



# ***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)*

5 March 2025

Dear Councillor

I write to summon you to the **Meeting of Policy and Finance Committee** to be held at the Guildhall on **Tuesday 11th March 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](mailto:enquiries@saltash.gov.uk) or via The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX.

Yours sincerely,

S Burrows  
Town Clerk

To:

<b>Essa</b>	<b>Tamar</b>	<b>Trematon</b>
R Bickford J Brady R Bullock J Foster M Griffiths S Lennox-Boyd	J Dent S Gillies S Martin L Mortimore J Peggs P Samuels (Vice-Chairman)	S Miller (Chairman) B Samuels B Stoyel D Yates

## 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 14 January 2025 as a true and correct record. (Pages 6 - 22)
6. To receive and consider the following recommendation from the Services Committee and consider any actions and associated expenditure. (Page 23)
7. To receive a recommendation from the Town Vision Sub Committee and consider any actions and associated expenditure. (Page 24)
8. To receive and review the Policy and Finance Committee's Business Plan Deliverables for quarter four and consider any actions and expenditure. (Pages 25 - 34)
9. To note that all accounts and bank accounts are reconciled up to January 2025.
10. To note that petty cash is reconciled up to February 2025.
11. To receive and note a report on VAT. (Page 35)
12. To receive and note a report on investments and consider any actions and associated expenditure. (Pages 36 - 37)
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 38 - 51)
15. To receive a report from the Finance Officer and consider any actions and associated expenditure. (Pages 52 - 55)
16. To ratify the Town Council Fleet Insurance Renewal and consider any actions and associated expenditure. (Pages 56 - 71)
17. To receive a report on insurance claims and consider any actions and associated expenditure. (Page 72)
18. To consider Risk Management reports as may be received.
19. To consider Community Chest applications:
  - a. CC282 Saltash United Football Club; (Pages 73 - 108)
  - b. CC283 Sue Hooper Charitable Foundation (Pages 109 - 152)
  - c. CC284 Tamar Trotters Running Club. (Pages 153 - 189)
20. To consider Festival Fund applications:
  - a. FF127 Saltash Regatta; (Pages 190 - 245)
  - b. FF128 Saltash May Fair. (Pages 246 - 284)
21. To receive a report on Town Council Grant Funding and consider any actions. (Pages 285 - 290)
22. To receive a report on Town Council IT equipment and consider any actions and associated expenditure. (Pages 291 - 294)
23. To receive a report on updating Standing Orders and consider any actions and associated expenditure. (Page 295)
24. To review Town Council's policies and procedures and consider any actions and associated expenditure: (Pages 296 - 300)

**[\(Please click here to view and download the Town Council policies.\)](#)**

- a. Employees;
  1. Data Protection - Criminal Records Information Policy;
  2. Data Protection Policy;
  3. Disability Employment Policy;
  4. Equality and Diversity Policy;
  5. Employee Handbook;
  6. Employee Recognition Scheme;
  7. Protocol for Member Officer Relations;

8. Recruitment & Selection Policy;
  9. Training and Development Policy;
- b. Finance;
1. Annual Business Continuity Plan;
  2. Annual Internal Audit and Business Risk Assessment;
  3. Annual Reserves Policy;
  4. Annual Statement on Internal Control;
  5. Annual Treasury Management Strategy;
  6. Anti Bribery Policy Statement & Anti Fraud & Corruption Strategy;
  7. Finance Schedule & Precept Plan;
  8. Financial Regulations.
  9. Receipting of Income & Banking Procedures;
  10. Risk Management Plan Statement;
  11. Risk Management Strategy;
  12. Scheme of Delegation;
  13. Local Government Pension Scheme.
- c. General;
1. Acquisition or Sale of Land and Property;
  2. Allotments;
  3. Communications Policy & Strategy;
  4. Complaint Handling and Customer Behaviour Policies;
  5. Data Retention and Disposal Policy;
  6. Events and Hire of Town Council Premises;
  7. FOI Model Publication Scheme 2023;
  8. Freedom of Information Policy;
  9. Grants Policy;
  10. Match Funding Policy;
  11. Planning – A Guide for Councillors;
  12. Public Loudspeaker Policy;
  13. Receiving Public Questions, Representations and Evidence at Meetings;
  14. Safeguarding Policy;
  15. Social Media Policy;
  16. Standing Orders;
  17. STC Corporate Guidelines;
  18. Corrections and Additions to Saltash War Memorials Policy;
  19. Noticeboard Policy;
  20. Fundraising Strategy.
- d. Health and Safety;
1. Health and Safety Manual.
  2. Emergency Plan.
- e. Library;
1. Home Library Service;
  2. Library Stock Management Policy.

- f. Members;
    - 1. Co-option Policy;
    - 2. Code of Conduct.
  - g. Civic;
    - 1. Awarding the Honorary Freedom of Saltash;
    - 2. Civic Awards;
    - 3. Civic Handbook;
    - 4. Election of Mayor and Deputy Mayor.
25. To receive reports from Working Groups and Outside Bodies:
- a. Neighbourhood Plan Steering Group;
  - b. Saltash Team For Youth; (Pages 301 - 302)
  - 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 10 June 2025 at 6.30 pm