

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of Policy and Finance Committee held on the Guildhall on Thursday 27th May 2021 at 6.30 pm

**PRESENT:** Councillors: R Bickford, G Challen, L Challen, M Fox (Vice-Chair, in the Chair), S Gillies, S Martin, S Miller (Chairman), J Peggs, A Pinckney, B Samuels, P Samuels, G Taylor and D Yates.

**ALSO PRESENT:** 4 Members of the Public, S Burrows (Assistant Town Clerk), M Thomas (Senior Policy and Data Compliance Officer) and S Emmett (Finance Officer)

**APOLOGIES:** R Bullock.

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#### **1/21/22 HEALTH AND SAFETY ANNOUNCEMENTS**

Councillor Fox in the Chair.

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

Councillor G Challen informed the Chairman she would be recording the meeting.

#### **2/21/22 TO APPOINT A CHAIRMAN.**

It was proposed by Councillor Bickford, seconded by Councillor Taylor and unanimously **RESOLVED** to appoint Councillor Miller as Chairman.

Councillor Miller asked Members if Councillor Fox could remain in the Chair for this meeting only because he had not had time to prepare.

It was proposed by Councillor Miller, seconded by Councillor Taylor and **RESOLVED** that Councillor Fox remains in the Chair for this meeting only.

#### **3/21/22 TO APPOINT A VICE CHAIRMAN.**

It was proposed by Councillor Miller, seconded by Councillor Taylor and unanimously **RESOLVED** to appoint Councillor Fox as Vice Chairman.

4/21/22

**DECLARATIONS OF INTEREST:**

- a. To receive any declarations from Members of any registrable (5A of the Code of Conduct) and/or non-registrable (5B) interests in matters to be considered at this meeting.
- b. To receive any written requests for dispensations.

None.

| <b>Cllr.</b> | <b>Agenda item</b> | <b>Pecuniary/Non-Pecuniary</b> | <b>Reason</b>                 | <b>Left the meeting</b> | <b>Remained at the meeting and did not vote.</b> |
|--------------|--------------------|--------------------------------|-------------------------------|-------------------------|--|
| Bickford     | 21b<br>FF101       | Non-pecuniary                  | Member of Saltash Regatta     | Yes                     | n/a  |
| Challen G    | 21a<br>CC250       | Non-pecuniary                  | Member of Saltash Lions       | Yes                     | n/a  |
| Challen G    | 21b<br>FF101       | Non-pecuniary                  | Member of Saltash Regatta     | Yes                     | n/a  |
| Fox          | 21a<br>CC250       | Non-pecuniary                  | Member of Saltash Lions       | Yes                     | n/a  |
| Martin       | 21b<br>FF101       | Non-pecuniary                  | Cttee. Member Saltash Regatta | Yes                     | n/a  |
| Martin       | 21b<br>FF103       | Non-pecuniary                  | Cttee. Member SaltFest        | Yes                     | n/a  |
| Pinckney     | 21a<br>CC250       | Non-pecuniary                  | Member of Saltash Lions       | Yes                     | n/a  |
| Pinckney     | 21b<br>FF101       | Non-pecuniary                  | Member of Saltash Regatta     | Yes                     | n/a  |

**5/21/22**      **QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

**6/21/22**      **TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 9TH MARCH 2021 AS A TRUE AND CORRECT RECORD.**

It was proposed by Councillor Fox, seconded by Councillor P Samuels and **RESOLVED** that the minutes of the Policy and Finance Committee held on 9<sup>th</sup> March 2021 were confirmed as a true and correct record subject to amendment to minute nr 173/20/21a be changed to reflect Councillor Miller was the proposer and not Councillor Martin.

**7/21/22**      **ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 31ST MARCH 2021.**

It was **RESOLVED** to note.

**8/21/22**      **PETTY CASH RECONCILED UP TO 31ST MARCH 2021.**

It was **RESOLVED** to note.

**9/21/22**      **TO RECEIVE A REPORT FROM THE FINANCE OFFICER.**

It was **RESOLVED** to note.

**Health and Safety Audit Contract**

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

Option 2 to buy 6 days to cover for the year 2021-2022 at a cost of £4,335.00.

A virement of £1,900 from General Reserves to budget code 6214 health and safety to cover the cost of this year's audit.

**10/21/22**      **TO RECEIVE A REPORT ON VAT.**

It was **RESOLVED** to note.

**11/21/22**      **TO RECEIVE A REPORT ON INVESTMENTS.**

It was **RESOLVED** to note.

**12/21/22** **TO NOTE THAT AN AUDIT ON RECENT SUPPLIER PAYMENTS WAS CONDUCTED BY THE CHAIRMAN OF POLICY & FINANCE IN LINE WITH THE COUNCILS FINANCIAL REGULATIONS. IT WAS NOTED THAT THERE ARE NO DISCREPANCIES TO REPORT.**

It was **RESOLVED** to note.

