

SALTASH TOWN COUNCIL

Minutes of the Meeting of Policy and Finance Committee held at the Guildhall on Tuesday 7th September 2021 at 6.30 pm

PRESENT: Councillors: R Bickford, G Challen, L Challen, J Dent, M Griffiths, S Miller (Chairman), B Samuels, P Samuels, G Taylor and D Yates (Vice-Chairman).

ALSO PRESENT: C Cook (Locum Town Clerk), M Thomas (Senior Policy and Data Compliance Officer) and S Emmett (Finance Officer)

APOLOGIES: Councillors: R Bullock, S Gillies, S Martin, J Peggs and A Pinckney.

62/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

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

63/21/22 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.

64/21/22 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

65/21/22 TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON TUESDAY 13TH JULY 2021 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.

It was proposed by Councillor Miller, seconded by Councillor Dent and **RESOLVED** that the minutes of the Policy and Finance Committee held on Tuesday 13th July 2021 were confirmed as a true and correct record.

66/21/22 ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 30TH JUNE 2021

It was **RESOLVED** to note.

67/21/22 PETTY CASH RECONCILED UP TO 31ST JULY 2021 - NO TRANSACTIONS SINCE 31ST MARCH 2021.

It was **RESOLVED** to note.

68/21/22 TO RECEIVE A REPORT ON VAT.

It was **RESOLVED** to note.

69/21/22 TO RECEIVE A REPORT ON INVESTMENTS.

It was **RESOLVED** to note and request that the Finance Officer review Financial Regulations and the Investment Strategy relating to investment limits reporting back at the next Policy and Finance Committee meeting.

70/21/22 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.

71/21/22 TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS.

It was **RESOLVED** to note.

72/21/22 TO RECEIVE AND CONSIDER MEMORIAL BENCH FEES AND CHARGES 2021-22.

It was proposed by Councillor Miller, seconded by Councillor G Challen and **RESOLVED** to defer this item to the next Joint Burial Board and

Burial Authority meetings to review the provision and maintenance of Memorial Benches, reporting back to the Policy and Finance Committee.

73/21/22 TO RECEIVE AN UPDATED INSURANCE CLAIMS REPORT.

It was **RESOLVED** to note.

74/21/22 TO RECEIVE A REPORT FROM THE FINANCE OFFICER.

The Finance Officer reported:

- a. The Guildhall is available for hire as of 31st August 2021.

It was **RESOLVED** to note.

- b. Approval requested to amend the payment method for Longstone Depot rent to Cornwall Council from BACS to direct debit.

It was **RESOLVED** to approve.

- c. To ratify the recommencement of library fees and charges as of 1st September 2021.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to ratify the recommencement of library fees and charges as of 1st September 2021.

75/21/22 CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND.

No report.

76/21/22 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No report.

77/21/22 TO CONSIDER COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS:

- a. Community Chest Fund: None
- b. Festival Fund: None

78/21/22 TO RECEIVE AND NOTE A REPORT ON FUNDING AWARDED:

- a. Application CC249 – Saltash United Junior FC - £970 awarded – SUJFC Relaunch Project

It was **RESOLVED** to note.

- b. Application FF102 – Cornwall Pride CIC - £500 awarded – Cornwall Pride Tour

It was **RESOLVED** to note.

- c. Application FF103 – SaltFest - £1,477.75 awarded – SaltFest event

It was **RESOLVED** to note.

79/21/22

TO REVIEW AND APPROVE AMENDMENTS TO THE FOLLOWING POLICIES:

- a. Grants Policy

It was proposed by Councillor Miller, seconded by Councillor G Challen and **RESOLVED** to defer to the next Policy and Finance meeting with a working group comprising Councillors Miller, Yates and Griffiths to review the policy with the Senior Policy and Data Compliance Monitoring Officer.

- b. Civic Handbook

It was proposed by Councillor Taylor, seconded by Councillor Yates and resolved to **RECOMMEND** approval to Full Council to be held on 7th October 2021.

