



Saltash Town Council

Konsel An Dre Essa



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

4 May 2022

Dear Councillor

I write to summon you to the **Meeting of Policy and Finance Committee** to be held at the Guildhall on **Tuesday 10th May 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
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 B Stoyel D Yates (Vice-Chairman)

Agenda

1. Health and Safety Announcements
2. To elect a Chairman
3. To elect a Vice Chairman
4. Apologies.
5. 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.
6. 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.
7. To receive and approve the minutes of the Policy and Finance Committee held on 8th March 2022 as a true and correct record. (Pages 5 - 12)
8. All accounts and bank accounts reconciled up to 31st March 2022.
9. Petty cash reconciled up to 31st March 2022.
10. To receive a report on VAT. (Page 13)
11. To receive a report on investments. (Page 14)
12. 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.
13. To receive the current STC and Committee budget statements. (Pages 15 - 24)
14. To receive a report from the Finance Officer. (Pages 25 - 26)
15. Acting Town Clerks report on delegated authority to spend.
16. To consider Risk Management reports as may be received.

17. To consider awarding Community Chest and Festival Fund applications:

a. Community Chest Fund: (Pages 27 - 77)

Application Number	Organisation	Amount Requested
CC256	Tamar Protection Society	£ 500.00
CC257	Saltash Sailing Club	£1,000.00

b. Festival Fund: (Pages 78 - 132)

Application Number	Organisation	Amount Requested
FF110	Friends of Tincombe	£335.00
FF111	Saltash Regatta	£2,943.00

18. To receive and note reports on funding awarded:

a. To receive and note a report from Forder Community and Conservation Association relating to the use of Community Chest funding. (Pages 133 - 143)

b. To receive and note a letter confirming the return of Town Council Community Chest awarded grant money from The Sue Hooper Charitable Foundation. (Page 144)

c. To receive and note a letter from Saltash Rotary Club relating to the BT Phone Box located outside Isambard House. (Pages 145 - 146)
(Pursuant to P&F 09.03.2021 Minute no. 168/20/21a)

19. To receive and consider recommending to Full Council the following policy amendments:

a. Financial Regulations 2022-23 (Pages 147 - 172)

b. Standing Orders (Pages 173 - 212)

c. Unreasonable Customer Behaviour and Persistent Complaints. (Pages 213 - 228)

20. To receive an IT report and consider any actions and associated expenditure. (Pages 229 - 230)

21. To receive and consider adopting the draft template design for all future Town Council Announcements. (Page 231)

22. To receive a report on the tender opening for the Delivery of Professional Youth Work in Saltash for the year 2022-23 and consider any actions and associated expenditure. (Page 232)

23. To receive a report from Professional Youth Work Organisation (Pages 233 - 234)

24. To receive reports from Working Groups and Outside Bodies:
 - a. Neighbourhood Plan Steering Group (Page 235)
 - b. Saltash Team For Youth (Page 236)
 - c. To receive a verbal update on the latest Section 106 Panel meeting
25. 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.
26. To receive a recommendation from the Personnel Committee meeting held on 29th March 2022 and consider any actions and associated expenditure. (Page 237)
27. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
28. To consider urgent non-financial items at the discretion of the Chairman.
29. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of Next Meeting: Tuesday 12 July 2022 at 6.30 pm