

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 11th March 2025 at 6.30 pm

PRESENT: Councillors: R Bullock, J Dent, S Gillies, S Martin, S Miller (Chairman), J Peggs, B Samuels, P Samuels (Vice-Chairman) and B Stoyel.

ALSO PRESENT: 3 Members of the Public, S Burrows (Town Clerk), W Peters (Finance Officer / RFO) and M Thomas (Senior Policy and Data Compliance Officer)

APOLOGIES: R Bickford, J Brady, M Griffiths, S Lennox-Boyd, L Mortimore and D Yates.

142/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

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

143/24/25 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.

Councillor	Agenda Item	Pecuniary/Non-Pecuniary	Reason	Left Meeting
B Samuels	19b	Non-Pecuniary	Belongs to group applying for funding	Yes
Bullock	19c	Non-Pecuniary	Volunteer with Tamar Trotters	Yes

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

None.

144/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

145/24/25 TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 14 JANUARY 2025 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.

It was proposed by Councillor Miller, seconded by Councillor P Samuels and **RESOLVED** that the minutes of the Policy and Finance Committee held on 14 January 2025 were confirmed as a true and correct record.

146/24/25 TO RECEIVE AND CONSIDER THE FOLLOWING RECOMMENDATION FROM THE SERVICES COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

113/24/25 TO RECEIVE A REPORT ON CCTV AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members reviewed the report and considered suitable locations from the proposed sites identified in the report as areas that would benefit from CCTV coverage.

Members also discussed the associated cost of procuring the cameras and the potential for using S106 funding to cover the cost of the Town Centre cameras.

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED:**

1. To delegate to the Administration Officer to purchase five CCTV cameras to cover locations - Top and bottom of Fore Street, Ashtorre Rock area, Old Ferry Road and Burraton Cross Traffic lights;
2. To delegate to the Administration Officer to submit an S106 application for associated capital cost for the cameras located in the Town Centre and **RECOMMEND** to Policy and Finance Committee for the remaining cost to be allocated to budget 6270 PF EMF Crime Reduction;
3. To delegate to the Administration Officer to appoint Plymouth City Council for the monitoring of, reporting and information sharing (Service Level Agreement) at a cost of £3,000 per annum allocated to budget 6229 SE CCTV Annual Maintenance;

4. To note there is likely to be additional cost relating to suitability of columns, electricity, permissions, additional improvements etc. the costs are to be allocated to budget 6229 SE CCTV Annual Maintenance working within budget;
5. To comply with all CCTV regulations;
6. To delegate to the Town Clerk on behalf of Saltash Town Council to sign the Service Level Agreement between Saltash Town Council and Plymouth City Council;
7. To delegate to the Town Clerk to sign the application to join the Airwave Sharers List and complete a TEA2 sub-licence to be submitted by 1 September 2025 at no cost to the Town Council.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and **RESOLVED** to approve the above recommendation subject to the Administration Officer further investigating the associated costs of an IP connection ensuring best value is achieved with a report to be received at a future meeting of the Services Committee.

147/24/25 TO RECEIVE A RECOMMENDATION FROM THE TOWN VISION SUB COMMITTEE AND RECEIVE AND REVIEW THE POLICY AND FINANCE COMMITTEE'S BUSINESS PLAN DELIVERABLES FOR QUARTER FOUR AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman proposed that agenda item 7 be considered under agenda item 8 – minute number 148/24/25.

148/24/25 TO RECEIVE AND REVIEW THE POLICY AND FINANCE COMMITTEE'S BUSINESS PLAN DELIVERABLES FOR QUARTER FOUR AND CONSIDER ANY ACTIONS AND EXPENDITURE.

Town Vision Sub Committee held on 23/01/2025

RECOMMENDATION:

To receive the Town Council Business Plan Deliverables for quarter three and consider any actions and associated expenditure.

