

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 10th March 2026 at 6.30 pm

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

ALSO PRESENT: S Burrows (Town Clerk / RFO), J Hughes (Administration Officer) and W Peters (Finance Officer)

APOLOGIES: L Mortimore.

305/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

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

306/25/26 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 |
|-------------------|--------------------|---------------------------------|----------------------------------|---------------------|
| R Bullock | 18a | Non-Pecuniary | Volunteer with Tamar Trotters | Yes |
| R Bickford | 19b | Non-Pecuniary | Saltash Regatta committee member | Yes |

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

None.

307/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

308/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 13 JANUARY 2026 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 vote (12 in favour, 0 against, 2 abstentions), it was proposed by Councillor P Samuels, seconded by Councillor Stoyel and **RESOLVED** that the minutes of the Policy and Finance Committee held on 13 January 2026 were confirmed as a true and correct record.

309/25/26 TO NOTE THAT ALL ACCOUNTS AND BANK ACCOUNTS ARE RECONCILED UP TO JANUARY 2026.

It was **RESOLVED** to note.

310/25/26 TO NOTE THAT PETTY CASH IS RECONCILED UP TO FEBRUARY 2026.

It was **RESOLVED** to note.

311/25/26 TO RECEIVE AND NOTE A REPORT ON VAT.

It was **RESOLVED** to note.

312/25/26 TO REVIEW THE POLICY AND FINANCE BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

313/25/26 TO RECEIVE AND NOTE A REPORT ON INVESTMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

314/25/26 **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.

315/25/26 **TO RECEIVE THE CURRENT STC COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

316/25/26 **TO RECEIVE A REPORT FROM THE FINANCE OFFICER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

At the invitation of the Chairman, the Finance Officer provided Members an overview of the report contained and circulated in the reports pack.

It was **RESOLVED** to note.

317/25/26 **TO RECEIVE A REPORT ON INSURANCE CLAIMS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

318/25/26 **TO RECEIVE A REPORT ON THE TOWN COUNCIL FLEET INSURANCE RENEWAL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE**

Following a unanimous vote, it was proposed by Councillor P Samuels, seconded by Councillor McCaw and **RESOLVED** to ratify the fleet insurance renewal for 2026/27 by the appointment of James Hallam Brokers working on behalf of the insurer ERS, insuring the Town Council vehicles at a cost of £2,578.88 including taxes and fees, allocated to budget code 6205 PF Insurance.

319/25/26 TO RECEIVE A REPORT ON ASSERTION 10 COMPLIANCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

At the invitation of the Chairman, the Town Clerk provided Members with an overview of the report contained and circulated in the reports pack and explained that Assertion 10 was a new requirement in the 2025 Practitioners' Guide for the Annual Governance and Accountability Return (AGAR), focusing on digital governance, data protection, and website accessibility.

The Town Clerk explained that whilst the Town Council is compliant in most areas, the main concern is the website, where PDF documents do not always meet accessibility requirements. In recognition of these, interim measures have been put into place to support those that require assistance.

The Town Clerk advised Members that when they receive their AGAR, a box entitled 'other matters' may contain a comment that they are not fully compliant in view of some of the website accessibility requirements detailed above.

Following a unanimous vote, it was proposed by Councillor P Samuels, seconded by Councillor Nowlan and **RESOLVED:**

1. That the Town Council confirms it has complied with the requirements set out in Assertion 10 of the Annual Governance Statement for the financial year ending 31 March 2026;
2. That it further acknowledges that its website does not fully meet all statutory accessibility requirements, however full compliance is expected to be achieved during 2026;
3. That the accessibility statement accurately sets out the Town Councils current position regarding website accessibility and the support available to assist users;
4. To **RECOMMEND** to Full Town Council on 9 April 2026 to approve the updated IT Policy in accordance with the Assertion 10 requirements, as attached.

320/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

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

321/25/26 TO CONSIDER COMMUNITY CHEST APPLICATIONS:

a. CC290 Tramar Totters;

Following a unanimous vote, it was proposed by Councillor Bickford, seconded by Councillor Johns and **RESOLVED** to award £350.

Councillor Bullock was invited and rejoined the meeting.

322/25/26 TO CONSIDER FESTIVAL FUND APPLICATIONS:

a. FF132 Saltash May Fair

Following a unanimous vote, it was proposed by Councillor Peggs, seconded by Councillor Stoyel and **RESOLVED** to award £5,000 subject to receipt of the required insurance certificates and quote for storage and sound.

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

b. FF133 Saltash Regatta

Following a vote (12 in favour, 0 against, 1 abstention) it was proposed by Councillor Stoyel, seconded by Councillor B Samuels and **RESOLVED** to award £5,000 subject to receipt of the insurance certificates and the full event management plan.

Councillor Bickford was invited and rejoined the meeting.

323/25/26 TO RECEIVE A REPORT ON TOWN COUNCIL GRANT FUNDING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE;

- a. CC285 Oaklands Community Centre;

It was **RESOLVED** to note.

- b. FF131 Christmas Festival 2025;

It was **RESOLVED** to note.

324/25/26 TO RECEIVE AMENDMENTS TO THE RECEIVING PUBLIC QUESTIONS, REPRESENTATIONS AND EVIDENCE AT MEETINGS PROCEDURE AND CONSIDER ANY ACTIONS.

