



Saltash Town Council

Konsel An Dre Essa



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

4 June 2025

Dear Councillor

I write to summon you to the **Meeting of Policy and Finance Committee** to be held at the Guildhall on **Tuesday 10th June 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.

Please note if Councillors have any questions on the business to be transacted at this meeting the Clerk must be notified **no later than 12 noon the day before the meeting.**

Yours sincerely,

S Burrows
Town Clerk/ RFO

To:

Essa	Tamar	Trematon
R Bickford J Brady R Bullock L Mortimore P Samuels	S Gillies S Martin J Peggs J Suter	S Miller B Samuels B Stoyel

Agenda

1. To elect a Chairman
2. To elect a Vice Chairman
3. Health and Safety Announcements.
4. Apologies.
5. 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.
6. 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.

7. To receive and approve the minutes of the Policy and Finance Committee held on 11 March 2025 as a true and correct record. (Pages 5 - 18)
8. To note that all accounts and bank accounts are reconciled up to April 2025.
9. To note that petty cash is reconciled up to April 2025.
10. To receive and note a report on VAT. (Page 19)
11. To receive and note a report on investments and consider any actions and associated expenditure. (Pages 20 - 21)
12. 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.
13. To receive the current STC Committee budget statements and consider any actions and associated expenditure. (Pages 22 - 35)

14. To receive a report from the Finance Officer and consider any actions and associated expenditure.
15. To consider Risk Management reports as may be received.
16. To consider a Festival Fund application:
 - a. FF129 Tincombe Tea Party. (Pages 36 - 69)
17. To receive a report on Town Council awarded grant and consider any actions and associated expenditure. (Page 70)
(Pursuant to Policy and Finance Committee held 11.03.2025 Minute no 161/24/25)
18. To receive reports on funding awarded and consider any actions and associated expenditure:
 - a. Girlguiding Saltash District; (Page 71)
 - b. Saltash Music, Speech & Drama Festival; (Pages 72 - 74)
 - c. Sue Hooper Charitable Foundation. (Pages 75 - 78)
19. To receive a summary report on the Town Council Regalia and consider any actions and associated expenditure. (Pages 79 - 81)
(Pursuant to P&F held on 14.01.25 minute nr. 128/24/25)
20. To receive draft Terms of Reference for Membership and consider any actions. (Pages 82 - 83)
21. To receive a report on the Community Emergency Plan and consider any actions and associated expenditure. (Pages 84 - 134)
(Pursuant to Policy and Finance Committee held 11.03.2025 Minute no 164/24/25)
22. To receive a report on the delivery of Professional Youth Work tenders for 2025-26 and consider any actions and associated expenditure. (Pages 135 - 136)
23. To receive and note quarterly reports for the Commissioning of Professional Youth Work in Saltash:
 - a. Livewire (Pages 137 - 139)
 - b. The Core (Pages 140 - 143)

24. To receive reports from Working Groups and Outside Bodies:

- a. Neighbourhood Plan Steering Group.
- b. Saltash Team For Youth.
- c. Section 106 Panel.

25. 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.

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

27. Public Bodies (Admission to Meetings) Act 1960:

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

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

Date of Next Meeting: Tuesday 23 September 2025 at 6.30 pm