SALTASH TOWN COUNCIL

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

PRESENT: Councillors: R Bullock, S Gillies, M Johns, S Miller, P Nowlan, B Samuels, P Samuels (Chairman), S Slavin, J Steers, B Stoyel and J Suter (Vice-Chairman).

ALSO PRESENT: 4 Members of the Public, S Burrows (Town Clerk / RFO), J Hughes (Administration Officer) and W Peters (Finance Officer)

APOLOGIES: A Ashburn, R Bickford, S Martin, L Mortimore and J Peggs .

84/26/27 CIVILITY AND RESPECT PLEDGE REMINDER.

The Chairman reminded Members that the Town Council has adopted the Civility and Respect Pledge.

Members were reminded of their obligations under the Code of Conduct. Debate is to be respectful, focused on the issues, and conducted in accordance with the Code of Conduct.

85/26/27 HEALTH AND SAFETY ANNOUNCEMENTS.

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

86/26/27 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	21 b, 21 c, 21d	Non-Pecuniary	Member of all three Organisations	Yes
Slavin	21 b	Non-Pecuniary	Veteran Donating to their charity	Yes

P Samuels	21 b , 21 c	Non-Pecuniary	Member of both Organisations	Yes
Miller	21 c	Non-Pecuniary	Member of Organisation	Yes

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

None received.

87/26/27 **PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None received.

88/26/27 **TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 22 SEPTEMBER 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 (9 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 22 September 2026 were confirmed as a true and correct record.

89/26/27 **TO REVIEW THE POLICY AND FINANCE BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE;**

The Chairman invited Members to review and comment on the Policy and Finance Business Plan Deliverables circulated in the reports pack.

It was **RESOLVED** to note.

90/26/27 **TO NOTE THAT ALL ACCOUNTS AND BANK ACCOUNTS ARE RECONCILED UP TO SEPTEMBER 2026.**

It was **RESOLVED** to note.

91/26/27 **TO NOTE THAT PETTY CASH IS RECONCILED UP TO SEPTEMBER 2026.**

It was **RESOLVED** to note.

92/26/27 **TO RECEIVE AND NOTE A REPORT ON VAT.**

The Chairman invited the Finance Officer to provide an overview of the report circulated within the reports pack.

The Finance Officer confirmed that following the most recent VAT Return submitted on 3 November 2026, a refund of £28,764.43 is due to be received in the next few days.

It was **RESOLVED** to note.

93/26/27 **TO RECEIVE AND NOTE THE INTERIM INTERNAL AUDIT REPORT FOR THE YEAR ENDED 31 MARCH 2027.**

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

The Town Clerk thanked both Members and staff, acknowledging that everyone plays a role in ensuring the Council operates in accordance with its Financial Regulations. Particular thanks were extended to the Finance Officer, who diligently double-checks financial processes and records to help ensure the Council remains compliant with its regulatory and statutory obligations.

The Town Clerk then highlighted the following key points arising from the audit:

1. Financial Regulations

   The Auditor noted that the Financial Regulations were last reviewed in 2025 and are due to be reviewed as part of the coordinated council-wide policy review being supported by CALC.

   The Town Clerk reminded Members that CALC had been appointed to undertake the first stage of the governance review. Responsibility for progressing the second stage and bringing the work to completion had subsequently been delegated to the Town Clerk.

   The Auditor had acknowledged that this work had not yet been completed and had reiterated the importance of ensuring that required policy reviews are undertaken within the prescribed timescales.

2. Risk Management

The Auditor noted that the Council's Risk Management arrangements and Investment Strategy had not yet been reviewed during the current financial year.

The Town Clerk advised Members that she would be meeting with the Chairman and Vice-Chairman of the Policy and Finance Committee early in the new year to arrange an Extraordinary Meeting. At that meeting, Members would review the relevant policies and procedures for consideration, approval and recommendation to Full Council.

The Town Clerk emphasised that this process must be completed before the end of the financial year on 31 March 2027.

It was **RESOLVED** to note.

94/26/27 **TO RECEIVE A REPORT ON INVESTMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

95/26/27 **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.

96/26/27 **TO RECEIVE THE CURRENT STC COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Finance Officer reported that during the 2026/27 budget-setting process £10,000 was allocated to budget code 6224 PF Legal & Professional Fees to meet the provision of public access and management at Churchtown Farm.

As the annual contract value is £14,000, payable in two instalments of £7,000 in April and October, there is an anticipated overspend.

Following a unanimous vote, it was proposed by Councillor P Samuels, seconded by Councillor Nowlan and **RESOLVED** to approve a virement of £5,000 from 6282 PF EMF Funding Bids (Consultancy Fees) to 6224 PF Legal & Professional Fees to keep the budget within the spend limit.

