Guildhall Risk Assessment together with the Councils Protocol](#) and note that it is not likely to cover all scenarios.

Any member of the public requiring to put a question to the Town Council must do so 24 hours prior to the meeting by email enquiries@saltash.gov.uk

Yours sincerely,

PP R Lane
Town Clerk

To:

| Essa | Tamar | Trematon |
|--|---|---|
| R Bickford R Bullock G Challen M Fox (Vice-Chair, in the Chair) A Pinckney | L Challen S Gillies S Martin J Peggs P Samuels VACANCY | S Miller (Chairman) B Samuels G Taylor D Yates |

| | | |
|---------|--|--|
| VACANCY | | |
|---------|--|--|

Agenda

1. Health and Safety Announcements
2. To appoint a Chairman.
3. To appoint a Vice Chairman.
4. Apologies.
5. Declarations of Interest:
 - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
 - b. Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
6. Questions - A 15-minute period when members of the public may ask questions of Members of the Council.
Please note: Any member of the public requiring to put a question to the Council must do so 24 hours prior to the meeting by writing or email.
7. To receive and approve the minutes of the Policy and Finance Committee held on 9th March 2021 as a true and correct record. (Pages 7 - 15)
8. All accounts and bank accounts reconciled up to 31st March 2021.
9. Petty cash reconciled up to 31st March 2021.
10. To receive a report from the Finance Officer. (Pages 16 - 28)
11. To receive a report on VAT. (Page 29)
12. To receive a report on investments. (Page 30)
13. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Finance in line with the Councils Financial Regulations. It was noted that there are no discrepancies to report.
14. To receive the end of year budget statements (Pages 31 - 40)
15. To receive the end of year finance report (Pages 41 - 47)
16. To receive the current STC and Committee budget statements. (Pages 48 - 57)
17. To receive a report on Saltash Town Mayors Community Account. (Page 58)
18. To consider Risk Management reports as may be received.

19. Clerks report on delegated authority to spend.

20. To ratify the COVID-19 Delegated Decision Register. (Pages 59 - 60)

| Ref Nr. | Details | Decision Agreed | Committee | Sub Committee |
|----------------|--|------------------------|------------------|----------------------|
| STC91 | Approve Transfer of £350,000 to Active Saver Precept Funds which takes it above the Risk Threshold of £500,000 for a month | APPROVED | P&F | N/A |
| STC92 | Transfer £240,000 Precept Funds to Cornwall Council | APPROVED | P&F | N/A |
| STC94 | Reopening of the Guildhall reception only as of 17th May 2021 under step 3 of the roadmap out of lockdown | APPROVED | P&F | N/A |
| STC96 | Procurement of an ergonomic desk for the Reception of the Guildhall | APPROVED | P&F | N/A |
| STC97 | Renewal of the three annual Zoom Licences | APPROVED | P&F | N/A |
| STC98 | Increase of SIP Channels to 14 – Guildhall Telephone system | APPROVED | P&F | N/A |
| STC99 | Approved VAT consultancy quote for 2021/22 with Parkinson Partnership | APPROVED | P&F | N/A |

21. To consider Community Chest and Festival Fund applications:

a. Community Chest: (Pages 61 - 99)

| Application | Organisation | Amount Requested |
|--------------------|---------------------|-------------------------|
|--------------------|---------------------|-------------------------|

| | | |
|-------|--------------------------------------|---------|
| CC249 | Saltash United Juniors FC | £970.00 |
| CC250 | Coombe Woods Regeneration Project | £700.00 |

b. Festival Fund: (Pages 100 - 191)

| Application Number | Organisation | Amount Requested |
|--------------------|-----------------------------------|------------------|
| FF100 | Royal British Legion - Saltash | £700.00 |
| FF101 | Saltash Regatta | £2,929.43 |
| FF102 | Cornwall Pride | £500.00 |
| FF103 | Salt Fest | £1,477.75 |

22. To receive and note a report on funding awarded: (Pages 192 - 193)
- a. Application CC239 - Saltash Football Club - £1,000 awarded – replacement of existing boilers and showers in home and away changing rooms.
23. To review the advertising of the Town Messenger
24. To receive the final reports from the Professional Youth Work team:
- a. Junkyard Skatepark (Pages 194 - 195)
 - b. Livewire (Pages 196 - 197)
 - c. The Core (Pages 198 - 200)
25. To approve the Professional Youth Work to go out to tender for the year 2021-2022
26. To receive a report on Freedom of Information requests (Pages 201 - 205)
27. To receive a report on UK GDPR and Data Protection (Page 206)
28. To consider increasing the composition of the Personnel Committee from six to eight Members. (Page 207)
29. To review and approve the following policies:
- a. Standing Orders (Pages 208 - 249)
 - b. Civic Awards Policy (Pages 250 - 259)
 - c. Model Publication Scheme (Pages 260 - 268)
 - d. Scheme of Delegation (Pages 269 - 274)

- e. Remote Meetings Protocol and Procedure Rules. (Pages 275 - 279)
30. To adopt the following policies/protocols:
- a. Training and Development Policy (Pages 280 - 284)
 - b. Guildhall Covid-19 Physical Face to Face Council Meetings Protocol (Pages 285 - 288)
 - c. Guildhall Covid-19 Physical Face to Face Council Meetings Risk Assessment 10.05.2021 (Pages 289 - 303)
31. To receive reports from Working Groups and Outside Bodies:
- a. Neighbourhood Plan Steering Group.
 - b. Saltash Team for Youth
 - c. Section 106 Steering Group
32. Public Bodies (Admission to Meetings) Act 1960:
To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.
33. To consider Cornwall Council acting on behalf of Saltash Town Council for any complaints received from persistent complainant number PC001 under the code.
34. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
35. To receive any items for information purposes only at the discretion of the Chairman.
36. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

