

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of Policy and Finance Committee held on the Guildhall on Tuesday 13th July 2021 at 6.30 pm**

**PRESENT:** Councillors: R Bickford, R Bullock, J Dent, S Gillies, S Martin, S Miller (Chairman), J Peggs and D Yates (Vice-Chairman).

**ALSO PRESENT:** S Burrows (Acting Town Clerk), M Thomas (Senior Policy and Data Compliance Officer) and S Emmett (Finance Officer)

**APOLOGIES:** G Challen, L Challen, M Griffiths, A Pinckney, B Samuels, P Samuels and G Taylor.

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**36/21/22 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

**37/21/22 TO ELECT A VICE CHAIR.**

It was proposed by Councillor Martin, seconded by Councillor Dent and following a vote it was **RESOLVED** to appoint Councillor Yates as Vice Chairman.

**38/21/22 TO RECEIVE A REPORT ON INVESTMENTS.**

It was **RESOLVED** to note.

**39/21/22 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.

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

None.

**40/21/22**     **QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

**41/21/22**     **TO RECEIVE AND NOTE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON THURSDAY 27TH MAY 2021 AS A TRUE AND CORRECT RECORD.**

Please see a copy of the minutes on the STC website.

It was proposed by Councillor Miller, seconded by Councillor Gillies and **RESOLVED** that the minutes of the Policy and Finance Committee meeting held on Thursday 27<sup>th</sup> May 2021 were confirmed as a true and correct record.

The minutes will be signed upon the return to the Guildhall and made available upon request.

**42/21/22**     **ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 31ST MAY 2021.**

It was **RESOLVED** to note.

**43/21/22**     **PETTY CASH RECONCILED UP TO 31ST MAY 2021 - NO TRANSACTION SINCE 31ST MARCH 2021**

It was **RESOLVED** to note.

**44/21/22**     **TO RECEIVE A REPORT ON VAT.**

It was **RESOLVED** to note.

**45/21/22**     **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.

**46/21/22**     **TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS.**

It was **RESOLVED** to note.

**47/21/22**      **TO RECEIVE A REPORT FROM THE FINANCE OFFICER.**

It was **RESOLVED** to note the report and the following comments:  
Councillor Bickford commented on the low interest rate of one of the accounts. The Finance Officer reported that it is difficult to find financial organisations willing to accept money on deposit from public authorities. Funds are spread according to the Investment Policy which stipulates a limit of £500,000 per account.

**48/21/22**      **TO RECEIVE A REPORT ON INSURANCE CLAIMS**

It was **RESOLVED** to note the report and the following comments:

- the Finance Officer will continue to chase outstanding claims;
- the Chairman queried whether it would be more cost effective for the Council to settle the claim for the damaged wing mirror direct with the third party. The Finance Officer will investigate and report back to the Chairman and Vice Chairman.

**49/21/22**      **CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND.**

None.

**50/21/22**      **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

None.

**51/21/22**      **TO RECEIVE AN UPDATE ON THE LAND KNOWN AS TREMATON POUND AS A HERITAGE SITE WITH HERITAGE ENGLAND.**

It was **RESOLVED** to note and that Members with bibliographic references were requested to send them to the member of the public making the application and Saltash Heritage.

**52/21/22**      **TO CONSIDER COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS:**

a. Community Chest

None.

b. Festival Funds

None.

**53/21/22**      **TO CONSIDER AMENDMENTS TO STANDING ORDERS.**

It was proposed by Councillor Miller, seconded by Councillor Dent and resolved to **RECOMMEND** the amendment to Full Council.

**54/21/22**      **TO REVIEW THE TENDER SPECIFICATION FOR SALTASH TEAM FOR YOUTH.**

It was proposed by Councillor Miller, seconded by Councillor Peggs and **RESOLVED** to defer and delegate to the Saltash Team for Youth Working Party to review the tender specification reporting back to a future meeting.

**55/21/22**      **TO CONSIDER A SUGGESTION TO FORM A COMMUNICATIONS AND ENGAGEMENT WORKING PARTY - COUNCILLOR MARTIN**

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** to form a Working Party comprising of Councillors Bickford, Bullock, Griffiths, Martin and Yates reporting to the Policy and Finance Committee.

**56/21/22**      **TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:**

a. Neighbourhood Plan Steering Group

Councillor Yates reported that the examiner has now submitted their draft report to Cornwall Council and the Neighbourhood Plan Steering Group have received a confidential copy.

The Neighbourhood Plan Steering Group are considering the examiner's comments and an editorial group will be formed to make the required changes. Any Members wishing to be involved should contact Councillor Yates direct.

It was **RESOLVED** to note.

b. Saltash Team for Youth

The Chairman informed Members that the tender for the year 2021-22 is currently being advertised, closing date 16<sup>th</sup> August 2021, tender opening is to take place on 17<sup>th</sup> August 2021, reporting back at September's P&F meeting.

c. Section S106 Steering Group

No report.

It was proposed by Councillor Miller, seconded by Councillor Bickford and **RESOLVED** to replace the standing agenda item 'To receive a report from the Section 106 Steering Group' with 'To receive a report from the Section 106 Panel' and one of the STC representatives reporting back to future meetings.

**57/21/22 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.

**58/21/22 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**59/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**60/21/22 URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN.**

None.

**61/21/22 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 Dent and **RESOLVED** to issue the following Press and Social Media releases:

- a. A call for documentation regarding the listing of Trematon Pound.
- b. A reminder of the closing date for tenders to be received for Saltash Youth Work.

**DATE OF NEXT MEETING**

Tuesday 7 September 2021 at 6.30 pm

Rising at: 7.15 pm

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

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