



# ***Saltash Town Council***

***Konsel An Dre Essa***



The Guildhall  
12 Lower Fore Street  
Saltash  
PL12 6JX  
Telephone: 01752 844846  
[www.saltash.gov.uk](http://www.saltash.gov.uk)

7 July 2021

Dear Councillor

I write to summon you to the meeting of **Policy and Finance Committee** to be held at the Guildhall on **Tuesday 13th July 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](mailto:enquiries@saltash.gov.uk)

Yours sincerely,

PP R Lane  
Town Clerk

To:

<b>Essa</b>	<b>Tamar</b>	<b>Trematon</b>
R Bickford	L Challen	S Miller (Chairman)
R Bullock	J Dent	B Samuels
G Challen	S Gillies	G Taylor
M Griffiths	S Martin	D Yates
A Pinckney	J Peggs	
Vacancy	P Samuels	

## Agenda

1. Health and Safety Announcements.
2. To elect a Vice Chair.
3. Apologies.
4. Declarations of Interest:
5. 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.
6. To receive and note the minutes of the Policy and Finance Committee held on Thursday 27th May 2021 as a true and correct record. (Pages 4 - 13)
7. All accounts and bank accounts reconciled up to 31st May 2021.
8. Petty cash reconciled up to 31st May 2021 - No transaction since 31st March 2021
9. To receive a report on VAT. (Page 14)
10. To receive a report on investments. (Page 15)
11. 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.
12. To receive the current STC and Committee budget statements. (Pages 16 - 25)
13. To receive a report from the Finance Officer. (Page 26)
14. To receive a report on insurance claims (Page 27)
15. Clerks report on delegated authority to spend.
16. To consider Risk Management reports as may be received.
17. To receive an update on the land known as Trematon Pound as a Heritage site with Heritage England. (Pages 28 - 34)  
**(Pursuant to FTC held on 3.06.21 minute nr. 72/21/22c)**

18. To consider Community Chest and Festival Fund applications:
  - a. Community Chest: None
  - b. Festival Fund: None
19. To consider amendments to Standing Orders. (Pages 35 - 72)
20. To review the tender specification for Saltash Team For Youth. (Pages 73 - 75)
21. To consider a suggestion to form a Communications and Engagement Working Party - Councillor Martin (Page 76)
22. To receive reports from Working Groups and Outside Bodies:
  - a. Neighbourhood Plan Steering Group.
  - b. Saltash Team for Youth
  - c. Section 106 Steering Group
23. 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.
24. To consider any items referred from the main part of the agenda.
25. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that the public and press be re-admitted to the meeting.
26. Urgent non-financial matters brought forward at the discretion of the Chairman.
27. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting:                      Tuesday 7 September 2021 at 6.30 pm