



# **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)

4 May 2023

Dear Councillor

I write to summon you to the **Meeting of Policy and Finance Committee** to be held at the Guildhall on **Wednesday 10th May 2023 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 by **12 noon the day before the meeting** either by email to [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk) or sent to The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX. Please provide your full name and indicate if you will be present at the meeting.

Yours sincerely,

S Burrows  
Town Clerk

To:

<b>Essa</b>	<b>Tamar</b>	<b>Trematon</b>
R Bickford	J Dent	S Miller
J Brady	S Gillies	B Samuels
R Bullock	S Martin	B Stoyel
J Foster	L Mortimore	D Yates
M Griffiths	J Peggs	
S Lennox-Boyd	P Samuels	

## **Agenda**

1. To elect a Chairman.
2. To elect a Vice Chairman.
3. Health and Safety Announcements.
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. The 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 Town Council must do so by 12 noon the day before the meeting.
7. To receive and approve the minutes of the Policy and Finance Committee held on 14th March 2023 as a true and correct record. (Pages 5 - 15)
8. All accounts and bank accounts reconciled up to 31st March 2023.
9. Petty cash reconciled up to 31st March 2023.
10. To receive a report on VAT. (Page 16)
11. To receive a report on investments. (Page 17)
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 18 - 28)
14. To receive a report from the Finance Officer. (Page 29)
15. To receive the Town Clerks report on delegated authority to spend and consider any actions and associated expenditure. (Page 30)
16. To consider Risk Management reports as may be received.

17. To receive and note a report on the Precept Facebook Advert 2022-23. (Pages 31 - 33)
18. To receive an IT report and consider any actions and associated expenditure. (Pages 34 - 46)
19. To consider Community Chest and Festival Fund applications:
  - a. Community Chest Fund: (Pages 47 - 110)

<b>Application Number</b>	<b>Organisation</b>	<b>Amount Requested</b>
CC268	Saltash Cornwall Old Society	£300.00
CC269	Saltash United Football Club	£1,000.00

- b. Festival Fund: (Pages 111 - 134)

<b>Application Number</b>	<b>Organisation</b>	<b>Amount Requested</b>
FF115	Saltash Regatta	£3,000.00

20. To receive the Home Library Service policy of the Services Committee and consider recommending to Full Council. (Pages 135 - 162)
21. To receive and note a report on the Town Council Data Compliance. (Page 163)
22. To receive a report on the Delivery of Professional Youth Work Tenders in Saltash and consider any actions and associated expenditure. (Page 164)
23. To receive recommendations of the following Sub Committees:
  - a. Station Property held on 27th March 2023. (Page 165)
  - b. Property Maintenance held on 4th April 2023; (Page 166)
24. To receive a report to further revise Isambard House Fees and Charges and consider any actions and associated expenditure. (Page 167)
25. To receive reports from Working Groups and Outside Bodies:
  - a. Neighbourhood Plan Steering Group.
  - b. Section 106 Panel.
26. 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.

27. To consider any items referred from the main part of the agenda.
28. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that the public and press be re-admitted to the meeting.
29. To consider urgent non-financial items at the discretion of the Chairman.
30. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of Next Meeting: Tuesday 11 July 2023 at 6.30 pm