

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 13th January 2026 at 6.30 pm

PRESENT: Councillors: A Ashburn, R Bickford, 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: None.

APOLOGIES: J Brady, S Martin and L Mortimore.

276/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

277/25/26 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.

Councillor Ashburn joined the meeting.

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

None.

278/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

279/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE EXTRAORDINARY POLICY AND FINANCE COMMITTEE HELD ON 25 NOVEMBER 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.

Following a unanimous vote (12 in favour, 0 against, 0 abstentions), it was proposed by Councillor P Samuels, seconded by Councillor Suter and **RESOLVED** that the minutes of the Extraordinary, Policy and Finance Committee held on 25 November 2025 were confirmed as a true and correct record.

280/25/26 TO NOTE THAT ALL ACCOUNTS AND BANK ACCOUNTS ARE RECONCILED UP TO NOVEMBER 2025.

It was **RESOLVED** to note.

281/25/26 TO NOTE THAT PETTY CASH IS RECONCILED UP TO DECEMBER 2025.

It was **RESOLVED** to note.

282/25/26 TO RECEIVE AND NOTE A REPORT ON VAT.

It was **RESOLVED** to note.

283/25/26 TO REVIEW THE POLICY AND FINANCE BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor P Samuels referred to the draft deliverables included in the reports pack and recommended that rows 2 and 3 be interchanged, as row 3 relates to policies that underpin the work of the Policy and Finance Committee.

Following a vote of 11 in favour, 0 against, and 1 abstention, it was proposed by Councillor P Samuels, seconded by Councillor Suter, and **RESOLVED** to approve the Policy and Finance Business Plan Deliverables, incorporating the above amendment (as attached), and to progress delivery with updates to be reported at a future Town Vision Sub-Committee meeting.

284/25/26 TO RECEIVE AND NOTE A REPORT ON INVESTMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

285/25/26 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.

286/25/26 TO RECEIVE THE CURRENT STC COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

287/25/26 TO RECEIVE A REPORT FROM THE FINANCE OFFICER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

288/25/26 TO RATIFY THE TOWN COUNCIL PONTOON AND CYBER INSURANCE RENEWALS.

Following a unanimous vote (12 in favour, 0 against, 0 abstentions), it was proposed by Councillor P Samuels, seconded by Councillor Stoyel, and **RESOLVED** to ratify the Town Council Pontoon Insurance for 2026/27 at a cost of £2,485.31 including taxes and fees and Cyber Insurance renewal for 2026/27 at a cost of £1,716.49 including taxes and fees allocated to budget code 6205 Insurance.

289/25/26 TO RECEIVE A REPORT ON THE TOWN COUNCIL FLEET INSURANCE RENEWAL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Following a unanimous vote (12 in favour, 0 against, 0 abstentions), it was proposed by Councillor P Samuels, seconded by Councillor Stoyel, and **RESOLVED** to delegate to the Finance Officer to obtain renewal quotations for the Town Council's fleet insurance. The renewals will be reviewed and given final approval by the Town Clerk/RFO in consultation with the Chairman and Vice Chairman of Policy and Finance and Councillor Gillies. This process will be carried out within budget code 6205 Insurance, reporting back to a future Policy and Finance Committee meeting.

290/25/26 TO RECEIVE AN UPDATED REPORT ON THE TOWN COUNCIL'S PROPERTY VALUATION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk reported that, following a review of the Town Council's assets conducted by Bailey Partnership, it was identified that some properties were significantly underinsured, while Saltash Library and the Cemetery Boundary Wall were over insured.

Following a unanimous vote (12 in favour, 0 against, 0 abstentions), it was proposed by Councillor B Samuels, seconded by Councillor Bullock, and **RESOLVED** that the Bailey Partnership report be shared with the Town Council's insurer for adjustment purposes, and that the sums insured be amended as follows:

- Saltash Library: £2,000,000
 - Cemetery Boundary Wall: £100,000
- with all other property valuations remaining unchanged.

291/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

292/25/26 TO RECEIVE A REPORT ON THE TOWN COUNCIL PRECEPT LEAFLET FOR THE YEAR 2026/27 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Following a unanimous vote (12 in favour, 0 against, 0 abstentions), it was proposed by Councillor P Samuels, seconded by Councillor Nolan, and **RESOLVED** to:

1. Approve the design content, including photographs, precept figures, and strategic priorities information (as attached).
2. Delegate authority to the Communication and Engagement Officer to deliver the project.
3. Delegate authority to Councillor P Samuels, as Chairman of Policy and Finance, and Councillor Bullock, as Chairman of the Town Council, to approve the final proof.

293/25/26 TO RECEIVE A COMMUNITY CHEST APPLICATION FROM BURRATON COMMUNITY PRIMARY SCHOOL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed the application at length, highlighting the importance of supporting local schools, and sought advice from the Town Clerk regarding its compliance with the Grants Policy.

