



Saltash Town Council

Konsel An Dre Essa



The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk
5 January 2022

Dear Councillor

I write to summon you to the **Meeting of the Policy and Finance Committee** to be held at the Guildhall on **Tuesday 11th January 2022 at 6.30 pm.**

All persons must wear a face covering unless medically exempt when entering the Guildhall building and in communal areas. Councillors can remove face covering once seated, members of the public and press are to continue wearing a face covering.

Prior to attending Town Council meetings please review the Guildhall Covid-19 Physical Face to Face Council Meetings Risk Assessment here: <https://modern.saltash.gov.uk/documents/s3207/Guildhall%20Covid-19%20Physical%20Face%20to%20Face%20Council%20Meetings%20Risk%20Assessment.pdf> .

We ask everyone to respect each other's space and to consider their own unique circumstances before attending Town Council meetings. Please do not attend if you feel unwell or tested positive for Covid-19.

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

Yours sincerely,

S Burrows
Acting Town Clerk
To:

Essa	Tamar	Trematon
R Bickford R Bullock G Challen J Foster M Griffiths S Lennox-Boyd	L Challen J Dent S Gillies S Martin J Peggs P Samuels	S Miller (Chairman) B Samuels D Yates (Vice-Chairman) Vacancy

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. Acting 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 9th November 2021 and the Extraordinary Policy and Finance Committee held on Wednesday 24th November 2021 as a true and correct record. (Pages 5 - 20)
6. All accounts and bank accounts reconciled up to 30th November 2021.
7. Petty cash reconciled up to 30th November 2021.
8. To receive a report on VAT. (Page 21)
9. To receive a report on investments. (Page 22)
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 23 - 33)
12. To receive a report from the Finance Officer. (Page 34)
13. To receive a report to ratify the Cyber and Pontoon insurance. (Page 35)
14. Acting Town Clerks report on delegated authority to spend.
15. To consider Risk Management reports as may be received.

16. To consider Community Chest and Festival Fund applications:

a. Community Chest Fund: (Pages 36 - 122)

Application	Organisation	Amount Requested
CC253	Sue Hooper Charitable Foundation	£400 - £700
CC254	Forder CCA	£1,000
CC255	Saltash Amateur Boxing Club	£1,000

b. Festival Fund: None

17. To receive and consider recommending emergency Covid-19 amendments to the Scheme of Delegation. (Pages 123 - 128)

18. To receive and consider recommending to Full Council the appointment of a Building Surveyor to carry out an insurance valuation of the Council's asset portfolio. (Page 129)

(Pursuant to Property Maintenance Sub Com held on 6.10.21 minute nr. 8/20/21)

19. To approve the recommendation to appoint an IT Consultant to act on behalf of the Town Council. (Pages 130 - 138)

(Pursuant to P&F held on 9.11.21 minute nr.107/21/22)

20. To receive a report and consider recommending to Full Council a reduction to the quorum level for all Town Council Sub Committees. (Page 139)

21. To receive and consider recommending to Full Council the Awarding the Freedom of Saltash Policy. (Pages 140 - 148)

22. To receive and consider recommending to Full Council the Guildhall Covid-19 Physical Face to Face Town Council Meetings Risk Assessment. (Pages 149 - 164)

23. To consider extending the Mayors usage of the Guildhall to all Town Council premises for fundraising events.

24. To receive and consider the precept leaflet report and any associated expenditure. (Pages 165 - 166)

25. To consider reinstating the Town Council Annual Report. (Pages 167 - 170)

(Pursuant to P&F held on 09.11.2021 Minute no. 110/21/22)

26. To receive and note a report on Freedom of Information Requests. (Pages 171 - 172)

27. To receive reports from Working Groups and Outside Bodies:

- a. Neighbourhood Plan Steering Group
- b. Saltash Team for Youth (Page 173)
- c. Section 106 Panel: No Report.

28. 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.

29. To consider any items referred from the main part of the agenda.

30. Public Bodies (Admission to Meetings) Act 1960:

To resolve that the public and press be re-admitted to the meeting.

31. To consider urgent non-financial items at the discretion of the Chairman.

32. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting: Tuesday 22 February 2022 at 6.30 pm