

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 23rd September 2025 at 6.30 pm

PRESENT: Councillors: A Ashburn, R Bickford, J Brady, R Bullock, S Gillies, G McCaw, S Miller, P Nowlan, J Peggs, B Samuels, P Samuels (Chairman), B Stoyel and J Suter (Vice-Chairman).

ALSO PRESENT: 1 Members of the Public, S Burrows (Town Clerk / RFO), W Peters (Finance Officer) and D Joyce (Office Manager / Assistant to the Town Clerk)

APOLOGIES: M Johns, S Martin and L Mortimore.

197/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

198/25/26 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.

Councillor	Agenda Item	Pecuniary/Non-Pecuniary	Reason	Left Meeting
B Samuels	22b	Non-Pecuniary	Member of Saltash Chamber	Yes
B Samuels	23	Non-Pecuniary	Members of Saltash Chamber	Yes
P Samuels	22b	Non-Pecuniary	Member of Saltash Chamber	Yes
P Samuels	23	Non-Pecuniary	Members of Saltash Chamber	Yes
Brady	29	Non-Pecuniary	Personal Matter	Yes
Bullock	22b	Pecuniary	Husband operates business supplying to event	Yes

Bullock	23	Pecuniary	Husband operates business supplying to event	Yes
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b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None received.

199/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

200/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 10 JUNE 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 10 June 2025 were confirmed as a true and correct record.

201/25/26 TO RECEIVE A RECOMMENDATION FROM TOWN VISION AND CONSIDER ANY ACTIONS.

Members agreed to take Town Visions recommendations together with agenda item 7.

202/25/26 TO REVIEW THE POLICY AND FINANCE BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE;

Members considered the Town Vision recommendations, as outlined in the circulated reports pack, and received and reviewed the Committee's Business Plan Deliverables for quarter one and two.

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

1. To approve the Town Clerk's scores for Quarter One 2025/26;
2. To approve the Town Visions recommendation under Quarter Two for the year 2025/26;
3. To delegate to the Town Clerk to score Quarter Two reporting back to a future Policy and Finance meeting.

203/25/26 TO NOTE THAT ALL ACCOUNTS AND BANK ACCOUNTS ARE RECONCILED UP TO AUGUST 2025.

It was **RESOLVED** to note.

204/25/26 TO NOTE THAT PETTY CASH IS RECONCILED UP TO AUGUST 2025.

It was **RESOLVED** to note.

205/25/26 TO RECEIVE AND NOTE A REPORT ON VAT.

It was **RESOLVED** to note.

206/25/26 TO RECEIVE THE TOWN COUNCIL VAT PARTIAL EXEMPTION CALCULATION FOR THE FINANCIAL YEAR 2024-25 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman informed Members that, as the Town Council is still awaiting further advice from the VAT consultant, no report was available to be received at this evening's meeting.

It was proposed by Councillor P Samuels, seconded by Councillor Suter and **RESOLVED** to defer the item to a future Policy and Finance meeting.

207/25/26 TO APPROVE THE THREE-YEAR APPOINTMENT OF THE VAT CONSULTANT.

The Town Clerk provided a brief verbal summary of the report included in the circulated reports pack and confirmed support for the officer's recommendation.

Members were informed that Parkinson Partnership is a qualified Clerk with extensive sector experience and is widely engaged by Town and Parish Councils across the country.

It was noted that the cost represents a slight increase compared to the previous year, however, this was considered acceptable given that the fee is fixed for the duration of the three-year appointment.

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

1. To reappoint Parkinson Partnership to provide VAT consultancy services under a three-year contract covering the financial years 2025-26, 2026-27, and 2027-28, at a fixed annual fee of £625 plus VAT, to be allocated to budget code 6224 PF Professional Fees;
2. To approve a virement of £1,000 from budget code 6202 PF Civic Occasions to 6224 PF Professional Fees, to ensure sufficient budget provision for the appointed VAT consultancy service.

208/25/26 TO RECEIVE AND NOTE A REPORT ON INVESTMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received and reviewed the Finance Officer's report on investments, as contained in the circulated reports pack.

The Finance Officer provided a verbal summary of the report and outlined the available options. It was noted that, as the Town Council is not a registered company, identifying valid and suitable investment opportunities has proven challenging during the search process.

It was proposed by Councillor Brady, seconded by Councillor Peggs and **RESOLVED** to note the report and delegate to the Finance Officer to invest £400,000 of the final precept instalment for the year 2025-26 in the existing Town Council Nationwide 95 days' Notice account, subject to this option remaining the most competitive in September 2025.

