



Saltash Town Council

Konsel An Dre Essa



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

21 February 2024

Dear Councillor

I write to summon you to an **Extraordinary Policy and Finance Committee meeting** to be held at the Guildhall on **Tuesday 27th February 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 sent to The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX. Please provide your full name and indicate if you will be present at the meeting.

Yours sincerely,

Councillor Miller
Chairman of Policy and Finance

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. Questions - A 15-minute period when members of the public may ask questions of Members of the Council.

Please note: 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.

5. To receive and approve the minutes of the Policy and Finance Committee held on 9th January 2024 as a true and correct record. (Pages 5 - 14)
6. To receive the following Committee recommendations and consider any actions and associated expenditure:
 - a. Services held on 8th February 2024 (Page 15)
 - b. Full Town Council held on 1st February 2024 (Page 16)
7. To review the Town Council's policies and procedures and consider any actions and associated expenditure:

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

- a. Employees:
 1. NJC Green Book
 2. Data Protection – Criminal Records Information Policy
 3. Data Protection Policy (Employees)
 4. Disability Employment Policy
 5. Employee Handbook 2023
 6. Protocol for Member Officer Relations
 7. Provision of IT and Acceptable Use Policy
 8. Recruitment and Selection Policy

- b. Finance:
 - 1. Accounts and Audit Regulations 2015
 - 2. Annual Business Continuity Plan
 - 3. Annual Internal Audit and Business Risk Assessment
 - 4. Annual Reserves Policy 2024-25
 - 5. Annual Statement on Internal Control 2024-25
 - 6. Annual Treasury Management Strategy
 - 7. Anti Bribery Policy Statement & Anti Fraud & Corruption Strategy 2024-25
 - 8. Finance Schedule & Precept Plan
 - 9. Local Government Pension Scheme
 - 10. Receipting of Income & Banking Procedures
 - 11. Risk Management Plan Statement 2024-25
 - 12. Risk Management Strategy 2024-25
 - 13. Scheme of Delegation
 - 14. Financial Regulations 2024-25

- c. General:
 - 1. Acquisition or Sale of Land and Property
 - 2. Allotments
 - 3. Complaint Handling and Customer Behaviour Policies
 - 4. Communications Policy & Strategy
 - 5. Data Retention and Disposal Policy
 - 6. Equality and Diversity Policy
 - 7. Events and Hire of Town Council Premises
 - 8. FOI Model Publication Scheme 2023
 - 9. Freedom of Information Policy
 - 10. Grants Policy
 - 11. Match Funding Policy
 - 12. Planning – A Guide for Councillors
 - 13. Public Loudspeaker Policy
 - 14. Receiving Public Questions, Representations and Evidence at Meetings
 - 15. Safeguarding Policy
 - 16. Social Media Policy
 - 17. Standing Orders
 - 18. STC Seals and Logo
 - 19. Terms of Reference – Committees and Sub-Committees
 - 20. Training and Development Policy

- d. Health and Safety:
 - 1. Health and Safety Manual

- e. Library:
 - 1. Home Library Service
 - 2. Library Stock Management Policy

- f. Members:
 - 1. Advisory Dress Code (Councillors)
 - 2. Co-option Policy
 - 3. 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

- 8. 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.

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

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

- 11. To consider urgent non-financial items at the discretion of the Chairman.

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

Date of Next Meeting: Tuesday 12 March 2024 at 6.30 pm