

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 10th June 2025 at 6.30 pm**

**PRESENT:** Councillors: R Bickford, R Bullock, S Gillies, S Martin, S Miller, B Samuels, P Samuels, B Stoyel and J Suter.

**ALSO PRESENT:** 1 Member of the Public, Councillor Ashburn, Councillor Nowlan, S Burrows (Town Clerk / RFO), W Peters (Finance Officer) and F Morris (Planning and General Administrator).

**APOLOGIES:** J Brady, L Mortimore and J Peggs.

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#### **170/25/26 TO ELECT A CHAIRMAN**

Councillor Miller in the Chair to open the meeting and deliver agenda item 1.

It was proposed by Councillor Miller, seconded by Councillor Bullock to nominate Councillor P Samuels.

No further nominations were received.

Following a vote it was **RESOLVED** to elect Councillor P Samuels as Chairman.

Councillor P Samuels in the Chair.

The Chairman, thanked the outgoing Chairman, Councillor Miller for his sterling work as Chairman of the Policy and Finance Committee.

#### **171/25/26 TO ELECT A VICE CHAIRMAN**

It was proposed by Councillor B Samuels, seconded by Councillor Stoyel to nominate Councillor Suter.

No further nominations were received.

Following a vote it was **RESOLVED** to elect Councillor Suter as Vice Chairman.

**172/25/26     HEALTH AND SAFETY ANNOUNCEMENTS.**

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

**173/25/26     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.

None.

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

None.

**174/25/26     PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None received.

**175/25/26     TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 11 MARCH 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 P Samuels, seconded by Councillor Stoyel and **RESOLVED** that the minutes of the Policy and Finance Committee held on 11 March 2025 were confirmed as a true and correct record.

**176/25/26     TO NOTE THAT ALL ACCOUNTS AND BANK ACCOUNTS ARE RECONCILED UP TO APRIL 2025.**

It was **RESOLVED** to note.

**177/25/26     TO NOTE THAT PETTY CASH IS RECONCILED UP TO APRIL 2025.**

It was **RESOLVED** to note.

**178/25/26     TO RECEIVE AND NOTE A REPORT ON VAT.**

It was **RESOLVED** to note.

**179/25/26     TO RECEIVE AND NOTE A REPORT ON INVESTMENTS AND  
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**180/25/26     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.

**181/25/26     TO RECEIVE THE CURRENT STC COMMITTEE BUDGET  
STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED  
EXPENDITURE.**

It was **RESOLVED** to note.

**182/25/26     TO RECEIVE A REPORT FROM THE FINANCE OFFICER AND  
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Finance Officer briefed members on the report contained and circulated in the reports pack.

It was **RESOLVED** to note.

**183/25/26     TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE  
RECEIVED.**

Nothing to report.

**184/25/26     TO CONSIDER A FESTIVAL FUND APPLICATION:**

a. FF129 Tincombe Tea Party.

The Chairman explained the process and in particular the scoring system for the benefit of new members.

Members discussed the funding application received.

It was proposed by Councillor Miller, seconded by Councillor Martin and **RESOLVED** to award £575.

**185/25/26     TO RECEIVE A REPORT ON TOWN COUNCIL AWARDED GRANT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk informed the Chairman that a report had not been received and that it would therefore be advisable to defer the agenda item to the next meeting.

It was proposed by Councillor P Samuels, seconded by Councillor Miller and **RESOLVED** to defer the agenda item to the next meeting of the Policy and Finance Committee to be held on 23 September 2025.

**186/25/26     TO RECEIVE REPORTS ON FUNDING AWARDED AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:**

a. Girlguiding Saltash District

The Town Clerk briefed Members on the report contained within the circulated reports pack.

It was proposed by Councillor P Samuels, seconded by Councillor Stoyel and **RESOLVED** to grant an extension to the Girlguiding Saltash District to complete the contracted work by the date of the meeting of the next Policy and Finance Committee to be held on 23 September 2025.

b. Saltash Music, Speech & Drama Festival

It was **RESOLVED** to note.

c. Sue Hooper Charitable Foundation

It was **RESOLVED** to note.

**187/25/26     TO RECEIVE A SUMMARY REPORT ON THE TOWN COUNCIL REGALIA AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the report contained within the circulated reports pack.

At the invitation of the Chairman, the Town Clerk briefed Members, referring to the comprehensive report provided by the appointed contractor. Their report included a very interesting narrative concerning the history of the Town Council Regalia, which has been promoted on the Town Council's Social Media platforms. The contractor also provided an excellent service with regard to cleaning all of the Town Council Regalia. It would be advisable going forward to look after and protect the regalia by using the white gloves when handling these items.

The Town Clerk further advised that the recommendation contained within the circulated report requests that members also consider a bi-annual clean to maintain the condition of the Town Council Regalia.

