

## **SALTASH TOWN COUNCIL**

### **Minutes of the Extraordinary Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 27th February 2024 at 6.30 pm**

**PRESENT:** Councillors: R Bickford, R Bullock, J Dent, J Foster, S Lennox-Boyd, S Miller (Chairman), B Samuels, P Samuels (Vice-Chairman) and B Stoyel.

**ALSO PRESENT:** S Burrows (Town Clerk) and M Thomas (Senior Policy and Data Compliance Officer)

**APOLOGIES:** J Brady, S Gillies, M Griffiths, S Martin, L Mortimore, J Peggs and D Yates.

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#### **151/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.**

The Chairman informed those present of the actions required in the event of a fire or emergency.

#### **152/23/24 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.

None received.

b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None received.

#### **153/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None received.

**154/23/24 TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 9TH JANUARY 2024 AS A TRUE AND CORRECT RECORD.**

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor Miller, seconded by Councillor Lennox-Boyd and **RESOLVED** that the minutes of the Policy and Finance Committee held on 9<sup>th</sup> January 2024 were confirmed as a true and correct record.

**155/23/24 TO RECEIVE THE FOLLOWING COMMITTEE RECOMMENDATIONS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:**

a. Services held on 8th February 2024

**133/23/24 TO RECEIVE AN UPDATE ON THE TOWN COUNCIL CIL PROJECT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk informed Members of the next steps to deliver the CIL funded project. It was proposed by Councillor Dent, seconded by Councillor Mortimore and resolved to **RECOMMEND** to the Extraordinary Policy and Finance Committee meeting to be held on 27th February 2024 to appoint Mel Richardson to undertake the procurement and project management work up to completion at a cost of £4,000, allocated to budget code 6282 EMF Funding Bid.

It was proposed by Councillor B Samuels, seconded by Councillor Dent and **RESOLVED** to approve the above recommendation.

b. Full Town Council held on 1<sup>st</sup> February 2024

**339/23/24 TO REVIEW THE TOWN COUNCIL GRANTS POLICY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the available funding limit for festival funds under the existing Grants Policy with the possibility of raising the amount given to festivals on daily basis. It was proposed by Councillor Bickford, seconded by Councillor Stoyel and **RESOLVED**:

1. To increase the festival fund limit to £2,500 per day up to a maximum of two days per event;
2. To improve the publicity requirements to ensure Saltash Town Council receives full recognition leading up to and on the day of the event reporting back to the Extraordinary Policy and Finance Committee to be held on 27th February 2024;
3. To **RECOMMEND** to the Policy and Finance Committee to consider a Match Funding Festival Policy at the Extraordinary Policy and Finance Committee to be held on 27th February 2024.

It was noted that this item would be considered under agenda item 7(c)(11).

**156/23/24 TO REVIEW THE TOWN COUNCIL'S POLICIES AND PROCEDURES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:**

The Town Council policies can be found on the below link.

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

The Town Clerk provided Members with an overview of the background to the policies being reviewed at the meeting and the procedure that will be put in place to streamline the process going forward.

All policies have been reviewed with amendments made to some but not all documents. Advice has been taken where appropriate from external advisers. Policies approved at this meeting (with any amendments) will be recommended to Full Town Council to be held on 7<sup>th</sup> March 2024 with all policies then being readopted at the Annual Meeting of the Town Council in May.

In future, the review of policies will be taken throughout the calendar year with the Policy and Finance Committee receiving a number of policies at each committee meeting.

Members considered and reviewed each individual policy, section by section.

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

The Town Clerk advised that the NJC Green Book forms part of the staff contract and was not for amendment or discussion at this meeting.

It was **RESOLVED** to note.

It was proposed by Councillor Miller, seconded by Councillor P Samuels and resolved to **RECOMMEND** the Employees policies and amendments (as attached) to Full Council to be held on 7<sup>th</sup> March 2024.

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 and Anti-Fraud and Corruption Strategy 2024-25
8. Local Government Pension Scheme
9. Receipting of Income and Banking Procedures
10. Risk Management Plan Statement 2024-25
11. Risk Management Strategy 2024-25
12. Scheme of Delegation
13. Financial Regulations 2024-25

The Town Clerk advised that the Accounts and Audit Regulations 2015 is a regulation that the Town Council complies with and is not for amendment or discussion at this meeting.

It was **RESOLVED** to note.

It was proposed by Councillor Foster, seconded by Councillor Stoyel and resolved to **RECOMMEND** the Finance policies and amendments (as attached) to Full Council to be held on 7<sup>th</sup> March 2024.

c. General:

1. Acquisition or Sale of Land and Property
2. Allotments
3. Complaint Handling and Customer Behaviour Policies
4. Communications Policy and 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 2024-25
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

Councillor Foster left the meeting and then re-joined the meeting during discussion of this item.

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

It was proposed by Councillor Foster, seconded by Councillor Dent and resolved to **RECOMMEND** to remove the restrictions on Chairmanship from all Terms of Reference to Full Council on 7<sup>th</sup> March 2024.

It was proposed by Councillor Miller, seconded by Councillor Foster and **RESOLVED** to:

1. defer the Match Funding for Festivals Policy to a future Policy and Finance meeting;
2. defer the Events and Hire of Town Council Premises Policy to the Policy and Finance Committee meeting to be held on 12<sup>th</sup> March 2024;
3. refer the Social Media Policy to the Communications and Engagement Working Group to review, reporting back to the Policy and Finance meeting to be held on 14<sup>th</sup> May 2024.
4. **RECOMMEND** to Full Council to be held on 7<sup>th</sup> March 2024 the remaining General policies and amendments (as attached).

d. Health and Safety

1. Health and Safety Manual

e. Library

1. Home Library Service
2. Library Stock Management Policy

It was proposed by Councillor Foster, seconded by Councillor Bullock and resolved to **RECOMMEND** the Health and Safety and Library policies (as attached) to Full Council to be held on 7<sup>th</sup> March 2024.

f. Members

1. Advisory Dress Code (Councillors)
2. Co-option Policy
3. Code of Conduct

It was proposed by Councillor Miller, seconded by Councillor Dent and **RESOLVED** to withdraw the Advisory Dress Code (Councillors) from the Town Council library of policies.

The motion was defeated.

It was proposed by Councillor Lennox-Boyd, seconded by Councillor Stoyel and resolved to **RECOMMEND** the Members policies (as attached) to Full Council to be held on 7<sup>th</sup> March 2024.

g. Civic

1. Awarding the Honorary Freedom of Saltash
2. Civic Awards
3. Civic Handbook
4. Election of Mayor and Deputy Mayor

It was proposed by Councillor Stoyel, seconded by Councillor B Samuels and resolved to **RECOMMEND** the Civic policies and amendments (as attached) to Full Council to be held on 7<sup>th</sup> March 2024.

**157/23/24 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.

**158/23/24 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**159/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

To resolve that the public and press be re-admitted to the meeting.

**160/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

**161/23/24 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was proposed by Councillor B Samuels, seconded by Councillor Stoyel and **RESOLVED** to issue the following Press and Social Media release:

1. CIL playpark project funding.

**DATE OF NEXT MEETING**

Tuesday 12 March 2024 at 6.30 pm

Rising at: 8.12 pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_