- c. Standing Orders

It was proposed by Councillor Miller, seconded by Councillor L Challen and **RESOLVED** to defer to the next Policy and Finance meeting with a working group comprising Councillors Miller, Yates, Dent and B Samuels to review the Standing Orders relating to public questions at meetings, particularly at meetings of the Planning and Licensing Committee, with the Senior Policy and Data Compliance Monitoring Officer.

- d. Terms of Reference Committees and Sub-Committees

It was proposed by Councillor Miller, seconded by Councillor Griffiths and **RESOLVED** to:

1. Defer the amendment relating to public questions to the next Policy and Finance meeting.

It was proposed by Councillor Miller, seconded by Councillor Griffiths and resolved to **RECOMMEND** to Full Council to be held on 7th October 2021 to:

2. Approve the amendment relating to ratification of decisions;
3. Merge the Committee and Sub Committee Terms of Reference into one document.

e. Recruitment Policy

It was proposed by Councillor Miller, seconded by Councillor Taylor and resolved to **RECOMMEND** approval to Full Council to be held on 7th October 2021.

f. Photography and Filming Policy Statement

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND** approval to Full Council to be held on 7th October 2021.

80/21/22 TO RECEIVE A REPORT AND RECOMMENDATION FOR PROFESSIONAL YOUTH WORK TENDERS 2021/22.

The report from Saltash Team for Youth recommended three bids that had been submitted, were complete and could be considered for funding by STC.

The total bids exceeded the £40,000 available in the budget but, considering the huge need for youth work in the town due to the Covid-19 pandemic it was requested that the additional £3,000 be vired from General Reserves.

It was proposed by Councillor Dent, seconded by Councillor Miller and resolved to **RECOMMEND** approval to Full Council to be held on 7th October 2021 that:

- a. £3,000.00 be vired from General Reserves to budget code 6222 Commissioning Youth Work;
- b. The Commissioning Youth Work funding for 2021-22 be awarded to:
 1. Livewire £15,000
 2. The Core £15,000
 3. Junkyard Skatepark £13,000

81/21/22 TO RECEIVE AND CONSIDER QUOTES FOR THE ADVERTISING OF THE TOWN MESSENGER

Three quotes for publishing the Town Messenger were considered.

It was proposed by Councillor Dent, seconded by Councillor P Samuels and **RESOLVED** to:

1. Appoint quote B at a cost of £300 (none Vatable) for the monthly Town Messenger half a page rate within budget;
2. Appoint quote B at a cost of £2.52 (None Vatable) per column centimetre for editorial work within budget;
3. Allocate costs to budget code 6221 Town Messenger;
4. Note quote B covers Saltash and surrounding areas, delivered direct to homes and businesses via letterboxes and remaining copies to Forder, Antony Passage, Carkeel, Landrake, Hatt Industrial areas;
5. Note quote B operates via Facebook and website uploading STC latest news. Twitter is used to promote the release of monthly copies;
6. Note the above rates commence from March 2022 and are assessed annually (March to February) by the supplier.

82/21/22 TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:

a. Neighbourhood Plan Steering Group

Councillor Yates gave a verbal report. Progress is being made slowly with editorial meetings due to be held this week.

It was **RESOLVED** to note.

b. Saltash Team for Youth

Councillor Griffiths gave a verbal report. The Saltash Team for Youth will meet on 27th September to discuss recommending changes to the tender process, the purpose of the Saltash Team for Youth and to consider involving young people.

It was **RESOLVED** to note.

c. Section 106 Panel

Councillor Bickford gave a verbal report. The S106 committee have recently approved applications for Saltfest, the Christmas event and from Saltash Chamber of Commerce for discounted parking in December.

It was **RESOLVED** to note.

83/21/22 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.

84/21/22 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

85/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

86/21/22 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

87/21/22 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was **RESOLVED** to issue the following press and social media release:

1. The receipt of reports from groups who have received grants from the Town Council.

DATE OF NEXT MEETING

Tuesday 9 November 2021 at 6.30 pm

Rising at: 7.57 pm

Signed: _____
Chairman

Dated: _____