

# Public Document Pack

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 12th May 2026 at 6.30 pm

**PRESENT:** Councillors: R Bickford, R Bullock, M Johns, G McCaw, S Miller, P Nowlan, J Peggs, B Samuels, P Samuels, B Stoyel and J Suter.

**ALSO PRESENT:** S Burrows (Town Clerk / RFO), J Hughes (Administration Officer), W Peters (Finance Officer) and K Appleby (Finance Assistant)

**APOLOGIES:** A Ashburn, J Brady, S Gillies, S Martin and L Mortimore.

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#### **1/26/27 TO ELECT A CHAIR.**

The outgoing Chairman invited Members to indicate their interest in standing for the position of Chairman of the Policy and Finance Committee for the forthcoming municipal year.

Councillor P Samuels showed interest.

A written ballot was conducted.

Following the ballot, the outgoing Chairman Councillor P Samuels confirmed that a majority vote had been achieved.

It was proposed by Councillor Suter, Seconded by Councillor Stoyel and **RESOLVED** that Councillor P Samuels be elected Chairman of the Policy and Finance Committee for the municipal year 2026/27.

The Chairman Councillor P Samuels in the Chair.

Councillor Miller joined the meeting.

**2/26/27**      **TO ELECT A VICE CHAIR.**

The Chairman invited Members to indicate their interest in standing for the position of Vice Chairman of the Policy and Finance Committee for the forthcoming municipal year.

Two nominations were received from Councillors J Suter and G McCaw.

A written ballot was conducted.

Following the ballot, the Chairman confirmed that a majority vote had been achieved.

It was proposed by Councillor P Samuels, seconded by Councillor B Samuels and **RESOLVED** that Councillor J Suter be elected Vice Chairman of the Policy and Finance committee for the municipal year 2026/27.

**3/26/27**      **HEALTH AND SAFETY ANNOUNCEMENTS.**

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

**4/26/27**      **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>
G McCaw	19	Non-Pecuniary	Trustee of Saltash United Juniors	Yes

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

The Town Clerk confirmed one dispensation had been received in relation to agenda item 19.

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor Nowlan, seconded by Councillor B Samuels and **RESOLVED** to grant a dispensation to Councillor McCaw to remain in the room solely for the purpose of presenting and summarising the report relating to the Community Chest Application from Saltash United Juniors, and to participate in the discussion for this item only (as attached).

**5/26/27**      **PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None received.

Councillor Peggs left the meeting.

**6/26/27**      **TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 10 MARCH 2026 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.

Following a unanimous vote (10 in favour, 0 against, 0 abstentions), it was proposed by Councillor P Samuels, seconded by Councillor Bullock and **RESOLVED** that the minutes of the Policy and Finance Committee held on 10 March 2026 were confirmed as a true and correct record.

Councillor Peggs re-joined the meeting.

**7/26/27**      **TO RECEIVE A RECOMMENDATION FROM TOWN VISION AND CONSIDER ANY ACTIONS.**

The Chairman provided Members with an overview of the report circulated in the reports pack.

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor P Samuel, seconded by Councillor Suter and **RESOLVED** to accept Town Vision's recommended achievements against the relevant Policy and Finance objectives.

**8/26/27**      **TO REVIEW THE POLICY AND FINANCE BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**9/26/27**      **TO NOTE THAT ALL ACCOUNTS AND BANK ACCOUNTS ARE RECONCILED UP TO MARCH 2026.**

It was **RESOLVED** to note.

**10/26/27**      **TO NOTE THAT PETTY CASH IS RECONCILED UP TO APRIL 2026.**

It was **RESOLVED** to note.

**11/26/27**      **TO RECEIVE AND NOTE A REPORT ON VAT.**

It was **RESOLVED** to note.

**12/26/27**      **TO RECEIVE A REPORT ON INVESTMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**13/26/27**      **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.**

It was **RESOLVED** to note.

**14/26/27**      **TO RECEIVE THE CURRENT STC COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

At the invitation of the Chairman, the Finance Officer provided an overview of the report contained and circulated in the reports pack.

