

SALTASH TOWN COUNCIL

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

PRESENT: Councillors: A Ashburn, J Brady, R Bullock, M Johns, S Martin, G McCaw, J Peggs, B Samuels, P Samuels (Chairman), B Stoyel and J Suter (Vice-Chairman).

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

APOLOGIES: R Bickford, S Gillies, S Miller, L Mortimore and P Nowlan.

231/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

232/25/26 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 received.

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

None received.

233/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

234/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 23 SEPTEMBER 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 Suter and **RESOLVED** that the minutes of the Policy and Finance Committee held on 23 September 2025 were confirmed as a true and correct record.

The Chairman announced the next item of business to be received is agenda item 21.

235/25/26 TO CONSIDER A COMMUNITY CHEST APPLICATION FROM OAKLANDS COMMUNITY CENTRE CC285.

The Vice Chairman reminded members of the original application discussed at the Policy and Finance meeting on 23 September and directed their attention to the additional documents included in the circulated report pack, which provide further support for the original application.

Members discussed the additional information received, and James Jenkins presented an overview of the project, highlighting its current benefits and long-term impact on the community.

It was proposed by Councillor P Samuels, seconded by Councillor Suter and **RESOLVED** to award £925 to Oakland's Community Centre.

236/25/26 TO REVIEW THE POLICY AND FINANCE BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman advised Members that further consideration regarding the review of the new business plan deliverables received and contained within the circulated reports pack was required.

It was proposed by Councillor Suter, seconded by Councillor Brady and **RESOLVED** to defer to the Policy and Finance meeting to be held on 13 January 2026 to allow the Chairman and Vice Chairman additional time for review.

237/25/26 TO NOTE THAT ALL ACCOUNTS AND BANK ACCOUNTS ARE RECONCILED UP TO SEPTEMBER 2025.

It was **RESOLVED** to note.

238/25/26 TO NOTE THAT PETTY CASH IS RECONCILED UP TO OCTOBER 2025.

It was **RESOLVED** to note.

239/25/26 TO RECEIVE AND NOTE A REPORT ON VAT.

It was **RESOLVED** to note.

240/25/26 TO RECEIVE THE TOWN COUNCIL VAT PARTIAL EXEMPTION CALCULATION FOR THE FINANCIAL YEAR 2024-25 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

241/25/26 TO RECEIVE AND NOTE THE INTERIM INTERNAL AUDIT REPORT FOR THE YEAR ENDED 31 MARCH 2026.

It was **RESOLVED** to note

242/25/26 TO RECEIVE AND NOTE A REPORT ON INVESTMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

243/25/26 TO NOTE THAT AN AUDIT ON RECENT SUPPLIER PAYMENTS WAS CONDUCTED BY THE CHAIRMAN OF POLICY & FINANCE IN LINE WITH THE COUNCIL'S FINANCIAL REGULATIONS. THERE ARE NO DISCREPANCIES TO REPORT.

It was **RESOLVED** to note.

244/25/26 TO RECEIVE THE CURRENT STC COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received and reviewed the report and budget statement received and contained within the circulated reports pack.

It was proposed by Councillor P Samuels, seconded by Councillor McCaw and **RESOLVED** to note the budget statement and approve the virement of £1,000.00 from budget code 6214 PF Health and Safety to budget code 6202 PF Civic Occasions (including Road Closures) to cover additional costs for the remainder of the financial year.

245/25/26 TO RECEIVE A REPORT FROM THE FINANCE OFFICER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

It was proposed by Councillor P Samuels and seconded by Councillor Brady and **RESOLVED** to note the report and that the Finance Officer be authorised to write off the two outstanding daily moorings invoices, totalling £90 plus VAT, at the end of the financial year should payment not be received.

246/25/26 TO RECEIVE AND NOTE A REPORT ON THE TOWN COUNCIL'S PROPERTY VALUATION.

