



# ***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)*

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](mailto: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:

<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. 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

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 9th January 2024 at 6.30 pm

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

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

**APOLOGIES:** R Bickford, J Foster, S Gillies, M Griffiths, L Mortimore, J Peggs and D Yates.

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#### **117/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **118/23/24 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.

<b>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary/Non-Pecuniary</b>	<b>Reason</b>	<b>Left Meeting</b>
Martin	21	Non-Pecuniary	Knows company that has quoted for the work..	Yes

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

None.

#### **119/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None received.

**120/23/24 TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 14TH NOVEMBER 2023 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 Dent and **RESOLVED** that the minutes of the Policy and Finance Committee held on 14<sup>th</sup> November 2023 were confirmed as a true and correct record.

**121/23/24 TO NOTE THAT ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO NOVEMBER.**

It was **RESOLVED** to note.

**122/23/24 TO NOTE THAT PETTY CASH IS RECONCILED UP TO NOVEMBER.**

It was **RESOLVED** to note.

**123/23/24 TO RECEIVE AND NOTE A REPORT ON VAT.**

It was **RESOLVED** to note.

**124/23/24 TO RECEIVE AND NOTE A REPORT ON INVESTMENTS.**

It was **RESOLVED** to note.

**125/23/24 TO NOTE THAT AN AUDIT ON RECENT SUPPLIER PAYMENTS WAS CONDUCTED BY THE CHAIRMAN OF POLICY & FINANCE IN LINE WITH THE COUNCILS FINANCIAL REGULATIONS. IT WAS NOTED THAT THERE ARE NO DISCREPANCIES TO REPORT.**

It was **RESOLVED** to note.

**126/23/24 TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Finance Officer reported that in order to avoid overspends on two budgets it was necessary to request that Members consider making two virements.

It was proposed by Councillor Miller, seconded by Councillor Lennox-Boyd and **RESOLVED** to note the current committee budget statements and to make the following virements:

1. £700 from budget code 6301 Stationery to 6200 Bank Charges;
2. £800 from budget code 6301 Stationery to 6300 Telephone.

**127/23/24 TO RECEIVE A REPORT FROM THE FINANCE OFFICER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Finance Officer reported that two debtors had now paid, Saltash Probus and We Are With You.

It was **RESOLVED** to note.

**128/23/24 TO RECEIVE A REPORT TO RATIFY THE TOWN COUNCIL CYBER AND PONTOON INSURANCE AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Miller, seconded by Councillor P Samuels and **RESOLVED** to ratify the Pontoon Insurance for 2023/24 at a cost of £2,159.44 including taxes and Cyber Insurance for 2023/24 at a cost of £1,327.39 including taxes allocating to budget code 6205 P&F Insurance.

Councillor Martin arrived and joined the meeting.

**129/23/24 TO RECEIVE A REPORT ON THE TOWN COUNCIL FLEET INSURANCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk expressed the importance of Town Council fleet insurance and confirmed that should there be a significant rise she would liaise with the Chairman and Vice Chairman prior to committing the Town Council to a new policy.

It was proposed by Councillor Brady, seconded by Councillor Stoyel and **RESOLVED** to delegate to the Town Clerk and Finance Officer to obtain Town Council Fleet Insurance for the year 2024/25 at a cost not exceeding a 50% increase, reporting back to a future Policy and Finance Committee meeting.

**130/23/24 TO RECEIVE A REPORT ON THE TOWN COUNCIL PRECEPT LEAFLET FOR THE YEAR 2024-25 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and **RESOLVED** to:

1. Approve Option 2 as the design/text;
2. Advertise the precept information leaflet as a double page centre spread in the Saltash Observer March 2024 edition at a cost of £1,500 plus VAT allocated to budget code 6301 Stationery;
3. Continue with other sources of advertising as agreed at the Policy and Finance Committee Meeting held on 14<sup>th</sup> November 2023 (minute number 110/23/24).

**131/23/24 THE TOWN CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Nothing to report.

**132/23/24 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.



**133/23/24 TO RECEIVE AND CONSIDER THE FOLLOWING COMMITTEES RECOMMENDATIONS AND CONSIDER ANY ACTIONS:**

- a. Policy and Finance held on 14<sup>th</sup> March 2023.

It was proposed by Councillor Miller, seconded by Councillor Bullock and resolved to **RECOMMEND** the Public Loudspeaker Policy subject to further amendments (as attached) to Full Council to be held on 11th January 2024.

- b. Planning and Licensing held on 19<sup>th</sup> September 2023.

It was proposed by Councillor B Samuels, seconded by Councillor Brady and resolved to **RECOMMEND** the amendments to the Planning - A Guide for Councillors (as attached) to Full Council to be held on 11th January 2024.

- c. Burial Authority held on 25<sup>th</sup> September 2023.

It was proposed by Councillor Dent, seconded by Councillor Miller and resolved to **RECOMMEND** the amendments to the Cemetery Management Policy and Regulations (as attached) to Full Council to be held on 11th January 2024.

- d. Services held on 14<sup>th</sup> December 2023.

It was proposed by Councillor P Samuels, seconded by Councillor Brady and **RESOLVED** to approve a licence to work within the highway at a cost of £97 to be allocated to budget code 6270 EMF Crime Reduction to support a free CCTV trial in Fore Street.

**134/23/24 TO RECEIVE THE TOWN COUNCIL HEALTH AND SAFETY AUDIT YEAR ENDED 2023 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk briefed Members on the Town Council Health and Safety Audit for the year ended 2023 and the necessary actions required to address the issues raised in the audit.

