



Saltash Town Council

Konsel An Dre Essa



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

16 February 2022

Dear Councillor

I write to summon you to an **Extraordinary Meeting of the Policy and Finance Committee** to be held at the Guildhall on **Tuesday 22nd February 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 Miller
Chairman of Policy and Finance

To:

Essa	Tamar	Trematon
R Bickford	L Challen	S Miller (Chairman)
R Bullock	J Dent	B Samuels
G Challen	S Gillies	B Stoyel
J Foster	S Martin	D Yates (Vice-Chairman)
M Griffiths	J Peggs	
S Lennox-Boyd	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. Acting Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
4. To consider recommending to Full Council the approval to use the Town Seals for the Saltash Neighbourhood Plan referendum documents.
5. To receive and consider recommending the following finance policies to Full Council:
 - a. Annual Business Continuity Plan (Pages 4 - 27)
 - b. Annual Internal Audit and Business Risk Assessment (Pages 28 - 30)
 - c. Annual Reserves Policy (Pages 31 - 36)
 - d. Annual Statement on Internal Control (Pages 37 - 42)
 - e. Annual Treasury Management Strategy (Pages 43 - 53)
 - f. Anti Bribery Policy Statement and Anti Fraud and Corruption Strategy (Pages 54 - 59)
 - g. Finance Schedule and Precept Plan (Pages 60 - 62)
 - h. Financial Regulations (Pages 63 - 87)
 - i. Receipting of Income and Banking Procedures (Pages 88 - 95)
 - j. Risk Management Plan Statement (Pages 96 - 104)
 - k. Risk Management Strategy (Pages 105 - 118)
 - l. Scheme of Delegation (Pages 119 - 124)

Date of next meeting: Tuesday 8 March 2022 at 6.30 pm