The Chairman invited Members to ask questions regarding the proposed amendments to the Receiving Public Questions, Representations and Evidence at Meetings procedure, as set out in the circulated reports pack.

Members discussed the amendments and agreed that they were necessary. However, they expressed concern that the requirement for questions to be submitted five clear working days in advance was too long and would not allow questions to be raised following the publication of an agenda.

Following a unanimous vote, it was proposed by Councillor Martin, seconded by Councillor Brady and resolved to **RECOMMEND** to Full Town Council to approve the Receiving Public Questions, Representations and Evidence at Meetings procedure, as amended and attached.

325/25/26

TO RECEIVE AN UPDATED REPORT ON TOWN COUNCIL POLICIES AND PROCESSES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman gave an overview of the report contained and circulated within the reports pack and explained the proposal to appoint a company to undertake a comprehensive review of all Town Council policies and processes to ensure that they are consistent, providing recommended amendments.

The Town Clerk explained that the quoted cost of £2,800 covered only the first stage of work - reviewing the current governance of the Town Council and providing recommended amendments.

These recommendations would then be reported directly to Full Town Council for consideration, after which Town Council staff would implement any agreed changes with the view to reporting it to the May Annual Town Council Meeting for adoption, to take effect from the start of the new municipal year.

Following a unanimous vote, it was proposed by Councillor Peggs, seconded by Councillor Brady and **RESOLVED:**

1. To appoint Company A to undertake a comprehensive review of all Town Council policies and processes, and to present its recommended amendments directly to Full Council at its meeting on 9 April 2026.
2. At a cost of £2,800 to be allocated to budget code 6273 EMF Legal Fees.
3. To note that the earliest completion date for the full report from Company A is 1 April 2026.

326/25/26

TO RECEIVE AN UPDATED REPORT ON CIVICA MODERN.GOV AND PHONE INFRASTRUCTURE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman informed Members that, following a resolution made at the Policy and Finance Committee meeting on 11 November 2025, updated information has since been received. As a result, it is now proposed that the Town Council does not proceed with that resolution.

The Chairman invited the Town Clerk to provide an overview of the report contained and circulated in the reports pack.

The Town Clerk advised that, following attendance at a recent conference, a number of alternative software packages were identified which appeared to offer improved functionality and better value for money. Officers are currently reviewing these options, with the assistance of Councillors Nowlan and Bickford, and a full report, including costings, will be provided to the Policy and Finance Committee meeting on 12 May 2026.

The Town Clerk further explained that while this review is underway, it will be necessary to continue using Civica and therefore advises that the Town Council commits to a further 12-month contract. This will ensure continuity of service and provide sufficient time to procure and implement an alternative system, should one be approved.

Following a unanimous vote, it was proposed by Councillor Miller, seconded by Councillor Nowlan and **RESOLVED:**

1. To pause Resolution 248/25/26, relating to the phone system, until further findings have been obtained;
2. Not to progress Resolution 247/25/26, relating to the five-year Civica Modern.Gov contract, until further findings have been obtained;
3. To approve the continuation of Civica Modern.Gov for a further 12-months at a cost of £10,877 allocated to budget code 6208 PF Subscriptions;
4. To approve the Administration Department undertaking a full investigation of alternative options to ensure the Town Council secures a solution that delivers improved efficiencies and best value for money.

327/25/26 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;

It was **RESOLVED** to note.

328/25/26 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.

329/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

Following a unanimous vote, it was proposed by Councillor P Samuels, seconded by Councillor Bickford 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 and in accordance with Saltash Town Council Standing Orders and Terms of Reference.

The Chairman informed Members that the meeting is now in Part Two.

The Chairman reminded Members that items discussed are of the **strictest confidence** and must **not** be discussed or shared with others.

All Members are subject to GDPR, Data Protection Regulations and the Code of Conduct.

330/25/26 TO RECEIVE A REPORT ON THE FINDINGS FROM THE APPOINTMENT OF THE LOCAL COUNCIL CONSULTANCY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Following a unanimous vote, it was proposed by Councillor B Samuels seconded by Councillor Peggs and **RESOLVED**:

1. To note the report from the Working Group;
2. To delegate authority to the Town Clerk to implement the Working Group's recommendations as set out in the confidential report;
3. To **RECOMMEND** to Full Town Council that the current Town Council Complaints and Unreasonable Customer Behaviour Policy be retired;
4. To **RECOMMEND** to Full Town Council that the new draft Complaints Policy, as amended and attached, be approved.

The Chair asked that appreciation be extended to all staff for their sustained support and commitment to the Town Council during this process.

331/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

332/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

Following a unanimous vote, it was proposed by Councillor P Samuels, seconded by Councillor B Samuels and **RESOLVED** that the public and press be re-admitted to the meeting.

333/25/26 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

Following a unanimous vote, it was proposed by Councillor B Samuels, seconded by Councillor Martin and **RESOLVED** to issue a Press and Social Media release for:

1. Community Chest and Festival Fund Awards;
2. Saltash Town Council Accessibility Statement.

DATE OF NEXT MEETING

Tuesday 12 May 2026 at 6.30 pm

Rising at: 8.55 pm

Signed: _____
Chairman

Dated: _____