97/26/27 **TO RECEIVE A REPORT FROM THE FINANCE OFFICER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman invited the Finance Officer to provide an overview of the circulated report.

The Finance Officer presented the report and advised Members that it provided an update on the current status of precept planning, debtor balances and the funding available for allocation from the Community Infrastructure Levy (CIL).

It was **RESOLVED** to note.

98/26/27 **TO RATIFY THE TOWN COUNCIL MAIN INSURANCE POLICY RENEWAL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman provided an overview of the report and reminded Members that the insurance renewal had been considered at a previous meeting of the Policy and Finance Committee.

In the absence of the renewal premium at that time, delegated authority had been granted to the Town Clerk to proceed with the renewal once the premium details had been received.

Following a unanimous vote, it was proposed by Councillor P Samuels, seconded by Councillor Gillies and **RESOLVED** to ratify the Town Council main insurance policy renewal 2026/27 at a cost of £16,874.56 including taxes and fees allocated to budget code 6205 PF Insurance.

99/26/27 **TO RECEIVE A REPORT ON THE TOWN COUNCIL'S PHOTOCOPIER CONTRACT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman invited the Town Clerk to provide an update on the Town Council's photocopier contract.

The Town Clerk advised Members that no report had been circulated, as officers were still in the process of obtaining quotations and reviewing the various specifications available.

The Town Clerk explained that, as this was an operational requirement and the current contract was due to expire shortly, she was seeking delegated authority for the Finance Officer, with final approval from the Town Clerk, to proceed with the option representing best value once all quotations had been received and assessed.

Following a unanimous vote, it was proposed by Councillor P. Samuels, seconded by Councillor B. Samuels and **RESOLVED** that delegated authority be granted to the Finance Officer, with final approval from the Town Clerk, to award the contract to the supplier offering the best value following consideration of all quotations received.

100/26/27 **TO SET THE POLICY AND FINANCE BUDGET FOR THE YEAR 2027/28 RECOMMENDING TO THE EXTRAORDINARY POLICY AND FINANCE COMMITTEE MEETING TO BE HELD ON 24 NOVEMBER 2026.**

The Finance Officer informed Members of the budget statement for the 2027/28 financial year, as included within the circulated reports pack.

Members received and considered the budget setting for the year 2027/28.

Operating Expenditure;

1. Members discussed the Community Chest funding, following a vote (7 in favour, 3 against, 1 abstention, it was proposed by Councillor B Samuels, seconded by Councillor Nowlan and resolved to **RECOMMEND** to the Extraordinary Policy and Finance Committee meeting to be held on 24 November 2026 increase to budget code 6210 PF Community Chest to £12,000 for the year 2027/28.

Members further considered and discussed the budget setting for the year 2027/28.

Following a unanimous vote, it was proposed by Councillor P Samuel, seconded by Councillor Johns and resolved to **RECOMMEND** the Policy and Finance budget for the year 2027/28 financial year, as attached, to the Extraordinary Policy and Finance Committee meeting to be held on 24 November 2026.

2. To vire unspent funds from 6202 PF Civic Occasions (including Road Closures) to 6272 PF EMF Robes & Civic Regalia subject to there being unspent balance available at the end of the year;

3. To budget the same amount for budget code 6206 PF Youth Network being £6,000;

4. To budget the same amount for budget code 6220 PF Festival Fund being £15,450;

EMF Expenditure

5. No precept budget required for budget code 6285 PF EMF Twinning, the current balance in the EMF pot is sufficient for future planned spend;

6. To rename budget code 6280 PF EMF Town Vision to 6280 PF EMF Business Plan Strategy;

7. To create a new budget code 6290 PF EMF Devolution Initiatives with a £40,000 budget set for 2027/28.

101/26/27 TO RECEIVE A REPORT ON THE TOWN COUNCIL PRECEPT LEAFLET FOR THE YEAR 2027/28 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman invited comments from Members on the report circulated within the reports pack.

Members discussed the proposed distribution channels, and the general agreement was that the bus stop advertisements were not considered worthwhile.

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

1. To approve the draft content for the double-page newspaper spread and accompanying social media graphics.

2. To discontinue with bus stop advertisements.

3. To approve the proposed distribution through the following channels;

   - Double-page newspaper spread;
   - Social media platforms;
   - The Guildhall;
   - The Library;
   - Public noticeboards;
   - The Saltash Town Council website;
   - Pull up banners;
   - Meet your Councillors.