2. To **RECOMMEND** to the Policy and Finance Committee to:

- a. Add additional wording under Strategic Priority 5 'Actions' – The Town Vision recognises that Saltash Town Council embeds climate change decision making across all Committee and Sub Committees;
- b. Request the Town Clerk increases the score for Strategic Priority 5 'Q3' from 1 to 3;
- c. To enhance the promotion of the Town Council Match Funding Play Park Policy, supporting the advancement of the 'Actions' outlined in Strategic Priority 6;
- d. Request the Town Clerk increases the score for Strategic Priority 6 'Q3' from 1 to 3.

It was proposed by Councillor Gillies, seconded by Councillor B Samuels and **RESOLVED** to approve the above recommendations from the Town Vision Sub Committee and delegate to the Town Clerk to score the Policy and Finance Committee Business Plan Deliverables for quarter four.

149/24/25 TO NOTE THAT ALL ACCOUNTS AND BANK ACCOUNTS ARE RECONCILED UP TO JANUARY 2025.

It was **RESOLVED** to note.

150/24/25 TO NOTE THAT PETTY CASH IS RECONCILED UP TO FEBRUARY 2025.

It was **RESOLVED** to note.

151/24/25 TO RECEIVE AND NOTE A REPORT ON VAT.

It was **RESOLVED** to note.

152/24/25 TO RECEIVE AND NOTE A REPORT ON INVESTMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

153/24/25 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.

154/24/25 TO RECEIVE THE CURRENT STC COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

155/24/25 TO RECEIVE A REPORT FROM THE FINANCE OFFICER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Finance Officer briefed Members on the report and the recommendation for investing the first instalment of the Precept for 2025/26 which is due to be received in April.

It was proposed by Councillor B Samuels, seconded by Councillor Stoyel and **RESOLVED** to:

1. Note the report;
2. Delegate to the Finance Officer to transfer £289,708 to the Barclays Active Saver account for short-term future cashflow for April to June to be drawn down when required;
3. Delegate to the Finance Officer to invest £500,000 in the Nationwide 95 Day Notice Deposit account which currently attracts interest of 3.95%.

156/24/25 TO RATIFY THE TOWN COUNCIL FLEET INSURANCE RENEWAL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Finance Officer briefed Members on the Town Council Fleet Insurance Renewal, noting the decrease in the premium due to the revaluing of vehicles and the increased excess which is an industry wide increase..

It was proposed by Councillor P Samuels, seconded by Councillor Miller and **RESOLVED** to ratify the appointment of James Hallam Council Guard – fleet insurance for the year 2025-26 at a cost of £2,456.80 including applicable taxes and administration fee, allocated to budget code 6205 PF Insurance.

157/24/25 TO RECEIVE A REPORT ON INSURANCE CLAIMS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

158/24/25 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

159/24/25 TO CONSIDER COMMUNITY CHEST APPLICATIONS:

a. CC282 Saltash United Juniors Football Club.

It was proposed by Councillor B Samuels, seconded by Councillor Martin and **RESOLVED** to award £1,000.

Councillor B Samuels declared an interest in the next agenda item and left the meeting.

b. CC283 Sue Hooper Charitable Foundation.

It was proposed by Councillor Stoyel, seconded by Councillor Peggs and **RESOLVED** to award £1,000.

Councillor B Samuels was invited and rejoined the meeting.

Councillor Bullock declared an interest in the next agenda item and left the meeting.

c. CC284 Tamar Trotters Running Club.

It was proposed by Councillor Martin, seconded by Councillor Gillies and **RESOLVED** to award £355.

Councillor Bullock was invited and rejoined the meeting.

160/24/25 TO CONSIDER FESTIVAL FUND APPLICATIONS:

a. FF127 Saltash Regatta.

It was proposed by Councillor P Samuels, seconded by Councillor Stoyel and **RESOLVED** to award £5,000 in the year 2025-26, subject to valid insurance certificates provided prior to the event date.

b. FF128 Saltash May Fair.

It was proposed by Councillor Dent, seconded by Councillor P Samuels and **RESOLVED** to award £5,000 in the year 2025-26, subject to valid insurance certificates provided prior to the event date.

161/24/25 TO RECEIVE A REPORT ON TOWN COUNCIL GRANT FUNDING AND CONSIDER ANY ACTIONS.

