



# ***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)*

6 March 2024

Dear Councillor

I write to summon you to the **Meeting of Policy and Finance Committee** to be held at the Guildhall on **Tuesday 12th March 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](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 (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 27th February 2024 as a true and correct record. (Pages 5 - 11)
6. To note that all accounts and bank accounts are reconciled up to January.
7. To note that petty cash is reconciled up to February.
8. To receive and note a report on VAT. (Page 12)
9. To receive and note a report on investments. (Pages 13 - 14)
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 Committee budget statements and consider any actions and associated expenditure. (Pages 15 - 28)
12. To receive a report from the Finance Officer and consider any actions and associated expenditure. (Pages 29 - 30)
13. To receive a report on the Town Council fleet insurance and consider any actions and associated expenditure. (Pages 31 - 45)
14. To receive the Town Clerks report on delegated authority to spend and consider any actions and associated expenditure. (Pages 46 - 47)
15. To consider Risk Management reports as may be received.

16. To receive the Events and Hire of Town Council Premises Policy and consider any actions and associated expenditure. (Pages 48 - 52)
17. To receive and consider recommendations from the Personnel Committee held on 29th February 2024. (Pages 53 - 55)
18. To receive and note a report on Freedom of Information and GDPR Subject Access Requests. (Page 56)
19. To consider Festival Fund applications:
  - a. FF120 Cornwall International Male Choral Festival; (Pages 57 - 83)
  - b. FF121 Saltash May Fair. (Pages 84 - 110)
20. To receive reports on funding awarded and consider any actions and associated expenditure:
  - a. CC264 Friends of Summerfield; (Pages 111 - 114)
  - b. CC269 Saltash Football Club; (Pages 115 - 117)
  - c. CC270 Saltash Radio; (Pages 118 - 120)
  - d. FF119 Christmas Festival 2023. (Pages 121 - 124)
21. To receive and note quarterly reports for the Commissioning of Professional Youth Work in Saltash:
  - a. The Core;
  - b. Livewire. (Pages 125 - 127)
22. To receive reports from Working Groups and Outside Bodies:
  - a. Neighbourhood Plan Steering Group;
  - b. Saltash Team For Youth; (Pages 128 - 130)
  - 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 14 May 2024 at 6.30 pm