

# Public Document Pack

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 12th March 2024 at 6.30 pm

**PRESENT:** Councillors: R Bickford, R Bullock, J Dent, J Foster, S Lennox-Boyd, L Mortimore, J Peggs, B Samuels, P Samuels (Vice-Chairman) and B Stoyel.

**ALSO PRESENT:** H Frank (Trustee Cornwall International Choral Festival; Treasurer Saltash May Fair), S Burrows (Town Clerk / RFO) and M Thomas (Senior Policy and Data Compliance Officer)

**APOLOGIES:** J Brady, S Gillies, M Griffiths, S Martin, S Miller (Chairman) and D Yates.

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#### **162/23/24 TO APPOINT A VICE CHAIRMAN**

The Chairman informed Members that he wished to appoint a Vice Chairman for this meeting only.

It was proposed by Councillor P Samuels, seconded by Councillor Stoyel and **RESOLVED** to appoint Councillor Mortimore as Vice Chairman for this meeting only.

#### **163/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.**

The Chairman informed those present of the actions required in the event of a fire or emergency.

#### **164/23/24 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>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary/Non-Pecuniary</b>	<b>Reason</b>	<b>Left Meeting</b>
S Lennox-Boyd	19b	Non-Pecuniary	President of Saltash United FC	Yes
P Samuels	19c	Non-Pecuniary	Hosts show on Saltash Radio	Yes

b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

**165/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None received.

**166/23/24 TO RECEIVE AND APPROVE THE MINUTES OF THE EXTRAORDINARY POLICY AND FINANCE COMMITTEE HELD ON 27TH FEBRUARY 2024 AS A TRUE AND CORRECT RECORD.**

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor P Samuels, seconded by Councillor Foster and **RESOLVED** that the minutes of the Policy and Finance Committee held on 27<sup>th</sup> February 2024 were confirmed as a true and correct record.

**167/23/24 TO NOTE THAT ALL ACCOUNTS AND BANK ACCOUNTS ARE RECONCILED UP TO JANUARY.**

It was **RESOLVED** to note.

**168/23/24 TO NOTE THAT PETTY CASH IS RECONCILED UP TO FEBRUARY.**

It was **RESOLVED** to note.

**169/23/24 TO RECEIVE AND NOTE A REPORT ON VAT.**

The Town Clerk highlighted to Members that HMRC have introduced a new policy where they pay interest on VAT repayments where payment has been delayed. The report is contained and circulated in the reports pack.

It was **RESOLVED** to note.

**170/23/24 TO RECEIVE AND NOTE A REPORT ON INVESTMENTS.**

The Town Clerk provided Members an overview of the report contained and circulated in the reports pack.

The Town Clerk asked Members to note the limit of investment and percentage rate to assist with agenda item 12 point 1 (investing funds for precept).

It was **RESOLVED** to note.

**171/23/24 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.**

It was **RESOLVED** to note.

**172/23/24 TO RECEIVE THE CURRENT STC COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor P Samuels, seconded by Councillor Stoyel and **RESOLVED** to:

1. Note the budget statements;
2. Vire the remaining funds at the end of the year against budget code 6661 Finance Consultancy Fee to the 2024/25 budget code not General Reserves;
3. Refer to the Burial Authority to review the overspend against budget code 6004 General Site Maintenance (-£330).

**173/23/24 TO RECEIVE A REPORT FROM THE FINANCE OFFICER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor P Samuels, seconded by Councillor Mortimore and **RESOLVED** to:

1. Note the report from the Finance Officer;
2. Approve the allocation of the first instalment of the Precept 2024/25 £694,109 in the Nationwide 95 Day Notice Deposit account;

3. Approve delegated authority to the Responsible Finance Officer and Finance Officer to investigate the cost of a new card reader terminal for the Library Hub and purchase within the available budget 6921 IT and Office Cost.

**174/23/24 TO RECEIVE A REPORT ON THE TOWN COUNCIL FLEET INSURANCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor P Samuels, seconded by Councillor Foster and **RESOLVED** to ratify the Town Clerk and Finance Officers delegated authority to appoint James Hallam Council Guard to insure the Town Council vehicles for the year 2024/25 at a cost of £2,758.56 including applicable taxes, allocated to budget code 6205 Insurance.

**175/23/24 TO RECEIVE THE TOWN CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor P Samuels, seconded by Councillor Dent and **RESOLVED** to ratify the Town Clerks delegated spend up to £2,000+ VAT allocated to budget code 6214 Health & Safety.

**176/23/24 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**177/23/24 TO RECEIVE THE EVENTS AND HIRE OF TOWN COUNCIL PREMISES POLICY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor P Samuels, seconded by Councillor Bickford and resolved to **RECOMMEND** the Hire of Town Council Premises and Events Policy to Full Council to be held on 4<sup>th</sup> April 2024 (as attached).