Members considered the report from the Christmas Festival Committee, noting the exceptional circumstances around the event due to Storm Darragh. Saltash Chamber of Commerce requested permission to retain the unspent grant portion of £1,300 awarded by the Town Council. It was noted that the Grants Policy requires any unspent grant is returned to the Town Council. Members discussed the report and were unsure what the grant was spent on and the reason for requesting that remaining grant funds are used to cover a shortfall.

It was proposed by Councillor Stoyel, seconded by Councillor P Samuels and **RESOLVED** to defer the item until the next Policy and Finance Committee meeting and request that the Chamber of Commerce review their report to clarify how the grant awarded was spent and the reason for requesting the remaining grant is retained.

**162/24/25 TO RECEIVE A REPORT ON TOWN COUNCIL IT EQUIPMENT AND
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk briefed Members on the background to the report and the rationale for moving from desktop PC to laptop provision for Officers. The Town Council IT consultant has also recommended this move. A number of new laptops will also be required for new Town Council Members in May.

It was proposed by Councillor P Samuels, seconded by Councillor Dent and **RESOLVED** to:

1. Approve the purchase of IT equipment and accessories for Officers and Members from 1 April 2025 at a cost of £10,938 allocated to budget code 6370 PF EMF Computer Equipment Renewal;
2. To note that Financial Regulations Section 5.12 relates to the purchase of IT equipment;
3. To appoint WEEE Recycle to collect and dispose of Town Council old IT and electrical equipment free of charge, depending on the number of items to be disposed of and to allocate the courier charge to budget code 6370 PF EMF Computer Equipment Renewal;
4. To note that the disposal meets Strategic Priority 5, Climate Change.

**163/24/25 TO RECEIVE A REPORT ON UPDATING STANDING ORDERS AND
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman invited Councillor Peggs to brief Members on the background to her report regarding the training and civility and respect pledge of Members of the new Town Council in May.

The Town Clerk informed Members that the Town Council Standing Orders already advise Members to undertake Code of Conduct (Standing Order 14.6) and Employment Law training (Standing Order 5.11).

It was proposed by Councillor Peggs, seconded by Councillor P Samuels and resolved to **RECOMMEND** to Full Council to be held on 3 April 2025:

1. To note that Standing Orders already cover Code of Conduct and Employment Law training;
2. To add the following two additions to the relevant section of Standing Orders (as attached):

All Town Councillors sign the Civility and Respect Pledge at the point of signing their Declaration of Acceptance of Office to show their commitment to the pledge;

All Town Councillors should undertake training in Finance for Councillors within 6 months of delivery of their Declaration of Acceptance of Office, subject to course availability.

**164/24/25 TO REVIEW TOWN COUNCIL'S POLICIES AND PROCEDURES
AND CONSIDER ANY ACTIONS AND ASSOCIATED
EXPENDITURE:**

(Please click here to view and download the changes to the Town Council policies below.)

Employees:

1. Data Protection - Criminal Records Information Policy;
2. Data Protection Policy (Employees);
3. Disability Employment Policy;
4. Equality and Diversity Policy;
5. Employee Handbook;
6. Employee Recognition Scheme;
7. Protocol for Member Officer Relations;
8. Recruitment & Selection Policy;
9. Training and Development Policy.

It was **RESOLVED** to note the Personnel Committee meeting held on 27 February 2025 reviewed the Town Council Employee Policies and Procedures. Please refer to minute 76/24/25 for further information.

Finance:

1. Annual Business Continuity Plan;
2. Annual Internal Audit and Business Risk Assessment;
3. Annual Reserves Policy;
4. Annual Statement on Internal Control;
5. Annual Treasury Management Strategy;
6. Anti Bribery Policy Statement & Anti Fraud & Corruption Strategy;
7. Finance Schedule & Precept Plan;
8. Financial Regulations.
9. Receipting of Income & Banking Procedures;
10. Risk Management Plan Statement;
11. Risk Management Strategy;
12. Scheme of Delegation;
13. Local Government Pension Scheme.