It was proposed by Councillor Miller, seconded by Councillor Dent and **RESOLVED** to delegate authority to the Service Delivery Manager working with the Town Clerk to procure items to meet the health and safety audit requirements, working within the relevant Policy and Finance Committee budgets, reporting back to a future Policy and Finance Committee meeting.

**135/23/24 TO CONSIDER THE POLICY AND FINANCE COMMITTEE PRIORITIES FOR THE NEXT THREE YEARS WORKING WITHIN THE SIX TOWN COUNCIL STRATEGIC PRIORITIES.**

It was proposed by Councillor Brady, seconded by Councillor Stoyel and **RESOLVED** that Members reviewed the Town Council Strategic Priorities and identified the role of the Policy and Finance Committee as being governance/policy led, supporting all aspects of the six Strategic Priorities.

Councillor Martin declared an interest in the next agenda item and left the meeting.

**136/23/24 TO RECEIVE A REPORT ON THE TOWN COUNCIL MODERN LOGO AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and **RESOLVED** to appoint Company C at a cost of £60 allocated to budget code 6301 Stationery to replicate the Town Council Modern Logo, producing an optimised digital design.

Councillor Martin was invited and rejoined the meeting.

**137/23/24 TO RECEIVE A REPORT ON HM LAND REGISTRY BUSINESS E SERVICES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk reported the ongoing process involved in obtaining Land Registry documentation for Town Council owned land that has been identified as labour intensive and cost expensive. Members were asked to consider options to simplify and improve the process.

It was proposed by Councillor P Samuels, seconded by Councillor Brady and **RESOLVED** to:

1. Delegate to the Finance Officer working with the Responsible Finance Officer to setup a Town Council HM Land Registry variable direct debit in line with Financial Regulations Section 6.7;
2. Allocate associated Land Registry costs to budget code 6224 Professional Costs, working within budget;
3. Delegate to the Assistant Town Clerk to setup a Town Council free of charge HM Land Registry Business E-Services Account.

**138/23/24 TO RECEIVE A REPORT ON THE TOWN COUNCIL MEDIA SUBSCRIPTION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Brady, seconded by Councillor P Samuels and **RESOLVED** to cease all media subscriptions received in the Guildhall with immediate effect.

**139/23/24 TO RECEIVE A REPORT ON THE NEIGHBOURHOOD PLAN WEBSITE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members considered options for migrating, retaining and managing the Town Council Neighbourhood Plan website content following notification that the current website provider is due to close the site shortly.

It was proposed by Councillor Dent, seconded by Councillor B Samuels and **RESOLVED** to :

1. Appoint Company A, Option 2 at an initial year one cost of £225 to migrate and host the Town Council Neighbourhood Plan website content with an ongoing annual cost of £105 subject to inflationary increase;
2. Allocate the associated cost to budget code 6275 EMF Neighbourhood Plan;
3. Delegate authority to the Assistant Town Clerk to sign off the provider agreement on behalf of the Town Council; subject to the Town Clerk seeking further clarification regarding the static site.

**140/23/24 TO RECEIVE AN AMENDMENT TO THE TOWN COUNCIL SEALS AND LOGO POLICY AND CONSIDER ANY ACTIONS.**

It was proposed by Councillor Miller, seconded by Councillor B Samuels and resolved to **RECOMMEND** the amendments to the Town Council Seals and Logo Policy (as attached) to Full Council to be held on 11<sup>th</sup> January 2024.

**141/23/24 TO RECEIVE THE HIRE OF PUBLIC LOUDSPEAKER POLICY AND CONSIDER ANY ACTIONS.**

It was noted that this item was taken under agenda item 18a, minute number 133/23/24a.

**142/23/24 TO RECEIVE A REPORT FROM SALTASH YOUTH NETWORK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**143/23/24 TO RECEIVE REPORTS ON FUNDING AWARDED AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

a. CC269 Saltash United Football Club:

It was proposed by Councillor Stoyel, seconded by Councillor Brady and **RESOLVED** to note the report and delegate authority to the Receptionist to obtain a further report on the project to be received at the Policy and Finance meeting to be held on 12<sup>th</sup> March 2024.

b. FF118 Tincombe Tea Party:

It was **RESOLVED** to note.

c. FF115 Saltash Regatta:

It was proposed by Councillor Stoyel, seconded by Councillor Dent and **RESOLVED** to:

1. Note the uncertainty of future Regatta events and to offer support within the Town Council remit as and when required;
2. Further to that, Members identified that the Town Council Grants Policy level of funding per event may not be fit for purpose due to ongoing increase in cost and wish to review at the meeting of Full Council to be held on 1<sup>st</sup> February 2024 due to the organisation of up and coming events happening soon.

**144/23/24 TO RECEIVE AND NOTE QUARTERLY REPORTS FOR THE COMMISSIONING OF PROFESSIONAL YOUTH WORK IN SALTASH:**

a. Livewire:

It was **RESOLVED** to note.

b. The Core:

It was **RESOLVED** to note.

**145/23/24 TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:**

a. Neighbourhood Plan Steering Group:

Nothing to report.

b. Saltash Team for Youth:

Nothing to report.

c. Section 106 Panel:

Nothing to report.

**146/23/24 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.

**147/23/24 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**148/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**149/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

150/23/24 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was proposed by Councillor Martin, seconded by Councillor B Samuels and **RESOLVED** to issue the following press and social media releases:

- a. Precept information leaflet – March 2024.

**DATE OF NEXT MEETING**

Tuesday 12 March 2024 at 6.30 pm

Rising at: 7.50 pm

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

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

Services held on 8<sup>th</sup> 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 27<sup>th</sup> 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.

Full Town Council held on 1<sup>st</sup> February 2024 (blue type only for ease of reference)

**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 27<sup>th</sup> 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 27<sup>th</sup> February 2024.