**178/23/24 TO RECEIVE AND CONSIDER RECOMMENDATIONS FROM THE PERSONNEL COMMITTEE HELD ON 29TH FEBRUARY 2024.**

The Chairman of the Personnel Committee was not present at the meeting.

The Chairman asked the Town Clerk to inform Members of the Personnel Committee recommendations by reading the recommendations therein.

Personnel Committee held on 29<sup>th</sup> February 2024:

**RECOMMENDATION 1:**

**80/23/24 TO RECEIVE THE PERSONNEL COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk informed Members that the staff training budget codes are split across Services, Library and Policy and Finance in the same manner as the salaries. There is potential for staff to miss training opportunities due to the lengthy approval process for training requests over the delegated amount of £200.

Members asked various questions.

The Town Clerk confirmed that salary incremental is a recommendation to Full Council.

It was **RESOLVED** to note the budget statement.

It was proposed by Councillor Dent, seconded by Councillor Martin and unanimously resolved to **RECOMMEND** to the Policy and Finance Committee held on 12th March to consider virement of the staff training budget codes to the Personnel Committee to assist with staff training requests in line with the Committee Terms of Reference.

It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED** to approve the above recommendation.

It was proposed by Councillor Martin, seconded by Councillor Dent and unanimously resolved to **RECOMMEND** to the Policy and Finance Committee held on 12th March to consider virement of the staff salary budget codes to the Personnel Committee.

It was proposed by Councillor Foster, seconded by Councillor Dent and **RESOLVED** to approve the above recommendation.

## **RECOMMENDATION 2:**

### **81/23/24 TO RECEIVE REPORTS ON STAFF TRAINING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:**

#### a. Training Budget

It was **RESOLVED** to note.

#### b. Training Attended

Councillor Foster left the meeting and then re-joined the meeting during discussion of this item.

It was **RESOLVED** to note.

#### c. Training requests

It was proposed by Councillor Martin, seconded by Councillor Stoyel and unanimously resolved to **RECOMMEND** to the Services Committee to be held on 11th April to ratify the Town Clerks delegated authority for the Service Delivery Manager to attend RoSPA Routine Visual Inspection course at a cost of £335+VAT allocated to budget code 6676 Services Delivery Staff Training.

It was proposed by Councillor Stoyel, seconded by Councillor Foster and unanimously resolved to **RECOMMEND** to the Policy and Finance Committee to be held on 12th March to approve the Finance Officer to attend the Local Government Association Employer Role training on the 16th April at a cost of £250+VAT allocated to budget code 6656 Staff Training.

It was proposed by Councillor Stoyel, seconded by Councillor Mortimore and **RESOLVED** to approve the Finance Officer to attend the Local Government Association Employer Role training on the 16<sup>th</sup> April at a cost of £250+VAT allocated to budget code 6656 Staff Training.

## **RECOMMENDATION 3:**

### **86/23/24 TO RECEIVE A REPORT ON BRIGHTPAY SOFTWARE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Martin, seconded by Councillor Stoyel and unanimously **RESOLVED** to:

1. Purchase an annual licence for BrightPay 2024/25 at a cost of £289+VAT;
2. Purchase BrightPay Connect at a cost of 0.65p+VAT per employee per month;

3. **RECOMMEND** to the Policy and Finance Committee held on 12th March that the associated cost be allocated to budget code 6305 Finance Software due to the function moving back in-house.

It was proposed by Councillor P Samuels, seconded by Councillor Stoyel and **RESOLVED** to allocate the associated costs for bringing the BrightPay software function back in house to budget code 6305 Finance Software.

#### **RECOMMENDATION 4:**

89/23/24 TO REVIEW ROSEVALE ACCOUNTANTS FINANCE SERVICE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Foster and unanimously **RESOLVED**:

1. To continue with the temporary appointment of Rosevale Accountants to support the Finance Officer with the year-end and AGAR work;
2. At a cost of £33+VAT per hour;
3. The Town Clerk to continue to oversee the working relationship with Rosevale and ensure contracted hours are only as necessary and stay within budget;
4. To note the 12 month training plan ceases on 31st March 2024;
5. To **RECOMMEND** to the Policy and Finance Committee held on 12th March to allocate the associated cost to budget code 6661 Finance Consultancy Fees.

The Town Clerk advised Members of an update to the existing finance agreement with Rosevale Accountants that has been notified to all Members of the Personnel Committee by email.

Due to a change in Rosevale Accountants billing system the finance agreement has been terminated with immediate effect. The Finance Officer will undertake year-end and AGAR work in-house.