**13/21/22** **TO RECEIVE THE END OF YEAR BUDGET STATEMENTS**

It was **RESOLVED** to note.

**14/21/22** **TO RECEIVE THE END OF YEAR FINANCE REPORT**

Options for Utilisation of Overall 'Free Reserves'

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

Option 1 to increase the contingency reserve to Six months of operating expenditure equating to £584,870

To vire £102,929 from budget code 3199 'Free Reserves' to budget code 3130 'Contingency'.

Option for Contingency Investment

It was proposed by Councillor G Challen, seconded by Councillor Miller and **RESOLVED** that the Finance Officer further investigates investment in the Local Authorities Property Fund with the CCL reporting back to a future P&F meeting.

**15/21/22** **TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS.**

It was **RESOLVED** to note.

**16/21/22** **TO RECEIVE A REPORT ON SALTASH TOWN MAYORS COMMUNITY ACCOUNT.**

It was proposed by Councillor P Samuels, seconded by Councillor Peggs and **RESOLVED** to approve the Mayor's Charity A/c be set up as a Community A/c in the name of Saltash Town Community and to be unlinked to the main Town Council account to avoid monthly charges.

**17/21/22** **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

None.

**18/21/22 CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND.**

None.

**19/21/22 TO RATIFY THE COVID-19 DELEGATED DECISION REGISTER.**

| <b>Ref Nr.</b> | <b>Details</b>   | <b>Decision Agreed</b> | <b>Committee</b> | <b>Sub Committee</b> |
|----------------|--|------------------------|------------------|----------------------|
| STC91          | Approve Transfer of £350,000 to Active Saver Precept Funds which takes it above the Risk Threshold of £500,000 for a month | APPROVED               | P&F              | N/A                  |
| STC92          | Transfer £240,000 Precept Funds to Cornwall Council  | APPROVED               | P&F              | N/A                  |
| STC94          | Reopening of the Guildhall reception only as of 17th May 2021 under step 3 of the roadmap out of lockdown                  | APPROVED               | P&F              | N/A                  |
| STC96          | Procurement of an ergonomic desk for the Reception of the Guildhall  | APPROVED               | P&F              | N/A                  |
| STC97          | Renewal of the three annual Zoom Licences  | APPROVED               | P&F              | N/A                  |
| STC98          | Increase of SIP Channels to 14 – Guildhall Telephone system  | APPROVED               | P&F              | N/A                  |
| STC99          | Approved VAT consultancy quote for 2021/22 with Parkinson Partnership  | APPROVED               | P&F              | N/A                  |

It was proposed by Councillor B Samuels, seconded by Councillor Miller and **RESOLVED** to ratify the Covid-19 Delegated Decision Register.

20/21/22

**TO CONSIDER COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS:**

a. Community Chest

| <b>Application Number</b> | <b>Organisation</b>       | <b>Amount Requested</b> |
|---------------------------|---------------------------|-------------------------|
| CC249                     | Saltash United Juniors FC | £970.00                 |

It was proposed by Councillor Yates, seconded by Councillor B Samuels and **RESOLVED** to award £970.00 to Saltash United Juniors FC.

Councillors G Challen, Fox and Pinckney declared an interest in the next item and left the meeting.

Councillor Miller in the Chair.

| <b>Application Number</b> | <b>Organisation</b>               | <b>Amount Requested</b> |
|---------------------------|-----------------------------------|-------------------------|
| CC250                     | Coombe Woods Regeneration Project | £700.00                 |

It was proposed by Councillor Miller, seconded by Councillor Peggs and **RESOLVED** to award £700.00 to Coombe Woods Regeneration Project.

Councillors G Challen, Fox and Pinckney were invited and returned to the meeting.

Councillor Fox in the Chair.

b. Festival Fund:

| <b>Application Number</b> | <b>Organisation</b>            | <b>Amount Requested</b> |
|---------------------------|--------------------------------|-------------------------|
| FF100                     | Royal British Legion - Saltash | £700.00                 |

It was proposed by Councillor Bickford, seconded by Councillor Fox and **RESOLVED** to award £700 to the Royal British Legion – Saltash.

Councillors Bickford, G Challen, Martin and Pinckney declared an interest in the next item and left the meeting.

| <b>Application Number</b> | <b>Organisation</b> | <b>Amount Requested</b> |
|---------------------------|---------------------|-------------------------|
| FF101                     | Saltash Regatta     | £2,929.43               |

It was proposed by Councillor B Samuels, seconded by Councillor Miller and **RESOLVED** to award £2,929.43 to Saltash Regatta.

Councillors Bickford, G Challen, Martin and Pinckney were invited and returned to the meeting.

| <b>Application Number</b> | <b>Organisation</b> | <b>Amount Requested</b> |
|---------------------------|---------------------|-------------------------|
| FF102                     | Cornwall Pride      | £500.00                 |

It was proposed by Councillor Peggs, seconded by Councillor Gillies and **RESOLVED** to award £500 to Cornwall Pride.