The Finance Officer briefed Members on the report received and contained within the circulated reports pack, confirming that Company A, at a cost of £5,400, will be appointed to provide the valuations required to ensure Town Council assets are accurately valued and insured. However, sufficient funds are not available in budget code 6224 Professional Costs, and the Finance Officer requested approval for a virement to cover the cost.

It was proposed by Councillor P Samuels, seconded by Councillor Brady and **RESOLVED** to note the report and approve a virement of £5,400 from budget code 6273 PF EMF Legal Fees to budget code 6224 Professional Costs to fund the appointment of Company A.

**247/25/26 TO RECEIVE A REPORT ON CIVICA MODERN.GOV AND
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

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

1. Approve in principle the migration of the Town Council's Civica Modern.Gov associated data to their cloud-hosted platform, subject to final confirmation from the Town Council's IT consultant that the proposed solution meets all technical and operational requirements;
2. Budget for the migration and future cloud-hosting platform at a cost of £26,417 in the financial year 2026/27 against budget code 6208 PF Subscriptions;
3. Budget for future support and maintenance at a fixed cost of £16,209 for the remaining contract term (years 2 to 5) against budget code 6208 PF Subscription;
4. Delegate authority to the Office Manager / Assistant to the Town Clerk to work collaboratively with the Town Council's IT consultant and Civica Modern.Gov in identifying a suitable cloud-based Democratic Service software solution that mitigates associated risks, reporting back to a future meeting of the Policy and Finance Committee with the outcome.

248/25/26 TO RECEIVE A REPORT ON THE TOWN COUNCIL PHONE INFRASTRUCTURE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

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

1. Approve the transition to the Wildix Communications system in the financial year 2026/27 to improve/future proof the Town Council phone infrastructure;
2. Delegate to the Office Manager / Assistant to the Town Clerk to recycle existing equipment;
3. Budget for the transitional upfront cost of £2,265 + VAT and annual cost of £1,504 + VAT to purchase telephone equipment, if required, against budget code 6300 PF Telephone;
4. Note there is potential cost savings due to some staff accessing the phone system via work mobile app.

249/25/26 TO SET THE POLICY AND FINANCE BUDGET FOR THE YEAR 2026/27 RECOMMENDING TO THE EXTRAORDINARY POLICY AND FINANCE COMMITTEE MEETING TO BE HELD ON 25 NOVEMBER 2025.

The Finance Officer provided an overview of the proposed budgets for the year 2026/27 received and contained within the circulated reports pack.

Members discussed the budget setting for the year 2026/27.

It was proposed by Councillor P Samuels, seconded by Councillor Brady and resolved to **RECOMMEND** to the Extraordinary Policy and Finance Committee meeting to be held on 25 November 2025:

Operating Income:

1. To delete budget code 4902 PF Insurance Claim;

Operating Expenditure:

2. To vire unspent funds from budget code 6202 PF Civic Occasions to budget code 6272 PF EMF Robes and Civic Regalia subject to there being an unspent balance available at the end of the year;
3. To increase budget code 6206 (PF Youth Council) from £4,000 to £6,000 to enable Saltash Youth Network to provide additional grants to affiliated organisations and individuals, and to support a crisis fund for families in need;
4. To increase budget code 6222 PF Commissioning Youth Work from £60,842 to £100,000 to meet the additional requirements of youth services in the town;
5. To budget the same amount of funding for codes 6210 Community Chest, 6220 Festival Fund;

EMF Expenditure:

6. To increase budget code 6273 EMF Legal Fees by £6,000 to cover legal cost as necessary;
7. To increase budget code 6285 PF EMF Twinning of £1,000 to support the 80 Anniversary celebrations;
8. To rename budget code 6224 PF Legal to PF Legal and Professional Costs;
9. To rename budget code ST PF Staff Clothing to ST PF Staff ID Badges;
10. To rename budget code 6300 PF Telephone to PF Telephone and Mobile;
11. To rename budget code 6301 PF Stationery to PF Stationery and Printing;
12. That the Policy and Finance Committee budget for the year 2026-27, as attached, be referred to the Extraordinary Policy and Finance Committee meeting on 25 November 2025.

