



Saltash Town Council

Konsel An Dre Essa



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

6 July 2022

Dear Councillor

I write to summon you to the **Meeting of Policy and Finance Committee** to be held at the Guildhall on **Tuesday 12th July 2022 at 6.30 pm.**

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
Town Clerk

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
M Griffiths	J Peggs	
S Lennox-Boyd	P Samuels (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. 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 10th May 2022 as a true and correct record. (Pages 5 - 14)
6. All accounts and bank accounts reconciled up to 31st May 2022.
7. Petty cash reconciled up to 31st May 2022.
8. To receive a report on VAT. (Page 15)
9. To receive a report on investments. (Page 16)
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 17 - 26)
12. To receive a report from the Finance Officer. (Pages 27 - 39)
13. Town Clerks report on delegated authority to spend.
14. To consider Risk Management reports as may be received.
15. To consider Community Chest and Festival Fund applications:
 - a. Community Chest Fund: (Pages 40 - 59)
 - a. Community Chest

Application Number	Organisation	Amount Requested
CC258	Safe 38	£434.00

b. Festival Fund: (Pages 60 - 79)

b. Festival Fund

Application Number	Organisation	Amount Requested
FF112	RBL	£850.00

16. To receive and note a report from the Tamar Preservation Society - Mary Newman's Cottage on funding awarded. (Pages 80 - 82)

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

a. Data Retention and Disposal (Pages 83 - 99)

b. Receiving Public Questions at Meetings (Pages 100 - 104)

c. Standing Orders (Pages 105 - 143)
(Pursuant to P&F held 07.09.2021 Minute no. 79/21/22 c)

d. Terms of Reference STC Committees and Sub Committees (Pages 144 - 171)

e. Customer Feedback (Pages 172 - 180)

f. Unreasonable Persistent Complaints. (Pages 181 - 195)

g. Provision of IT Equipment and Acceptable Use, UK GDPR Awareness Checklist and collection/return form. (Pages 196 - 205)

18. To receive and note a report on Freedom of Information Requests. (Pages 206 - 211)

19. To receive and note a report on UK GDPR. (Page 212)

20. To consider reviewing the Town Council Solicitor services and consider any actions and associated expenditure.

21. To receive a report on a defibrillator in the Town and consider any actions and associated expenditure.

22. To receive and note a report from Livewire Youth Project. (Page 213)

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

- a. Neighbourhood Plan Steering Group - No report
- b. Saltash Team For Youth (Pages 214 - 215)
- c. Section 106 Panel (Page 216)

24. 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.

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

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

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

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

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

Date of Next Meeting: Tuesday 13 September 2022 at 6.30 pm