Councillor Bullock pointed out that the Town Clerk's robe is in need of major repair or replacement. Councillor B Samuels supported this observation and highlighted that there are sections of the robe which appear to be quite threadbare. It may be beyond repair and the purchase of a new robe would align with the rest of the regalia attire. Town Clerk to further investigate options and cost.

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

1. To put in place a bi-annual clean of the Town Council Regalia to include the Mayor and Deputy Mayor chains inclusive of consort chains by Company A used in March 2025 working within budget subject to the officer ensuring best value is always achieved;
2. To note the correct handling and storage procedures for the Town Council regalia.

**188/25/26     TO RECEIVE DRAFT TERMS OF REFERENCE FOR MEMBERSHIP AND CONSIDER ANY ACTIONS.**

Members received the report contained with the circulated reports pack.

Councillor Gillies referred to The Terms of Reference for Membership, Point 3, Selection Process, stating that it should be ensured that the person choosing names out of a hat should not also have their name in the hat.

It was proposed by Councillor Gillies, seconded by Councillor B Samuels and resolved to **RECOMMEND** to Full Town Council to be held on 3 July 2025 to:

1. Approve the Draft Terms of Reference of Memberships for the Town Council Committees, Sub Committees, Joint Committees, Working Groups, Outside Partnerships, subject to an amendment that the person who pulls the names out of the hat should not also have their name in the hat;
2. To include the Membership Terms of Reference as an Appendix to the main document which is the Terms of Reference of all Committees and Sub Committees, as the Membership Terms of Reference falls within that policy.

**189/25/26     TO RECEIVE A REPORT ON THE COMMUNITY EMERGENCY PLAN  
AND    CONSIDER    ANY    ACTIONS    AND    ASSOCIATED  
EXPENDITURE.**

The Town Clerk advised Members that the Community Emergency Plan is a huge piece of work and the report provided to members this evening represents only a summary.

The Chairman informed Members that the report recommends the formation of a Working Group with admin support, to work collaboratively as required with community key stakeholders and relevant external organisations to draft a Saltash Emergency Plan. The Chairman asked for Members to put forward their names to form a Working Group.

The Town Clerk advised that the Working Group would evolve as external members join. It may become quite a large Working Group and will require its own Terms of Reference to provide clarification on each role that forms the Working Group. The Terms of Reference will be compiled by the Administration Department.

It was proposed by Councillor Martin, seconded by Councillor Bickford and **RESOLVED** that a Saltash Community Emergency Plan Working Group comprising of Councillors Ashburn, Martin, Miller and Nowlan be formed supported by the Administration Officer.

**190/25/26     TO RECEIVE A REPORT ON THE DELIVERY OF PROFESSIONAL YOUTH WORK TENDERS FOR 2025-26 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the report as circulated within the reports pack.

The Town Clerk briefed Members; explaining that the report concerns awards made to Livewire and the Core of £30,421 each, in line with the tender submissions received by the Town Council.

Councillor Bullock informed the meeting that based on their submissions and a knowledge of the work carried out, it is evident that their roles have changed from being youth clubs to having support workers and counsellors in place. Furthermore, assistance is given to children who don't go to school anymore. These organisations need all the help they can get, which is reflected in the amounts they have received.

Councillor Bickford thanked Saltash Team for Youth and supported the funds being awarded, provided the updated insurance documents have been submitted.

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

1. To note the report and that the delivery of professional youth work in Saltash for 2025/2026 be awarded to:

Livewire £30,421

The Core £30,421

2. To increase The Core's bid by £227 due to the ever demanding needs of the service, working within budget 6222 Commissioning Youth Work, subject to insurance documents being received from both Livewire and The Core, prior to releasing the first payment.

**191/25/26     TO RECEIVE AND NOTE QUARTERLY REPORTS FOR THE COMMISSIONING OF PROFESSIONAL YOUTH WORK IN SALTASH:**

Members received and discussed the reports for both Livewire and The Core as received in the circulated reports pack.

Councillor Miller pointed out that these are comprehensive reports which reflect the demand for youth work in the town.

Councillor B Samuels referred to funds already awarded, but suggested that when considering Precept, the Town Council should seriously consider enhancing the amount of funding awarded, as the current level of award may be insufficient for future needs.

a. Livewire

It was **RESOLVED** to note.

b. The Core

It was **RESOLVED** to note.

**192/25/26     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.

**193/25/26     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.

194/25/26 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

195/25/26 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

196/25/26 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** to issue the following Press and Social Media Releases:

1. Festival Fund Award;
2. Professional Youth Work Tender Awards.

**DATE OF NEXT MEETING**

Tuesday 23 September 2025 at 6.30 pm

Rising at: 7.10 pm

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

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