



Saltash Town Council

Konsel An Dre Essa



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

8 November 2023

Dear Councillor

I write to summon you to the **Meeting of Policy and Finance Committee** to be held at the Guildhall on **Tuesday 14th November 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 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:

Essa	Tamar	Trematon
R Bickford	J Dent	S Miller (Chairman)
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 (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. The 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 Town Council must do so by 12 noon the day before the meeting.

5. To receive and approve the minutes of the Extraordinary Policy and Finance Committee held on 31st October 2023 as a true and correct record. (Pages 4 - 28)
6. To note that all accounts and bank accounts are reconciled up to September.
7. To note that petty cash is reconciled up to October.
8. To receive and note a report on VAT. (Page 29)
9. To receive and note a report on investments. (Pages 30 - 31)
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. There are no discrepancies to report.
11. To receive the current STC and Committee budget statements and consider any actions and associated expenditure. (Pages 32 - 43)
12. To receive a report from the Finance Officer and consider any actions and associated expenditure. (Pages 44 - 46)
13. To receive the Town Clerks report on delegated authority to spend and consider any actions and associated expenditure.
14. To consider Risk Management reports as may be received.
15. To receive and note the Interim Internal Audit Report for the year ended 31st March 2024. (Pages 47 - 50)

16. To receive a report on the Town Council Precept for the year 2024/25 and consider any actions and associated expenditure. (Pages 51 - 55)
17. To receive the Town Council recommended Fees and Charges for the year 2024/25 and consider any actions and associated expenditure. (Pages 56 - 60)
18. To receive the Town Council recommended Budgets, Virements and Nominal Codes for the year 2024/25 and consider any actions and associated expenditure. (Pages 61 - 73)
19. To receive the Town Council recommended level of contingency and consider any actions and associated expenditure. (Page 74)
20. To consider recommending the Town Council Precept for the year 2024/25 to Full Council to be held on 7th December 2023.
21. To receive a report on the Town Council Precept leaflet for the year 2024/25 and consider any actions and associated expenditure. (Pages 75 - 79)
22. To receive reports from Working Groups and Outside Bodies:
 - a. Neighbourhood Plan Steering Group.
 - b. Saltash Team For Youth. (Pages 80 - 81)
 - c. Section 106 Panel.
23. 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.
24. To consider any items referred from the main part of the agenda.
25. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
26. To consider urgent non-financial items at the discretion of the Chairman.
27. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of Next Meeting: Tuesday 9 January 2024 at 6.30 pm