The Town Clerk advised that the application did not meet the criteria set out in section 8.7 of the Grants Policy:

8.7 Schools will only be grant aided for environmental purposes or if, in the opinion of Saltash Town Council, their application is for the benefit of the wider community. The project must also be in addition to statutory services.

On that basis, the application was not scored and proceeded to a vote.

Following a vote of 10 in favour, 1 against, and 1 abstention, it was proposed by Councillor Nowlan, seconded by Councillor B Samuels, and **RESOLVED** to refuse the application on the grounds of non-compliance with the Grants Policy.

Further to the vote, Councillor Nowlan offered to liaise with the school, given his experience in this area, as Members expressed a strong desire to ensure the school receives appropriate support.

294/25/26 TO RECEIVE AND NOTE A REPORT ON CIVICA MODERN.GOV.

It was **RESOLVED** to note.

Councillor Stoyel gave his apologies and left the meeting.

295/25/26 TO RECEIVE A REPORT FROM SALTASH PLOUGASTEL TWINNING ASSOCIATION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman referred to the report contained and circulated in the reports pack.

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor B Samuels, seconded by Councillor McCaw, and **RESOLVED** to:

1. Approve the offer for the incumbent Mayor to hold an honorary position on the Association's Committee, attend key celebrations and events during the French group's biennial visits in May, and

attend the Association's Annual General Meeting in January;

2. Approve participation by the incumbent Mayor and their family in the Association's biennial trips to France (visiting Plougastel) and in hosting reciprocal visits;
3. Note that costs associated with the Mayor's visit to France will be covered by the Association, with meals and activities provided by the host family. The Mayor and family will be responsible for holding valid passports and medical insurance. Incidental costs such as insurance for the Mayoral Chain and Saltash Town Council gifts will be met from the Town Council's Twinning budget;
4. Request the Administration Department to receive and circulate minutes of future Association meetings for Members' information;
5. Approve requesting Town Council representation at scheduled Association meetings;
6. Delegate authority to the Mayor's Secretary/Receptionist, in collaboration with the incumbent Mayor and the Association Committee, to reaffirm the Friendship Charter, subject to the Town Clerk's final approval and confirmation of any legal or ceremonial protocols for signing such charters;
7. Approve that gifts received from Plougastel be displayed in the Guildhall cabinet;
8. Request Saltash Heritage to gift the original oath to the Town Council for display alongside the Saltash-Plougastel Friendship Charter;
9. Approve free ongoing room hire for biennial welcome reception events and for the 2026 40th Anniversary reaffirmation;
10. Direct the Administration Department to update the Civic Handbook to reflect this decision.

296/25/26 TO RECEIVE A REPORT ON TOWN COUNCIL POLICIES AND PROCESSES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

297/25/26 TO RECEIVE AMENDMENTS TO THE CIVIC HANDBOOK AND

CONSIDER ANY ACTIONS.

The Town Clerk outlined the recommended amendments to ensure Members were fully informed of the reasons for the changes.

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor P Samuels, seconded by Councillor Peggs, and resolved to **RECOMMEND** to Full Council to be held on 15 January 2026, the amendments to the Civic Handbook, incorporating the additional changes raised by Members during the meeting (as attached).

298/25/26 TO RECEIVE A REPORT ON THE REVISED TOWN COUNCIL DELIVERY OF PROFESSIONAL YOUTH WORK TENDER SPECIFICATION FOR 2026/27 AND CONSIDER ANY ACTIONS.

The Town Clerk provided an overview of the report contained and circulated in the reports pack.

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor Peggs, seconded by Councillor Bullock, and **RESOLVED** to approve the Town Council Delivery of Professional Youth Work Tender Specification for 2026 to 2029 together with the workflow (as attached).

299/25/26 TO RECEIVE AND NOTE QUARTERLY REPORTS FOR THE COMMISSIONING OF PROFESSIONAL YOUTH WORK IN SALTASH:

a. The Core;

It was **RESOLVED** to note.

b. Livewire;

Councillor Peggs informed Members that no report had been

received from Livewire due to staff sickness.

300/25/26 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.

301/25/26 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.

302/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

303/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

304/25/26 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor Peggs, seconded by Councillor Bullock, and **RESOLVED** to issue the following press and social media releases:

1. Policy and Finance Business Plan Deliverables;

2. Precept leaflet for the year 2026/27;
3. Saltash Plougastel Twinning Association (in conjunction with the Association) ;
4. Delivery of Professional Youth Work Tender.

DATE OF NEXT MEETING

Tuesday 10 March 2026 at 6.30 pm

Rising at: 7.53 pm

Signed: _____
Chairman

Dated: _____