209/25/26 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.

210/25/26 TO RECEIVE THE CURRENT STC COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. To note the budget statements;
2. To approve a virement of £1,500 from budget code 6271 PF EMF Election to 6213 PF Councillor Training & Expenses to avoid an overspend;
3. To approve a virement of £1,500 from budget code 6202 PF Civic Occasions (including road closures) to budget code 6224 PF Professional Costs to avoid an overspend.

211/25/26 TO RECEIVE A REPORT FROM THE FINANCE OFFICER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

212/25/26 TO RECEIVE THE TOWN COUNCIL MAIN INSURANCE POLICY RENEWAL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman informed members that the necessary quotations or sufficient information required to progress this matter had not yet been received. It was noted that the main insurance policy is due to expire on 8 October 2025, and therefore all relevant documentation must be obtained prior to this date.

It was proposed by Councillor P Samuels, seconded by Councillor Nowlan and **RESOLVED** to defer to Full Council to be held on 2 October 2025.

213/25/26 TO RECEIVE AND NOTE A PARTIAL REFUND FOR THE HIRE OF ISAMBARD HOUSE.

It was **RESOLVED** to note that the Town Clerk, having consulted with the Chair and Vice Chair of Policy and Finance, authorised a partial refund of the commission charge for the hire of Isambard House, in accordance with the Town Council's Hire of Town Council Premises and Events Policy. This resulted in a loss of income of £144.85.

214/25/26 TO RECEIVE A REPORT ON PHOTOGRAPHY COSTS FOR MAYORAL EVENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members reviewed the report included in the circulated reports pack, which outlined an administrative oversight regarding the approach to covering mayoral photography costs for civic occasions.

During discussions, Members noted that certain elements of the existing policy wording could cause confusion and recommended that the policy be reviewed at the earliest opportunity.

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

1. That the income previously charged for mayoral photographs at civic occasions, or costs not previously recovered from Mayor Making, resulting from an administrative error, be written on / off as appropriate;
2. To delegate to the Office Manager / Assistant to the Town Clerk to review the relevant policy and report back to a future meeting of the Policy and Finance Committee with suggested amendments to support improved policy delivery.

215/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

The Chairman announced the next item of business to be received is Agenda Item 23.

Councillors Bullock, B Samuels, and P Samuels declared an interest in the following item and left the meeting.

The Vice Chair chaired the meeting in the Chair's absence.

**216/25/26 TO RECEIVE A REPORT ON TOWN COUNCIL GRANT FUNDING
AND CONSIDER ANY ACTIONS AND ASSOCIATED
EXPENDITURE.**

Hilary Frank, Chair of the Christmas Festival and Member of Chamber of Commerce, was invited to speak on the report included in the circulated reports pack.

Hilary provided clarification regarding the funding received from the Festival Fund in 2024 for Saltash Christmas Festival. She explained that, due to the impact of Storm Darragh, the event had to be scaled back, and operational adjustments were made to ensure it could proceed safely.

Although the original funding application approved by Members in 2024 specified particular items and services to be covered, the unforeseen weather conditions necessitated a reallocation of funds. The submitted report outlines how the funding was repurposed in response to these circumstances.

It was proposed by Councillor Gillies, seconded by Councillor Ashburn, and **RESOLVED** to approve the revised expenditure of the grant awarded for the 2024/25 Christmas Festival, in light of the exceptional weather conditions.

Councillors Bullock, B Samuels and P Samuels were invited and returned to the meeting. The Chair returned to the chair.

217/25/26 TO CONSIDER A COMMUNITY CHEST APPLICATION:

a. CC285 Oaklands Community Centre;

Members received and considered the application circulated in the reports pack.

Concerns were raised regarding the application's compliance with the Town Council's Grants Policy. While Members expressed general support for the initiative, it was noted that the application was not deemed urgent and required more information, specifically financial reports and statements explaining missing information such as bank statements.

Members referred to previous applications that had been declined due to non-compliance, highlighting that those applications had not been permitted to reapply.

In the interest of fairness and consistency with the Council's policy, Members agreed that the application should be returned to the applicant with a request for additional information to ensure full compliance prior to further consideration.

Members noted that confirmation had been received indicating that three volunteers had undertaken safeguarding training. However, Members also emphasised the importance of robust safeguarding measures and agreed that formal confirmation of compliance with appropriate safeguarding practices must be provided.