250/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

251/25/26 TO RECEIVE A REPORT ON FUNDING AWARDED TO SALTASH REGATTA FF127 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

252/25/26 TO RECEIVE A REPORT ON TOWN COUNCIL POLICIES AND PROCESSES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received and reviewed the report contained within the circulated reports pack.

It was proposed by Councillor P Samuels, seconded by Councillor Peggs and **RESOLVED** to support the recommendation by delegating authority to the Town Clerk to explore options for outsourcing a full and comprehensive review of all Town Council policies and procedures reporting back at the Policy and Finance Committee meeting to be held on 13 January 2026.

253/25/26 TO RECEIVE AMENDMENTS TO THE HIRE OF TOWN COUNCIL PREMISES AND EVENTS POLICY AND CONSIDER ANY ACTIONS.

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

It was proposed by Councillor P Samuels, seconded by Councillor B Samuels and resolved to **RECOMMEND** to Full Town Council:

1. To retire the existing Town Council Hire of Premises and Events Policy and associated Booking Form;
2. To adopt the revised Hire of Town Council Premises and Events Policy, Booking Form and Terms and Conditions of Hire;
3. Points 1 and 2 are subject to the Town Clerks final review.

254/25/26 TO RECEIVE A REPORT ON THE TOWN COUNCIL PRECEPT LEAFLET FOR THE YEAR 2026/27 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

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

1. Approve the design for the double-page newspaper spread, social media graphics, and bus stop advertisement, ensuring the bus stop text is more concise and impactful;
2. Approve advertising across the following channels: static bus stops (Gilston Road and Burraton Cross), a double-page newspaper spread in the Observer, social media platforms, the Guildhall, Library, public noticeboards, the Town Council website, and one pull-up banner;
3. Delegate authority to the Development and Engagement Manager and the Communications and Engagement Officer to finalise the approved designs and oversee distribution, with a progress report, including the final designs, to be presented at the Policy and Finance Committee meeting on 13 January;
4. Approve payment for the precept leaflet, allocating £1,800 from budget code 6301 PF Stationery/Postage/Printing and £210 from budget code 6230 PF Social Media Advertising, plus an additional £100 for a pull-up banner from budget code 6301PF Stationery/Postage/Printing

255/25/26 TO RECEIVE AND NOTE QUARTERLY REPORTS FOR THE COMMISSIONING OF PROFESSIONAL YOUTH WORK IN SALTASH:

a. Livewire;

It was **RESOLVED** to note Livewires quarterly report for the Commissioning of Professional Youth Work in Saltash.

b. The Core;

The Town Clerk informed Members that the report circulated in the reports pack is not The Core's quarterly report under the Professional Youth Work parameters – this was received at the last meeting.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** to note the report, release the next instalment of £10,140, and to thank The Core for their ongoing dedication to delivering youth services in the town, and that the Town Council remains fully committed to supporting and strengthening this vital service.

256/25/26 TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:

a. Neighbourhood Plan Steering Group;

Nothing to report.

b. Saltash Team for Youth;

Councillor Martin led on the report received and contained within the circulated reports pack.

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

1. Thank Livewire and The Core for their ongoing dedication to delivering youth services in the town, and that the Town Council remains fully committed to supporting and strengthening this vital service for those who need it;
2. Approve updating the 2026/27 Professional Youth Work Tender Specification from a 12-month bid to a three-year bid to support the long-term sustainability of both youth centres.

c. Section 106 Panel

Nothing to report.

257/25/26 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.

258/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

259/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

260/25/26 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor Suter, seconded by Councillor Martin and **RESOLVED** to issue the following press and social media releases:

1. Tech and infrastructure – Saltash Town Council in the 21st century;
2. Community Chest – Oakland's Community Centre;
3. Revised hire policy, promoting Town Council facilities (Subject to Full Council approval of minute 253/25/26).

DATE OF NEXT MEETING

Tuesday 25 November 2025 at 6.30 pm

Rising at: 8.55 pm

Signed: _____
Chairman

Dated: _____