To allow the Finance Officer to undertake this work, the Personnel Committee agreed by email that Rosevale Accountants continue to operate the payroll on a temporary basis up to and including June 2024 at a cost of £10 + VAT per employee to process the payroll on BrightPay and £12+VAT per employee to manage BrightHR allocated to budget code 6661 Finance Consultancy.

The purchase of an annual licence for BrightPay will take place prior to payroll moving back in-house (recommendation 3 approved – minute 178/23/24).

It was proposed by Councillor Bullock, seconded by Councillor B Samuels and **RESOLVED** that Rosevale Accountants continue to operate the payroll on a temporary basis up to and including June 2024 at a cost of £10+VAT per employee and to manage BrightHR at a cost of £12+VAT per employee, allocated to budget code 6661 Finance Consultancy Fees.

**179/23/24 TO RECEIVE AND NOTE A REPORT ON FREEDOM OF INFORMATION AND GDPR SUBJECT ACCESS REQUESTS.**

It was **RESOLVED** to note.

**180/23/24 TO CONSIDER FESTIVAL FUND APPLICATIONS:**

Councillor Bickford informed Members that the application does not meet the criteria of the Festival Fund Grant. The application complies with the Community Chest Grant.

It was proposed by Councillor Bickford, seconded by Councillor Dent and **RESOLVED** to consider the application from Cornwall International Male Choral Festival under the Community Chest Grant.

<b>Application Number</b>	<b>Organisation</b>	<b>Amount Requested</b>
FF120	Cornwall International Male Choral Festival	£300

It was proposed by Councillor Mortimore, seconded by Councillor Bickford and **RESOLVED** to award £300.

<b>Application Number</b>	<b>Organisation</b>	<b>Amount Requested</b>
FF121	Saltash May Fair	£5,000

It was proposed by Councillor Foster, seconded by Councillor Peggs and **RESOLVED** to award £5,000.

Members recognised difficult times and wished to show their thanks to the May Fair committee for their continuous work and commitment to ensure a festival comes to fruition in our town for all to enjoy.



**181/23/24** **TO RECEIVE REPORTS ON FUNDING AWARDED AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:**

a. CC264 Friends of Summerfield

It was **RESOLVED** to note.

Councillor Lennox-Boyd declared an interest in the next item and left the meeting.

b. CC269 Saltash Football Club

It was proposed by Councillor P Samuels, seconded by Councillor Stoyel and **RESOLVED** to note the updated report on the project and delegate to the Receptionist to obtain a further report on the progress of the project to be received at the Policy and Finance meeting held on 14<sup>th</sup> May 2024.

Councillor Lennox -Boyd was invited and rejoined the meeting.

Councillor P Samuels declared an interest in the next item and left the meeting.

Councillor Mortimore in the Chair.

c. CC270 Saltash Radio

It was **RESOLVED** to note.

Councillor P Samuels was invited and rejoined the meeting.

Councillor P Samuels in the Chair.

d. FF119 Christmas Festival 2023

It was **RESOLVED** to note.

Members wished to thank all organisations for their commitment to various work and events under the remit of the Community Chest and Festival Fund awarded grants.

**182/23/24 TO RECEIVE AND NOTE QUARTERLY REPORTS FOR THE COMMISSIONING OF PROFESSIONAL YOUTH WORK IN SALTASH:**

a. The Core

The Town Clerk advised Members that The Core has previously reported up to the end of the funding year so there was no report to be received at this meeting.

b. Livewire

It was **RESOLVED** to note.

**183/23/24 TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:**

a. Neighbourhood Plan Steering Group

Nothing to report.

b. Saltash Team for Youth

It was proposed by Councillor Mortimore, seconded by Councillor Bullock and **RESOLVED** to note the report and look to better publish the grants awarded for professional youth work in line with the Town Council Communications Strategy.

c. Section 106 Panel

Nothing to report.

**184/23/24 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.

**185/23/24 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**186/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

To resolve that the public and press be re-admitted to the meeting.

**187/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

**188/23/24 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was proposed by Councillor Foster, seconded by Councillor Stoyel and **RESOLVED** to issue the following press and social media release:

1. Community Chest and Festival Fund grants awards.

**DATE OF NEXT MEETING**

Tuesday 14 May 2024 at 6.30 pm

Rising at: 7.36 pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_

# Hire of Town Council Premises and Events

RESPONSIBLE COMMITTEE: P&F

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*This is a policy/procedure document of Saltash  
Town Council to be followed by both Council  
Members and Employees.*

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Current Document Status			
Version	1 DRAFT	Approved by	
Date		Date	
Responsible Officer		Minute no.	
Next review date			

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
02.2024	2024 DRAFT	AJT	P&F 12.03.2024	177/23/24	New policy. Recommendation to FTC 04.04.2024
04.2024	2024	AJT	FTC 04.04.2024		Recommendation from P&F.