It was proposed by Councillor Brady, seconded by Councillor Miller and **RESOLVED** to defer to a future meeting of the Policy and Finance Committee allowing the applicant time to provide additional information to ensure compliance with the Grants Policy.

b. CC287 Pillmere Association

Members received and considered the application circulated in the reports pack.

Members expressed disappointment, as they were keen to support this valued community event. However, concerns were again raised regarding application's non-compliance with the Town Council's Grants Policy.

While Members reaffirmed the Council's commitment to supporting local initiatives, they emphasised the importance of adhering to the established Town Council policy framework. It was noted that alternative funding opportunities may be available within the town that could potentially support the application.

As the current request does not meet the criteria outlined in the Grants Policy, Members agreed that it could not be progressed further at this time.

It was proposed by Councillor Brady, seconded by Councillor B Samuels and **RESOLVED** to refuse the application on the grounds of non-compliance with the Grants Policy, and to sign post Pillmere Association to other potential sources of funding.

218/25/26 TO CONSIDER A FESTIVAL FUND APPLICATION:

a. FF130 Music, Speech and Drama Festival;

Members received and considered the application circulated in the reports pack.

Councillor Bickford reminded Members that the application does not fall under the Festival Fund, but rather aligns with the Community Chest, and should be considered accordingly.

Members expressed disappointment at the limited engagement from Saltash schools and the wider community in the event. It was felt that insufficient local promotion, with many residents seemingly unaware of the event, may have contributed to low attendance at previous festivals.

It was recommended that future publicity efforts be enhanced within Saltash, with a particular focus on targeted outreach to schools and community groups to encourage broader participation.

It was suggested that the Mayor and Deputy Mayor support efforts to strengthen links between the Music, Speech and Drama Festival and local schools, with the aim of fostering greater involvement from Saltash residents in future events.

Members also emphasised the importance of safeguarding, and agreed that confirmation of compliance with appropriate safeguarding practices must be received as part of the grant conditions.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and **RESOLVED** to award £1,000.00 subject to receipt of valid and up-to-date insurance certificates, and confirmation of compliance with appropriate safeguarding practices.

Councillors Bullock, B Samuels and P Samuels declared an interest in the next agenda item and left the meeting.

The Vice Chair chaired the meeting in the Chair's absence.

b. FF131 Saltash Christmas Festival.

Members received and considered the application circulated in the reports pack.

It was acknowledged that although the required banking documentation had not yet been submitted, the applicant has historically provided all paperwork and demonstrated consistent compliance with the Town Council's Grant Policy. There was no evidence to suggest that this would not be the case again.

Members expressed confidence that the event would continue to meet the criteria outlined in the Grants policy.

Hilary Frank, representing Saltash Chamber of Commerce, confirmed that the insurance certificate would be provided upon purchase, closer to the event date.

It was proposed by Councillor Bickford, seconded by Councillor Stoyel and **RESOLVED** to award £2,500 subject to receipt of valid bank/accounting statements and insurance certificate.

Councillors Bullock, B Samuels and P Samuels were invited and returned to the meeting. The Chair returned to the chair.

Members acknowledged the valuable work carried out by all the volunteers that apply for Community Chest and Festival Fund Grants and expressed their sincere thanks to the volunteers for their ongoing dedication and contribution to the community.

219/25/26 TO RECEIVE REPORTS ON FUNDING AWARDED AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

Members agreed to receive the following items en-bloc.

- a. CC276 Girlguiding Saltash District;
- b. CC281 Saltash Floral Art Club;
- c. CC284 Tamar Trotters;
- d. FF128 Saltash May Fair;
- e. CC282 Saltash United Juniors Football Club.

It was **RESOLVED** to note.

220/25/26 TO RECEIVE AMENDMENTS TO THE FOLLOWING POLICIES AND CONSIDER ANY ACTIONS:

Members agreed to receive the following items en-bloc.

- a. Grants Policy;
- b. Code of Conduct;
- c. Health and Safety Manual;
- d. Standing Orders;
- e. Scheme of Delegation
- f. Civic Handbook.

It was proposed by Councillor P Samuels, seconded by Councillor Suter and resolved to **RECOMMEND** approval of the proposed amendments A-F to Full Council to be held on 2 October 2025.

221/25/26 TO RECEIVE THE HEALTH AND SAFETY AUDIT 2025-26 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received and reviewed the report on the annual Health and safety Audit for the year 2025/26 as contained within the circulated reports pack.