It was proposed by Councillor Miller, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council held on 3 April 2025 the Finance policy amendments. No further amendments were made at the meeting.

General:

1. Acquisition or Sale of Land and Property;
2. Allotments;
3. Communications Policy & Strategy;
4. Complaint Handling and Customer Behaviour Policies;
5. Data Retention and Disposal Policy;
6. Events and Hire of Town Council Premises;
7. FOI Model Publication Scheme 2023;
8. Freedom of Information Policy;
9. Grants Policy;
10. Match Funding Policy;
11. Planning – A Guide for Councillors;
12. Public Loudspeaker Policy;
13. Receiving Public Questions, Representations and Evidence at Meetings;
14. Safeguarding Policy;
15. Social Media Policy;
16. Standing Orders;
17. STC Corporate Guidelines;
18. Corrections and Additions to Saltash War Memorials Policy;
19. Noticeboard Policy;
20. Fundraising Strategy.

It was **RESOLVED** to note that the Admin Department reviewed policy 6,7,8,10,16,17,18, 19 above and advised there are no amendments to be made at this time.

It was **RESOLVED** to note that the Policy and Finance Committee reviewed throughout the year:

policy 1 above - refer to minute 74/24/25,
policy 5 above – refer to minute 135/24/25d,
policy 9 above – refer to minute 134/24/25
policy 12 above – refer to minute 74/24/25.

There are no new updates at this time

It was **RESOLVED** to note that the Services Committee held on 12.9.24 reviewed policy 2 above – refer to minute 52/24/25. There are no new updates at this time

It was **RESOLVED** to note that the Planning and Licensing Committee held on 18.02.25 reviewed policy 11 above – refer to minute 122/24/25. There are no new updates at this time

It was **RESOLVED** to note that the Personnel Committee held 12.12.24 reviewed amendments to policy 14 above – refer to minute 63/24/24 and agreed a further review was required prior to reporting back at a future Personnel Committee meeting.

It was proposed by Councillor Miller, seconded by Councillor Bullock and resolved to **RECOMMEND** to Full Council to be held on 3 April 2025 the amendments to policy 3,4,13,15 above plus additional amendments made at the meeting (as attached).

Health and Safety:

1. Health and Safety Manual:
2. Emergency Plan

It was **RESOLVED** to note that the Admin Department reviewed policy 1 above and advised there are no amendments to be made at this time.

It was **RESOLVED** to delegate to the Administration Officer to create a first draft Community Emergency Plan to be received at June's Policy and Finance meeting for Members consideration and input to bring the plan to fruition.

Library:

1. Home Library Service
2. Library Stock Management Policy

It was **RESOLVED** to note that the Policy and Finance Committee reviewed throughout the year:
policy 1 – refer to minute 135/24/25b
policy 2 – refer to minute 135/24/25c

Members:

1. Co-option Policy
2. Code of Conduct

It was **RESOLVED** to note that the Policy and Finance Committee reviewed throughout the year:
policy 1 – refer to minute 73/24/25
policy 2 – refer to minute 135/24/25a

Civic:

1. Awarding the Honorary Freedom of Saltash
2. Civic Awards
3. Civic Handbook
4. Election of Mayor and Deputy Mayor

It was **RESOLVED** to note that the Admin Department reviewed policy 1 and 4 above and advised there are no amendments to be made at this time.

It was resolved to **RECOMMEND** to Full Council to be held on 3 April 2025 amendments to policy 2 and 3 above plus additional amendments made at the meeting (as attached).

165/24/25 TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:

a. Neighbourhood Plan Steering Group

Nothing to report.

b. Saltash Team for Youth

It was **RESOLVED** to note.

c. Section 106 Panel

Nothing to report.

166/24/25 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.

167/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

168/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

169/24/25 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor Bullock, seconded by Councillor B Samuels and **RESOLVED** to issue the following Press and Social Media Releases:

1. Community Chest Grant Awards;
2. Festival Fund Awards.

DATE OF NEXT MEETING

Tuesday 10 June 2025 at 6.30 pm

Rising at: 8.47 pm

Signed: _____
Chairman

Dated: _____