



Saltash Town Council

Konsel An Dre Essa



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

5 November 2025

Dear Councillor

I write to summon you to the **Meeting of Policy and Finance Committee** to be held at the Guildhall on **Tuesday 11th November 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 23 September 2025 as a true and correct record. (Pages 5 - 20)
6. To review the Policy and Finance Business Plan Deliverables and consider any actions and associated expenditure. (Pages 21 - 25)
 - a. Quarter Two for the year 2025/25;
 - b. Quarter Three for the year 2025/26.
7. To note that all accounts and bank accounts are reconciled up to September 2025.
8. To note that petty cash is reconciled up to October 2025.
9. To receive and note a report on VAT. (Page 26)
10. To receive the Town Council VAT partial exemption calculation for the financial year 2024-25 and consider any actions and associated expenditure. (Pages 27 - 30)
(Pursuant to P&F held on 23.09.25 minute nr. 206/25/26)
11. To receive and note the Interim Internal Audit Report for the year ended 31 March 2026. (Pages 31 - 34)

12. To receive and note a report on investments and consider any actions and associated expenditure. (Page 35)
13. 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.
14. To receive the current STC Committee budget statements and consider any actions and associated expenditure. (Pages 36 - 49)
15. To receive a report from the Finance Officer and consider any actions and associated expenditure. (Pages 50 - 52)
16. To receive and note a report on the Town Council's Property Valuation. (Pages 53 - 63)
17. To receive a report on Civica Modern.Gov and consider any actions and associated expenditure. (Pages 64 - 68)
18. To receive a report on the Town Council phone infrastructure and consider any actions and associated expenditure. (Pages 69 - 77)
19. To set the Policy and Finance budget for the year 2026/27 recommending to the Extraordinary Policy and Finance Committee meeting to be held on 25 November 2025. (Pages 78 - 79)
20. To consider Risk Management reports as may be received.
21. To consider a Community Chest application from Oaklands Community Centre CC285. (Pages 80 - 128)
22. To receive a report on funding awarded to Saltash Regatta FF127 and consider any actions and associated expenditure. (Page 129)
23. To receive a report on Town Council policies and processes and consider any actions and associated expenditure. (Pages 130 - 131)
24. To receive amendments to the Hire of Town Council Premises and Events policy and consider any actions. (Pages 132 - 167)
25. To receive a report on the Town Council Precept leaflet for the year 2026/27 and consider any actions and associated expenditure. (Pages 168 - 174)
26. To receive and note quarterly reports for the Commissioning of Professional Youth Work in Saltash:
 - a. Livewire; (Pages 175 - 177)

- b. The Core. (Pages 178 - 179)
27. To receive reports from Working Groups and Outside Bodies:
- a. Neighbourhood Plan Steering Group;
 - b. Saltash Team For Youth; (Pages 180 - 181)
 - c. Section 106 Panel.
28. 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.
29. To consider any items referred from the main part of the agenda.
30. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
31. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of Next Meeting: Tuesday 25 November 2025 at 6.30 pm