Document Retention Period
Until superseded

## **Hire of Town Council Premises and Events**

This policy sets out the guidelines for the administration of events and hire of Saltash Town Council premises to outside organisations, businesses and individuals.

### **Hire of Town Council premises**

Hirers must be over the age of 18.

Use of the premises must be for legal activities only.

Premises are available for hire on bank or public holidays subject to agreement. Additional charges may apply.

There is a minimum hire of two hours.

All hirers should refer to the terms and conditions of hire attached to the booking form. To book a premises, the Town Council booking form must be used and this is available on the Town Council website or by contacting the Guildhall. Completed forms should be sent to [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk) or to the Guildhall.

All bookings are at the discretion of the Town Council.

### **Charges**

Current charges for hire of premises can be found in the Town Councils fees and charges, on the Town Council website <https://www.saltash.gov.uk/facilitiesforhire.php> or by contacting the Guildhall.

Community rate charges are only applicable to Saltash based volunteer organisations, all other bookings will be charged at the commercial rate.

The room hire fee and any other charges should be paid in full and in advance by the hirer within 7 days of receipt of the invoice from Saltash Town Council, unless prior arrangement with the Town Clerk has been agreed. If payment has not been received prior to a booking, the booking may be cancelled.

### **Refunds and cancellations**

Room hire bookings are offered on a no refund basis unless circumstances dictate that Saltash Town Council has to cancel the booking then a full refund will be offered.

The Town Clerk has delegated authority to offer full or partial refunds in exceptional circumstances, reporting back to the Policy and Finance Committee. The decision of the Town Clerk is final.

## **Free use of Town Council premises**

There is a cost involving public money to providing facilities for hire and Saltash Town Council normally charges external organisations for the use of Town Council premises.

This policy lays out the approach of the Town Council to request for free use of Town Council Premises by external organisations.

### **Eligibility**

Saltash Town Council will consider applications for free use of Council Premises from groups which are underpinning the strategic priorities of Saltash Town Council, as laid out in their Business Plan, where no other body is able to pay for the facility. The policy is not intended to support normal meetings of Saltash based groups, although the Town Council acknowledge they carry out vital roles in our community.

Meetings should, where possible, be held during operational hours to avoid incurring additional staffing costs, and where they can be accommodated. Where there is an extra direct cost to the Town Council (e.g. staff required for attending facilities, heating and lighting costs out of normal operating hours) this may be charged.

Other community or voluntary groups, who do not qualify for free use, will be directed to the Library Hub where meetings can be held during operational opening hours, or to make use of the Community rates for room hire found in the fees and charges.

### **Applications**

Applications for free use of council premises should be submitted in writing as early as possible, prior to the requested booking date. These will be assessed subject to availability. Applications should outline the reasons for the request for free use of a Town Council premises.

This should be submitted to [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk) or by post to The Town Clerk, The Guildhall 12 Lower Fore Street Saltash PL12 6JX.

### **General guidelines**

- Free use will not usually be offered on Saturday, Sunday or public holidays except in exceptional circumstances.
- A suitable room/venue will be allocated by the administration team subject to operational requirements and availability, whilst working with the hirer.
- Bookings will be for a maximum of 3 hours but may be limited by operational requirements.
- All requests approved must conform with the general conditions of hire, as detailed in the Town Council facilities for hire booking form.
- Refreshments are not included as part of free hire. If requested, they will usually be charged at normal rates (see Fees and Charges on the STC website).

- Free use will not be offered for charitable events, religious or party political purposes.
- If a request for a paid booking is received by the Town Council for the same time as the authorised free booking, the free hirer may be asked to move the booking to an alternative Town Council venue or date, subject to the Town Clerks review and final decision.

## **Decisions**

Delegated authority to decide on all requests for free bookings is given to the Town Clerk (or in their absence the Assistant Town Clerk) in conjunction with the Chairman of the Town Council, reporting back to the Policy and Finance Committee.

The decision of the Town Council is final.

## **Events**

### **Town Council events**

Tickets for events run by the Town Council will be offered for sale on a no refund basis, except in the case of cancellation or rescheduling of the event.

### **Cancellation**

If a Town Council organised event is cancelled or rescheduled, a refund will be issued if required, ticket purchasers will be notified of the cancellation or reschedule.

### **Events run by third parties**

The Town Council is not responsible for refunding tickets sold for events run by a third party and accept no liability for any loss.

### **Data**

The Town Council will collect and retain personal data in order to contact you about any booking or purchase, in order to process refunds in the event of cancellation or reschedule (where applicable).

Please refer to the privacy notice on the Town Council website for how we use your data. Please visit the policy page of the Town Council website to view <https://www.saltash.gov.uk/policies.php>