Councillor Martin declared an interest in the next item and left the meeting.

| <b>Application Number</b> | <b>Organisation</b> | <b>Amount Requested</b> |
|---------------------------|---------------------|-------------------------|
| FF103                     | SaltFest            | £1,477.75               |

It was proposed by Councillor P Samuels, seconded by Councillor B Samuels and **RESOLVED** to award £1,477.75 to SaltFest.

Councillor Martin was invited and returned to the meeting.

The Chairman announced a five minute break.

**21/21/22**

**TO RECEIVE AND NOTE A REPORT ON FUNDING AWARDED:**

- a. Application CC239 – Saltash Football Club- £1,000 awarded for the replacement of existing boilers and showers in home and away changing rooms.

It was **RESOLVED** to note.

**22/21/22**

**TO REVIEW THE ADVERTISING OF THE TOWN MESSENGER**

It was proposed by Councillor Fox, seconded by Councillor L Challen and **RESOLVED** that options for publication of the Town Messenger together with quotes are obtained reporting back to a future P&F meeting.

**23/21/22** **TO RECEIVE THE FINAL REPORTS FROM THE PROFESSIONAL YOUTH WORK TEAM:**

a. Junkyard Skatepark

It was **RESOLVED** to note

b. Livewire

It was **RESOLVED** to note

c. The Core

It was **RESOLVED** to note

**24/21/22** **TO APPROVE THE PROFESSIONAL YOUTH WORK TO GO OUT TO TENDER FOR THE YEAR 2021-2022**

It was proposed by Councillor Fox, seconded by Councillor G Challen and **RESOLVED** to put the Professional Youth Work 2021-22 out to tender.

**25/21/22** **TO RECEIVE A REPORT ON FREEDOM OF INFORMATION REQUESTS**

It was **RESOLVED** to note.

**26/21/22** **TO RECEIVE A REPORT ON UK GDPR AND DATA PROTECTION**

It was **RESOLVED** to note.

**27/21/22** **TO CONSIDER INCREASING THE COMPOSITION OF THE PERSONNEL COMMITTEE FROM SIX TO EIGHT MEMBERS.**

It was proposed by Councillor P Samuels, seconded by Councillor B Samuels to increase the Membership of the Personnel Committee from six to eight Members.

The motion was defeated.

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Council to approve for the Mayor to attend parts one and two of the Personnel Committee meetings as an observer in the public gallery with no voting rights.

Councillor Bickford left the meeting.



**28/21/22**     **TO REVIEW AND APPROVE THE FOLLOWING POLICIES:**

- a. Standing Orders
- b. Civic Awards Policy
- c. Model Publication Scheme
- d. Scheme of Delegation
- e. Remote Meetings Protocol and Procedure Rules.

It was proposed by Councillor B Samuels, seconded by Councillor Martin and resolved to **RECOMMEND** to Full Council to approve all the policies listed under agenda item 29 collectively.

**29/21/22**     **TO ADOPT THE FOLLOWING POLICIES/PROTOCOLS:**

- a. Training and Development Policy
- b. Guildhall Covid-19 Physical Face to Face Council Meetings Protocol
- c. Guildhall Covid-19 Physical Face to Face Council Meetings Risk Assessment 10.05.2021

It was proposed by Councillor Fox, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Council to approve all the policies and protocols listed under agenda item 30 collectively.

**30/21/22**     **TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:**

- a. Neighbourhood Plan Steering Group

Councillor Yates reported that the Neighbourhood Plan Steering Group have been responding to questions from the examiner and the process remains ongoing.

- b. Saltash Team for Youth

No report.

- c. Section S106 Steering Group

No report.

**31/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

It was **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.

**32/21/22 TO CONSIDER CORNWALL COUNCIL ACTING ON BEHALF OF SALTASH TOWN COUNCIL FOR ANY COMPLAINTS RECEIVED FROM PERSISTENT COMPLAINANT NUMBER PC001 UNDER THE CODE.**

It was proposed by Councillor P Samuels, seconded by Councillor Miller and **RESOLVED** that Cornwall Council continue to act on behalf of Saltash Town Council for any complaints received by identified persistent complainants.

**33/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

It was **RESOLVED** that the public and press be re-admitted to the meeting.

**34/21/22 TO RECEIVE ANY ITEMS FOR INFORMATION PURPOSES ONLY AT THE DISCRETION OF THE CHAIRMAN.**

None.

**35/21/22 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was proposed by Councillor Miller, seconded by Councillor B Samuels and **RESOLVED** to issue the following press and social media releases:

1. Community Chest and Festival Fund grant awards.
2. Professional Youth Work Tender Applications.

**DATE OF NEXT MEETING**

Tuesday 13 July 2021 at 6.30 pm

Rising at: 8.35 pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_