4. To delegate authority to the Communications and Engagement Officer to finalise the approved designs and oversee distribution, with a progress report (to include final designs) to be presented at a future meeting;

5. To approve the allocation of £1,700 to budget code 6301 PF Stationary/Postage/Printing and the transfer of £610 from budget code 6230 PF Social Media Advertising to cover all associated advertising costs.

102/26/27 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

103/26/27 TO CONSIDER COMMUNITY CHEST APPLICATIONS:

The Chairman advised Members that, due to declarations of interest made at the commencement of the meeting, the applications would be considered in a different order to that published on the agenda.

This would minimise the need for Members to leave and re-join the meeting multiple times during consideration of the applications.

a. CC297 Saltash Community School.

The Chairman invited Members to discuss the application. Concerns were raised regarding the applications compliance with the Town Councils Grants Policy.

The Chairman invited the representative of the applicant organisation, who was present at the meeting, to provide further information regarding the proposed use of the grant funding and to explain why the project could not be funded through the school's existing budget provision.

Following a vote (6 in favour, 3 against, 1 abstentions), it was proposed by Councillor Johns, seconded by Councillor Nowlan and **RESOLVED** that the application be refused on the grounds that it did not meet the eligibility requirements set out within the Town Council's Grants Policy.

Members nevertheless expressed their support for the aims of the project and offered assistance to the applicant in identifying alternative grant funding opportunities for which the project may be eligible.

Councillor B Samuels declared an interest for all three applications to be received and left the meeting.

d. CC300 Port View Patient Participation Group.

Members considered the application and noted that the submission did not
include all of the supporting documentation required under the Town Council's Grants Policy.

Members also noted that the applicant was seeking the full amount of funding requested and that no applications for funding had been made to alternative grant providers or other funding sources.

During discussion, Members expressed concern that insufficient evidence had been provided to demonstrate that all available external funding opportunities had been explored prior to submitting the application to the Town Council.

Following a unanimous vote, it was proposed by Councillor Stoyel, seconded by Councillor Suter and **RESOLVED** to refuse the application due to the lack of match funding and the absence of the required supporting documentation.

The Chairman Councillor P Samuels declared an interest in the following two applications to be received and left the meeting.

Councillor Slavin declared an interest in the following application to be received and left the meeting.

The Vice Chair in the Chair.

b. CC297 Saltash Royal British Legion.

The application failed to meet the criteria and score sufficient points and was therefore not carried.

Councillor Slavin was invited and re-joined the meeting.

Councillor Miller declared an interest in the following application to be received and left the meeting.

c. CC299 Saltash Chamber of commerce.

Members discussed the application and agreed that the trailer was needed and is used for many events across Saltash.

Following a unanimous vote, it was proposed by Councillor Stoyel, seconded by Councillor Steers and **RESOLVED** to award £1,000.

Councillors P Samuels, B Samuels and Miller were invited and re-joined the meeting.

104/26/27 **TO RECEIVE REPORTS ON TOWN COUNCIL GRANT FUNDING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman invited questions or comments from Members regarding the following reports;

a. CC293 Gleaning Cornwall;

b. CC295 Saltash United;

c. FF134 Tincombe Tea party.

No questions were raised and it was **RESOLVED** to note the reports.

105/26/27 **TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:**

a. Saltash Team for Youth

The Chairman advised that there is no report as the Working Group have not met.

The Town Clerk stressed her concern, as the Council has awarded a significant amount of funding to Team for Youth and there has been no meeting since the award was made, therefore she asked if there is a plan in place for a meeting or do they need additional support from the Office.

Members discussed this and the current Working Group Members agreed that a meeting does need to be called. The Town Clerk advised that she would be sending an e-mail to the Working Group members as a reminder, and any Members not able to continue on the Working Group should e-mail her to confirm.

The Town Clerk confirmed that current members are Councillors Bullock, Ashburn, Peggs and Stoyel.

Councillors Nowlan and Johns expressed an interest in joining the Working Group.

Following a unanimous vote, it was proposed by Councillor B Samuels, seconded by Councillor Slavin and **RESOLVED** that Councillor Nowlan and Councillor Johns be appointed to the Saltash Team for Youth Working Group.

b. Section 106 Panel

It was **RESOLVED** to note.

c. Saltash Youth Network

Nothing to report.

106/26/27 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.

107/26/27 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

108/26/27 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

109/26/27 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 P Samuels, seconded by Councillor Johns and **RESOLVED** to issue a Press and Social Media release for:

1. Community Chest Awarded;

2. Promotion of Community Chest and Festival Funds available;

3. Promotion of the S106 funding received toward the Christmas Lights and Switch on event.

DATE OF NEXT MEETING

Tuesday 24 November 2026 at 6.30 pm

Rising at:7.52 p.m.

Signed: _____
Chairman

Dated: _____