



Saltash Town Council

Konsel An Dre Essa



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

8 May 2024

Dear Councillor

I write to summon you to the **Meeting of Policy and Finance Committee** to be held at the Guildhall on **Tuesday 14th May 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 via The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX.

Yours sincerely,

S Burrows
Town Clerk/ RFO

To:

Essa	Tamar	Trematon
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. Public Questions - A 15-minute period when members of the public may ask questions of the Town Council.

Please note: Any member of the public requiring to put a question to the Town Council must do so by email or via The Guildhall **no later than 12 noon the day before the meeting.**

Members of the public are advised to review the Receiving Public Questions, Representations and Evidence at Meetings document prior to attending the meeting.

7. To receive and approve the minutes of the Policy and Finance Committee held on 12th March 2024 as a true and correct record. (Pages 5 - 15)
8. To note that all accounts and bank accounts are reconciled up to March 2024.
9. To note that petty cash is reconciled up to April 2024.
10. To receive and note a report on VAT. (Page 16)
11. To receive a report on investments and consider any actions and associated expenditure. (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. There are no discrepancies to report.
13. To receive the current STC Committee budget statements and consider any actions and associated expenditure. (Pages 18 - 29)
14. To receive a report from the Finance Officer and consider any actions and associated expenditure. (Pages 30 - 43)

15. To receive a report on insurance claims and consider any actions and associated expenditure.
16. To receive 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 Saltash Town Council Draft Brand Guidelines and Appendices and consider any actions and associated expenditure. (Pages 44 - 88)
19. To receive a report on the Delivery of Professional Youth Work Tenders in Saltash and consider any actions and associated expenditure. (Pages 89 - 92)
20. To receive and note a report on the authorisation of the use of Town Seals and Modern Logo. (Page 93)
21. To consider Festival Fund applications:
 - a. FF122 Songs and Shanties Festival; (Pages 94 - 126)
 - b. FF123 Tincombe Tea Party; (Pages 127 - 149)
 - c. FF124 Saltash Regatta. (Pages 150 - 168)
22. To consider Community Chest Applications:
 - a. CC271 Saltash Bowls Club. (Pages 169 - 198)
23. To receive reports on funding awarded and consider any actions and associated expenditure.
 - a. CC269 Saltash Football Club (Pages 199 - 200)
(Pursuant to P&F held on 12.03.2023 minute nr. 181/23/24)
 - b. FF120 Saltash Music, Speech and Drama Festival (Page 201)
24. To receive and note the revised constitution from Saltash Youth Network. (Pages 202 - 208)
25. To receive reports from Working Groups and Outside Bodies:
 - a. Neighbourhood Plan Steering Group;
 - b. Saltash Team For Youth;
 - c. 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 confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

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