



Saltash Town Council

Konsel An Dre Essa



*The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk
17 September 2025*

Dear Councillor

I write to summon you to the **Meeting of Policy and Finance Committee** to be held at the Guildhall on **Tuesday 23rd September 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
A Ashburn R Bickford J Brady R Bullock L Mortimore P Samuels (Chairman)	S Gillies M Johns S Martin P Nowlan J Peggs J Suter (Vice-Chairman)	G McCaw S Miller B Samuels B Stoyel

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 10 June 2025 as a true and correct record. (Pages 6 - 15)
6. To receive a recommendation from Town Vision and consider any actions. (Pages 16 - 24)
7. To review the Policy and Finance Business Plan Deliverables and consider any actions and associated expenditure;
 - a. Quarter One for the year 2025/26; (Pages 25 - 32)
 - b. Quarter Two for the year 2025/26. (Pages 33 - 40)
8. To note that all accounts and bank accounts are reconciled up to August 2025.
9. To note that petty cash is reconciled up to August 2025.
10. To receive and note a report on VAT. (Page 41)
11. To receive the Town Council VAT partial exemption calculation for the financial year 2024-25 and consider any actions and associated expenditure.
12. To approve the three-year appointment of the VAT Consultant. (Pages 42 - 44)

13. To receive and note a report on investments and consider any actions and associated expenditure. (Pages 45 - 58)
14. 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.
15. To receive the current STC Committee budget statements and consider any actions and associated expenditure. (Pages 59 - 71)
16. To receive a report from the Finance Officer and consider any actions and associated expenditure. (Pages 72 - 74)
17. To receive the Town Council main insurance policy renewal and consider any actions and associated expenditure.
18. To receive and note a partial refund for the hire of Isambard House. (Page 75)
19. To receive a report on photography costs for Mayoral events and consider any actions and associated expenditure. (Pages 76 - 79)
20. To consider Risk Management reports as may be received.
21. To consider a Community Chest application:
 - a. CC285 Oaklands Community Centre. (Pages 80 - 121)
 - b. CC287 Pillmere Association (Pages 122 - 144)
22. To consider a Festival Fund application:
 - a. FF130 Music, Speech and Drama Festival. (Pages 145 - 171)
 - b. FF131 Saltash Christmas Festival (Pages 172 - 194)
23. To receive a report on Town Council Grant Funding and consider any actions and associated expenditure. (Pages 195 - 196)
(Pursuant to Policy and Finance Committee held 06.06.2025 Minute no 185/25/26)

24. To receive reports on funding awarded and consider any actions and associated expenditure:
 - a. CC276 Girlguiding Saltash District; (Page 197)
 - b. CC281 Saltash Floral Art Club; (Page 198)
 - c. CC284 Tamar Trotters; (Page 199)
 - d. FF128 Saltash May Fair; (Pages 200 - 206)
 - e. CC282 Saltash United Juniors Football Club (Pages 207 - 208)
25. To receive amendments to the following policies and consider any actions:
 - a. Grants Policy; (Pages 209 - 242)
 - b. Code of Conduct; (Pages 243 - 245)
 - c. Health and Safety Manual; (Pages 246 - 342)
 - d. Standing Orders; (Pages 343 - 344)
 - e. Scheme of Delegation. (Pages 345 - 356)
 - f. Civic Handbook; (Page 357)
26. To receive the Health and Safety Audit 2025-26 and consider any actions and associated expenditure.
27. To receive and note quarterly reports for the Commissioning of Professional Youth Work in Saltash:
 - a. Livewire;
 - b. The Core.
28. To receive reports from Working Groups and Outside Bodies:
 - a. Neighbourhood Plan Steering Group.
 - b. Saltash Team For Youth.
 - c. Section 106 Panel.
29. To receive a report on the retired Saltash Mayoress Chain and consider any actions or associated expenditure. (Page 358)

30. 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.
31. To resolve to appoint an external consultant to conduct a review of multiple complaints.
32. To resolve to delegate authority to a group of Councillors to oversee and manage the process in conjunction with the appointed consultant.
33. To consider any items referred from the main part of the agenda.
34. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
35. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of Next Meeting: Tuesday 11 November 2025 at 6.30 pm