



Saltash Town Council

Konsel An Dre Essa



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

3 January 2024

Dear Councillor

I write to summon you to the **Meeting of Policy and Finance Committee** to be held at the Guildhall on **Tuesday 9th January 2024 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 Policy and Finance Committee held on 14th November 2023 as a true and correct record. (Pages 6 - 14)
6. To note that all accounts and bank accounts reconciled up to November.
7. To note that petty cash is reconciled up to November.
8. To receive and note a report on VAT. (Page 15)
9. To receive and note 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 and consider any actions and associated expenditure. (Pages 17 - 29)
12. To receive a report from the Finance Officer and consider any actions and associated expenditure. (Page 30)
13. To receive a report to ratify the Town Council Cyber and Pontoon Insurance and associated expenditure. (Pages 31 - 50)
14. To receive a report on the Town Council Fleet Insurance and consider any actions and associated expenditure. (Page 51)
15. To receive a report on the Town Council Precept Leaflet for the year 2024-25 and consider any actions and associated expenditure. (Pages 52 - 55)
(Pursuant to minute number 110/23/24 P&F held on 14th November 2023)

16. The Town Clerks report on delegated authority to spend and consider any actions and associated expenditure.
17. To consider Risk Management reports as may be received.
18. To receive and consider the following Committees recommendations and consider any actions:
 - a. Policy and Finance held 14th March 2023; (Pages 56 - 63)
 - b. Planning and Licensing held on 19th September 2023; (Pages 64 - 96)
 - c. Burial Authority held on 25th September 2023; (Pages 97 - 103)
 - d. Services held on 14th December 2023. (Page 104)
19. To receive the Town Council Health and Safety Audit year ended 2023 and consider any actions and associated expenditure. (Pages 105 - 115)
20. To consider the Policy and Finance Committee priorities for the next three years working within the six Town Council Strategic Priorities. (Page 116)
21. To receive a report on the Town Council Modern Logo and consider any actions and associated expenditure. (Page 117)
22. To receive a report on HM Land Registry Business E Services and consider any actions and associated expenditure. (Pages 118 - 119)
23. To receive a report on the Town Council media subscription and consider any actions and associated expenditure. (Pages 120 - 127)
24. To receive a report on the Neighbourhood Plan website and consider any actions and associated expenditure. (Pages 128 - 130)
25. To receive an amendment to the Town Council Seals and Logo Policy and consider any actions. (Pages 131 - 134)
26. To receive the Hire of Public Loudspeaker Policy and consider any actions.
(Pursuant to Policy and Finance held on 14.03.2023 Minute nr. 171/22/23)
27. To receive a report from Saltash Youth Network and consider any actions and associated expenditure. (Pages 135 - 140)

28. To receive reports on funding awarded and consider any actions and associated expenditure.
 - a. CC269 Saltash United Football Club; (Page 141)
 - b. FF118 Tinchcombe Tea Party; (Pages 142 - 149)
 - c. FF115 Saltash Regatta. (Pages 150 - 152)

29. To receive and note quarterly reports for the Commissioning of Professional Youth Work in Saltash:
 - a. Livewire; (Pages 153 - 155)
 - b. The Core. (Pages 156 - 158)

30. To receive reports from Working Groups and Outside Bodies:
 - a. Neighbourhood Plan Steering Group;
 - b. Saltash Team For Youth;
 - c. Section 106 Panel.

31. 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.

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

33. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.

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

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

Date of Next Meeting: Tuesday 12 March 2024 at 6.30 pm