



# ***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)*

1 September 2021

Dear Councillor

I write to summon you to the **Meeting of the Policy and Finance Committee** to be held at the Guildhall on **Tuesday 7th September 2021 at 6.30 pm.**

We encourage members of the public and press attending Council meetings to wear a face covering, unless medically exempt, to be mindful and respect others space and to consider their own unique circumstances before attending.

The meeting is open to members of the public and press. 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 (Vice-Chairman)
A Pinckney	J Peggs	
Vacancy	P Samuels	

## Agenda

1. Health and Safety Announcements
2. Apologies.
3. 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.
4. 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.
5. To receive and approve the minutes of the Policy and Finance Committee held on Tuesday 13th July 2021 as a true and correct record. (Pages 5 - 9)
6. All accounts and bank accounts reconciled up to 30th June 2021
7. Petty cash reconciled up to 31st July 2021 - No transactions since 31st March 2021.
8. To receive a report on VAT. (Page 10)
9. To receive a report on investments. (Page 11)
10. 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.
11. To receive the current STC and Committee budget statements. (Pages 12 - 21)
12. To receive and consider Memorial Bench Fees and Charges 2021-22. (Pages 22 - 23)
13. To receive an updated insurance claims report. (Page 24)
14. To receive a report from the Finance Officer. (Page 25)
15. Clerks report on delegated authority to spend.
16. To consider Risk Management reports as may be received.

17. To consider Community Chest and Festival Fund applications:
  - a. Community Chest Fund: None
  - b. Festival Fund: None
18. To receive and note a report on funding awarded:
  - a. Application CC249 - Saltash United Junior FC - £970 awarded - SUJFC Relaunch Project (Page 26)
  - b. Application FF102 - Cornwall Pride CIC - £500 awarded - Cornwall Pride Tour (Pages 27 - 30)
  - c. Application FF103 - SaltFest - £1,477.75 awarded - SaltFest event (Page 31)
19. To review and approve amendments to the following policies:
  - a. Grants Policy (Pages 32 - 55)
  - b. Civic Handbook (Pages 56 - 84)
  - c. Standing Orders (Pages 85 - 86)
  - d. Terms of Reference Committees and Sub Committees (Pages 87 - 90)
  - e. Recruitment and Selection Policy (Pages 91 - 96)
  - f. Photography and Filming Policy Statement (Pages 97 - 99)
20. To receive a report and recommendation for Professional Youth Work tenders 2021/22. (Page 100)
21. To receive and consider quotes for the advertising of the Town Messenger (Page 101)  
**(Pursuant to P&F held on 27.05.21 minute nr. 22/21/22)**
22. To receive reports from Working Groups and Outside Bodies:
  - a. Neighbourhood Plan Steering Group
  - b. Saltash Team For Youth
  - c. Section 106 Panel
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. To consider urgent non-financial items 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 9 November 2021 at 6.30 pm