It was proposed by Councillor P Samuels, seconded by Councillor Suter and **RESOLVED** to note the external Health & Safety Audit report for the year 2025/26, delegating to the Assistant Service Delivery Manager to ensure that all necessary actions are implemented immediately to ensure the Town Council is compliant, working within budget where applicable.

222/25/26 TO RECEIVE AND NOTE QUARTERLY REPORTS FOR THE COMMISSIONING OF PROFESSIONAL YOUTH WORK IN SALTASH:

- a. Livewire;

No report.

- b. The Core.

It was **RESOLVED** to note.

223/25/26 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

The Chairman provided a brief verbal update on the S106 funding application considered at the meeting held on 24 June, relating to the Town Council's CCTV initiative.

The application was initially challenged by the panel, who requested further evidence of community support for the project. This information was subsequently provided, and the funding was approved.

It was confirmed that installation of the CCTV system is scheduled to commence on 26 September, with the system to be fully operational by 1 October 2025.

Members expressed their thanks the Office Manager / Assistant to the Town Clerk for her dedication and efforts in successfully progressing the project.

It was **RESOLVED** to note.

Councillor Brady declared an interest in the next agenda item and left the room.

224/25/26 TO RECEIVE A REPORT ON THE RETIRED SALTASH MAYORESS CHAIN AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.

Members received and considered the report circulated in the reports pack.

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

1. That the Saltash Mayoress Chain be reinstated for use with immediate effect, without any gender specification;
2. To grant authority to the incumbent Mayor to determine which ceremonial chain, either the historic Mayoress Chain or the newer Consort Chain, that their Consort will wear during their term of office;
3. To approve the amendment of all policies in accordance with the decision of the Town Council;
4. That the ceremonial chain not in use by the Consort be placed on display in the Council Chamber whilst not in use.

Councillor Brady was invited and returned to the meeting.

225/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

It was proposed by Councillor Nowlan, seconded by Councillor P Samuels and **RESOLVED** 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.

The Chairman confirmed that the meeting is now in Part Two and reminded Members that the items discussed are of the **strictest confidence** and must **not** be discussed or shared with others.

Members are to refrain from taking notes in Part Two confidential session. Engaging in such conduct may bring the Town Council into disrepute.

Members noted the Chairman's comments.

226/25/26 TO RESOLVE TO APPOINT AN EXTERNAL CONSULTANT TO CONDUCT A REVIEW OF MULTIPLE COMPLAINTS.

It was proposed by Councillor Brady, seconded by Councillor Peggs and following a recorded vote of 13 for,

Ashburn	For
Bickford	For
Brady	For
Bullock	For
Gillies	For
Johns	Absent
Martin	Absent
McCaw	For
Miller	For
Mortimore	Absent
Nowlan	For
Peggs	For
B Samuels	For
P Samuels	For
Stoyel	For
Suter	For

It was **RESOLVED** to appoint Local Council Consultancy (LCC) to act on behalf of Saltash Town Council working within budget code 6202 Civic Occasions.

227/25/26 TO RESOLVE TO DELEGATE AUTHORITY TO A GROUP OF COUNCILLORS TO OVERSEE AND MANAGE THE PROCESS IN CONJUNCTION WITH THE APPOINTED CONSULTANT.

It was proposed by Councillor P Samuels, seconded by Councillor B Samuels and following a recorded vote of 13 for,

Ashburn	For
Bickford	For
Brady	For
Bullock	For
Gillies	For
Johns	Absent
Martin	Absent
McCaw	For
Miller	For
Mortimore	Absent
Nowlan	For
Peggs	For
B Samuels	For
P Samuels	For
Stoyel	For
Suter	For

It was **RESOLVED** to delegate authority to Councillors Ashburn, Brady, Mortimore, Nowlan, P Samuels, Stoyel and Suter to oversee and manage the process in conjunction with LCC reporting back at a future Policy and Finance Meeting.

228/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

229/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

It was proposed by Councillor P Samuels, seconded by Councillor Suter and **RESOLVED** that the public and press be re-admitted to the meeting.

230/25/26 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES
ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE
OF THE MEETING.**

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

1. Festival Fund Grant Awards;
2. The Saltash Mayoress Chain.

DATE OF NEXT MEETING

Tuesday 11 November 2025 at 6.30 pm

Rising at: 8.47 pm

Signed: _____
Chairman

Dated: _____