



# ***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)  
2 March 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 8th March 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](mailto:enquiries@saltash.gov.uk)

Yours sincerely,

S Burrows  
Acting Town Clerk

To:

<b>Essa</b>	<b>Tamar</b>	<b>Trematon</b>
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 B Stoyel D Yates (Vice-Chairman)

## **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 11th January 2022 and the Extraordinary meeting held on Tuesday 22nd February 2022 as a true and correct record. (Pages 5 - 17)
6. All accounts and bank accounts reconciled up to 31st January 2022
7. Petty cash reconciled up to 31st January 2022.
8. To receive a report on VAT. (Page 18)
9. To receive a report on investments. (Page 19)
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 20 - 29)
12. To receive a report from the Finance Officer. (Page 30)
13. To receive the Acting Town Clerks report on delegated authority to spend. (Page 31)
14. To consider Risk Management reports as may be received.

15. To consider Community Chest and Festival Fund applications:

- a. Community Chest Fund:  
None.
- b. Festival Fund: (Pages 32 - 127)

Application Number	Organisation	Amount Requested
FF105	Cornwall International Choral Festival	£250.00
FF106	Saltash Lions Club	£650.00
FF107	May Fair Committee – Saltash May Fair	£2,976.72
FF108	May Fair Committee – Big Jubilee Lunch	£1,500.00

16. To receive and consider recommending to Full Council the following policies:

- a. Civic Awards Policy (Pages 128 - 137)
- b. Awarding the Freedom of the Town (Pages 138 - 152)

17. To receive and consider approving the revised Saltash Town Council Delivery of Professional Youth Work Tender Specification. (Pages 153 - 156)  
**(Pursuant to P&F held on 13.07.21 minute nr. 54/21/22)**

18. To receive reports from Professional Youth Work Organisations

- a. Junkyard Skatepark (Pages 157 - 159)
- b. Livewire (Page 160)

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

- a. Neighbourhood Plan Steering Group
- b. Saltash Team For Youth
- c. Section 106 Panel

20. 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.

21. To consider Cornwall Council continuing to act on behalf of Saltash Town Council for any complaints received by identified persistent complainants.

22. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that the public and press be re-admitted to the meeting.
23. To consider urgent non-financial items at the discretion of the Chairman.
24. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting:                      Tuesday 10 May 2022 at 6.30 pm