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor P Samuel, seconded by Councillor Suter and **RESOLVED** to ratify a virement of £711.00 from budget code 6221 PF Town Messenger, to budget code 6208 PF Subscriptions.

**15/26/27**      **TO RECEIVE A REPORT FROM THE FINANCE OFFICER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**16/26/27**      **TO RECEIVE A REPORT ON INSURANCE CLAIMS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman gave an overview of the report contained and circulated in the reports pack and advised that he wished to defer the matter to a later date to allow the Town Clerk additional time to assess the damage to the vehicle and consider whether it would be appropriate to make an insurance claim.

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor P Samuels, seconded by Councillor Johns and **RESOLVED** to defer the item to a future Policy and Finance meeting, to allow the Town Clerk additional time to assess the damage to the van and consider options.

**17/26/27**      **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

The Chairman allowed Members time to read the report contained and circulated in the reports pack.

Members considered the content of the report. The Town Clerk advised that, although the cost quoted by the proposed provider is higher than that of the previous supplier, it offers a more comprehensive Health and Safety support package.

The Town Clerk further advised that, while three quotations would normally be sought, the absence of any current Health and Safety support necessitates an appointment without delay to ensure appropriate arrangements are in place.

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor Johns, seconded by Councillor McCaw and **RESOLVED** to:

1. Approve the appointment of Company A to provide retained health and safety and fire safety support services, and to assist the Town Council in maintaining effective management arrangements to meet its statutory compliance obligations, at a cost of £5,640 + VAT for a period of 12 months.
2. Approve, in addition to the above, the provision of consultancy sessions as required, charged at £200 for a half day and £320 for a full day.
3. Allocate the above expenditure to budget code P&F 6214 – Health & Safety, and to recommend to the Personnel Committee that staff training costs be allocated to budget codes 6682, 6656, and 6676.

4. Suspend Financial Regulation 5.8, due to the inability to obtain three fixed quotations within the required timescale, in order to ensure that appropriate health and safety arrangements are implemented without delay.

**18/26/27**     **TO CONSIDER A COMMUNITY CHEST APPLICATION FROM SALTASH UNITED JUNIORS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

CC292 Saltash United Juniors;

The Chairman invited Councillor McCaw to provide an overview of the Community Chest application from Saltash United Juniors.

Councillor McCaw left the meeting to enable Councillors to score the application.

Members advised that Saltash United Juniors explore the possibility of raising additional funds to enable the purchase of a more robust shed than the one originally proposed.

Following a vote (9 in favour, 0 against, 1 abstentions), it was proposed by Councillor B Samuels, seconded by Councillor Peggs and **RESOLVED** to award £1,000.

Councillor McCaw was invited and re-joined the meeting.

**19/26/27**     **TO CONSIDER A FESTIVAL FUND APPLICATION FROM TINCOMBE TEA PARTY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor Bickford, seconded by Councillor Stoyel and **RESOLVED** to award £428.88, subject to receiving a copy of the relevant Employers & Public Liability insurance certificates following renewal.

**20/26/27 TO RECEIVE A REPORT ON THE GRANTS POLICY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman informed Members that the Town Clerk is currently working with CALC to complete Stage 2 of the Town Council's governance framework. He further advised that the recommendations contained within the circulated report pack can be reviewed as part of the finalisation of the governance framework, subject to their meeting statutory requirements.

Members discussed the circulated report and the recommendations therein.

Following a vote (10 in favour, 0 against, 1 abstentions), it was proposed by Councillor Stoyel, seconded by Councillor Miller and **RESOLVED** that the report recommendations were noted and will form part of the governance framework process to be undertaken by CALC and the Town Clerk.

**21/26/27 TO RECEIVE A REPORT FROM MUSIC SPEECH AND DRAMA FESTIVAL FUNDING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**22/26/27 TO RECEIVE A REPORT ON THE TOWN COUNCIL CIVIC REGALIA AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman provided an overview of the circulated report, and Members discussed the recommendations.

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor Peggs, seconded by Councillor Johns and **RESOLVED** to:

1. Purchase a Deputy Mayor tricorne hat, with a silver-embroidered loop and adjustable hat-reducing foam at a cost of £521.95;
2. Approve the loan and insurance of a Mayoral hat currently at an increase in insurance of £1 and an excess of £250;
3. Approve a written agreement between the Town Council and a former Mayor for insurance purposes;
4. Purchase a new Town Clerk robe and collarette at a cost of £2,477.92;
5. Approve all associated cost to budget code 6272 Civic Regalia.

