



Saltash Town Council

Konsel An Dre Essa



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

8 January 2025

Dear Councillor

I write to summon you to the **Meeting of Policy and Finance Committee** to be held at the Guildhall on **Tuesday 14th January 2025 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 (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 12 November 2024 as a true and correct record. (Pages 6 - 13)
6. To receive a recommendation from the Services Committee and consider any actions and associated expenditure. (Pages 14 - 15)
7. To receive recommendations from the following Sub Committees and consider any actions and associated expenditure.
 - a. Property Maintenance Sub Committee held on 26 September 2024. (Page 16)
 - b. Town Vision Sub Committee held on 24 October 2024. (Pages 17 - 18)
8. To receive and review the Policy and Finance Business Plan Deliverables for quarter three and consider any actions and associated expenditure. (Pages 19 - 28)
9. To note that all accounts and bank accounts are reconciled up to November 2024.
10. To note that petty cash is reconciled up to December 2024.
11. To receive and note a report on VAT. (Page 29)

12. To receive and note a report on investments and consider any actions and associated expenditure. (Page 30)
13. 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.
14. To receive the current STC Committee budget statements and consider any actions and associated expenditure. (Pages 31 - 44)
15. To receive a report from the Finance Officer and consider any actions and associated expenditure. (Pages 45 - 47)
16. To receive and note a letter from the external auditor BDO LLP. (Pages 48 - 49)
(Pursuant to FTC held on 3 October 2024 Minute number 218/24/25)
17. To receive and note the Interim Internal Audit Report for the year ended 31 March 2025. (Pages 50 - 53)
18. To ratify the Town Council pontoon and cyber insurance renewals. (Pages 54 - 115)
19. To receive a report on the Town Council Fleet Insurance Renewal and consider any actions and associated expenditure. (Page 116)
20. To receive a report on insurance claims and consider any actions and associated expenditure. (Pages 117 - 119)
21. To consider Risk Management reports as may be received.
22. To receive the Town Council Health and Safety Audit Report and consider any actions and expenditure. (Pages 120 - 132)
23. To receive a report on the Town Council's Civic Regalia and consider any actions and associated expenditure. (Pages 133 - 136)
24. To receive the Town Council Precept Information and consider any actions. (Pages 137 - 143)
(Pursuant to Policy and Finance held 12 November 2024 Minute Number 96/24/25)
25. To receive a report on appointing a photographer and consider any actions and associated expenditure. (Pages 144 - 154)
26. To consider Community Chest applications:
 - a. CC280 Cornwall Air Ambulance (Pages 155 - 254)

- b. CC281 Saltash Floral Art Club (Pages 255 - 273)
27. To receive a report on funding awarded to CC275 Saltash United Football Club and consider any actions and associated expenditure. (Pages 274 - 276)
28. To receive a report on Town Council Grant Funding and consider any actions. (Pages 277 - 278)
29. To receive amendments to the following policies and procedures and consider any actions:
- a. Grants; (Pages 279 - 316)
 - b. STC Privacy Notice. (Pages 317 - 325)
30. To receive and review the following policies and consider any actions:
- a. Code of Conduct; (Pages 326 - 338)
 - b. Home Library Service; (Pages 339 - 371)
 - c. Library Stock Management; (Pages 372 - 378)
 - d. Data Protection and Disposal Policies. (Pages 379 - 425)
31. To receive and note quarterly reports for the Commissioning of Professional Youth Work in Saltash:
- a. The Core; (Pages 426 - 430)
 - b. Livewire. (Pages 431 - 433)
32. To receive reports from Working Groups and Outside Bodies:
- a. Section 106 Panel. (Pages 434 - 436)

33. 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.

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

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

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

37. To receive a report on the level of Town Council General Reserves, Contingency and Earmarked Reserves and consider any actions and associated expenditure. (Pages 437 - 442)

Date of Next Meeting: Tuesday 11 March 2025 at 6.30 pm