



# **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)  
 18 September 2024

Dear Councillor

I write to summon you to the **Meeting of Policy and Finance Committee** to be held at the Guildhall on **Tuesday 24th September 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 via The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX.

Yours sincerely,

S Burrows  
 Town Clerk/ RFO

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. 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.

5. To receive and approve the minutes of the Policy and Finance Committee held on 9 July 2024 as a true and correct record. (Pages 6 - 17)
6. To receive a recommendation from the Town Vision Sub Committee and consider any actions and associated expenditure. (Pages 18 - 28)
7. To note that all accounts and bank accounts are reconciled up to July 2024.
8. To note that petty cash is reconciled up to August 2024.
9. To receive and note a report on VAT. (Page 29)
10. To receive a report on investments and consider any actions and associated expenditure. (Pages 30 - 32)
11. 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.
12. To receive the current STC Committee budget statements and consider any actions and associated expenditure.
13. To receive a report from the Finance Officer and consider any actions and associated expenditure. (Pages 33 - 36)

14. To receive a report on insurance claims and consider any actions and associated expenditure.
15. To receive the Town Council Main Insurance Policy Renewal and consider any actions and associated expenditure. (Pages 37 - 65)
16. To receive the Town Clerks report on delegated authority to spend and consider any actions and associated expenditure.
17. To set the Policy and Finance budget for the year 2025/26 recommending to the Policy and Finance Committee to be held on 12 November 2024. (Pages 66 - 67)
18. To consider Risk Management reports as may be received.
19. To consider a Community Chest application:
  - a. CC276 Girlguiding Saltash District. (Pages 68 - 94)
20. To consider a Festival Fund application:
  - a. FF126 Saltash Music, Speech and Drama Festival. (Pages 95 - 119)
21. To receive reports on funding awarded and consider any actions and associated expenditure:
  - a. CC274 Saltash Community Shed; (Pages 120 - 122)
  - b. FF122 Songs and Shanties Festival; (Pages 123 - 126)
  - c. FF124 Saltash Regatta. (Pages 127 - 129)
22. To receive amendments to the following policies and consider any actions:
  - a. Co-option Policy. (Pages 130 - 147)
  - b. Match Funding for Festivals. (Pages 148 - 169)
23. To receive and review the following policies and consider any actions:
  - a. Acquisition or Sale of Land and Property. (Pages 170 - 172)
  - b. Civic Handbook. (Pages 173 - 209)
  - c. Election of Mayor and Deputy Mayor. (Pages 210 - 219)
  - d. Public Loudspeaker System (Fore Street). (Pages 220 - 227)

24. To receive and note quarterly reports for the Commissioning of Professional Youth Work in Saltash:
  - a. Livewire; (Pages 228 - 230)
  - b. The Core. (Pages 231 - 235)
  
25. To receive reports from Working Groups and Outside Bodies:
  - a. Neighbourhood Plan Steering Group;
  - b. Saltash Team For Youth; (Pages 236 - 237)
  - 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 12 November 2024 at 6.30 pm