# Saltash Town Council

***Konsel An Dre Essa***

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

4 November 2026

Dear Councillor

I write to summon you to the **Meeting of Policy and Finance Committee** to be held at the Guildhall on **Tuesday 10th November 2026 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 **no later than three working days 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 before the meeting.**

Yours sincerely,

S Burrows
Town Clerk/ RFO

To:

| **Essa** | **Tamar** | **Trematon** |
|---|---|---|
| A Ashburn | S Gillies | S Miller |
| R Bickford | M Johns | B Samuels |
| R Bullock | S Martin | S Slavin |
| L Mortimore | P Nowlan | B Stoyel |
| P Samuels (Chairman) | J Peggs | |
| J Steers | J Suter (Vice-Chairman) | |

A Civility & Respect Pledge Council

## Agenda

1. Civility And Respect Pledge Reminder.
   The Town Council has adopted the Civility and Respect Pledge. Members are reminded of their obligations under the Code of Conduct. Debate is to be respectful, focused on the issues, and conducted in accordance with the Code of Conduct.

2. Health and Safety Announcements.

3. Apologies.

4. 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.

5. 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 three working days 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.

6. To receive and approve the minutes of the Policy and Finance Committee held on 22 September 2026 as a true and correct record. (Pages 5 - 12)

7. To review the Policy and Finance Business Plan Deliverables and consider any actions and associated expenditure; (Page 13)

8. To note that all accounts and bank accounts are reconciled up to September 2026.

9. To note that petty cash is reconciled up to September 2026.

10. To receive and note a report on VAT. (Page 14)

11. To receive and note the Interim Internal Audit Report for the year ended 31 March 2027. (Pages 15 - 18)

12. To receive a report on investments and consider any actions and associated expenditure. (Page 19)

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 20 - 36)

15. To receive a report from the Finance Officer and consider any actions and associated expenditure. (Pages 37 - 40)

16. To ratify the Town Council main insurance policy renewal and consider any actions and associated expenditure. (Pages 41 - 62)

17. To receive a report on the Town Council's photocopier contract and consider any actions and associated expenditure.

18. To set the Policy and Finance budget for the year 2027/28 recommending to the Extraordinary Policy and Finance Committee meeting to be held on 24 November 2026. (Pages 63 - 65)

19. To receive a report on the Town Council Precept leaflet for the year 2027/28 and consider any actions and associated expenditure. (Pages 66 - 73)

20. To consider Risk Management reports as may be received.

21. To consider Community Chest applications:

    a. CC297 Saltash Community School; (Pages 74 - 248)

    b. CC298 Saltash Royal British Legion. (Pages 249 - 296)

    c. CC299 Saltash Chamber of Commerce (Pages 297 - 319)

    d. CC300 Port View Patient Participation Group (Pages 320 - 337)

22. To receive reports on Town Council Grant Funding and consider any actions and associated expenditure.

    a. CC293 Gleaning Cornwall; (Pages 338 - 340)

    b. CC295 Saltash United; (Pages 341 - 342)

    c. FF134 Tincombe Tea Party. (Pages 343 - 350)

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

    a. Saltash Team For Youth.

    b. Section 106 Panel. (Page 351)

    c. Saltash Youth Network.

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.

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

26. Public Bodies (Admission to Meetings) Act 1960:
    To resolve that the public and press be re-admitted to the meeting.

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

Date of Next Meeting: Tuesday 24 November 2026 at 6.30 pm