23/26/27

**TO RECEIVE A DRAFT AGREEMENT BETWEEN THE TOWN COUNCIL AND SALTASH YOUTH NETWORK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman provided an overview of the circulated report, advising Members that the draft agreement could be agreed upon in principle this evening with delegated authority to the Town Clerk to finalise the draft version.

Councillor Bickford thanked the team for bringing the agreement to fruition and noted his view that it should include a section outlining the Town Council's expectations regarding publicity and promotion in relation to the funding the Town Council have awarded Saltash Youth Network when they then award youth services.

Members discussed the report.

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor Stoyel, seconded by Councillor Bickford and **RESOLVED** to;

1. Approve the draft agreement in principle, subject to the Town Clerk including a section outlining expectations regarding publicity.
2. Delegate authority to the Town Clerk to sign the final annual agreement on behalf of the Town Council.

24/26/27

**TO RECEIVE AN INVITATION FROM THE CORE AND CONSIDER ANY ACTIONS.**

The Chairman invited questions from Members regarding the circulated invitation from The Core.

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor Bullock, seconded by Councillor Johns and **RESOLVED**;

1. To note and thank The Core for the invitation.
2. To record that Councillors Bullock, Stoyel, Suter, Johns and Peggs confirmed their attendance.
3. To note that other Councillors may attend, and that those wishing to do so will contact The Core to confirm any dietary requirements.

**25/26/27**      **TO RECEIVE A REPORT ON THE TOWN COUNCIL STALL AT THE MAY FAIR AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman invited questions on the circulated reports.

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor Nowlan, seconded by Councillor McCaw and **RESOLVED** to delegate authority to the Development and Engagement Manager:

1. To approve the purchase of additional promotional materials including interactive activities for future Town Council events to enhance public engagement;
2. To purchase a central guttering system for the adjoining gazebos;
3. To seek final approval from the Town Clerk and budget sign off.

**26/26/27**      **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.

**27/26/27**      **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.

**28/26/27**      **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**29/26/27**     **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**30/26/27**     **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor P Samuels, seconded by Councillor Suter and **RESOLVED** to issue the following Press and Social Media releases;

1. Business Plan Deliverables;
2. Community Chest and Festival Fund awards;
3. Promote the election of the Chair and Vice-Chair for the Policy and Finance Committee, detailing their roles and the remit of the committee.

**DATE OF NEXT MEETING**

Tuesday 7 July 2026 at 6.30 pm

Rising at: 8.04 pm

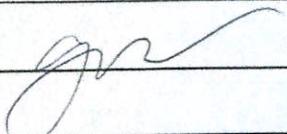
Signed: \_\_\_\_\_  
Chairman


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

**DISPENSATION REQUEST FORM**

Please give full details of the following in support of your application for a dispensation. If you need any help completing this form please contact the parish clerk.

Your name	Gordon McCaw
The business for which you require a dispensation (refer to agenda item number if appropriate)	Saltash United Juniors
Details of your interest in that business	Treasurer
Date of meeting or time period (up to 4 years) for which dispensation is sought	12 May 2026
Dispensation requested to participate, or participate further, in any discussion of that business by that body	Present report and Summarise
Dispensation requested to participate in any vote, or further vote, taken on that business by that body	None
<b>REASON(S) FOR DISPENSATION</b>	
33 a) without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business	
33b) without the dispensation the representation of different political groups would be affected so as to alter the likely outcome of any vote	
33c) the dispensation is in the interests of persons living in the authority's area	Yes
33e) that it is otherwise appropriate to grant a dispensation  Reason :	

Signed:  Dated: 12/5/26

<b>DECISION :</b>	
Dispensation Given : <input checked="" type="radio"/> YES / NO	LENGTH OF DISPENSATION : P3F Meeting 12/5/26 only
Date: 12-5-26	Minute Number: 4B/26/27
Signed :  Page 1327	Clerk to the Council