

SALTASH TOWN COUNCIL

Minutes of the Extraordinary Meeting of the Policy and Finance Committee held at the Guildhall on Wednesday 24th November 2021 at 6.30 pm

PRESENT: Councillors: R Bickford, R Bullock, J Dent, S Gillies, S Lennox-Boyd, S Miller (Chairman), J Peggs 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: M Griffiths, S Martin, B Samuels and P Samuels.

122/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

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

123/21/22 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.

Councillor	Agenda Item	Pecuniary/Non-Pecuniary	Reason	Left the Meeting
Dent	4b	Non-pecuniary	Chair, Saltash Heritage	Yes
Bullock	4b	Non-pecuniary	Member of Saltash Heritage	No

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

None.

**124/21/22 TO RECEIVE AND CONSIDER BUDGET/PRECEPT
RECOMMENDATIONS FROM TOWN COUNCIL COMMITTEES AND
SUB COMMITTEES:**

a. Personnel held on 28th September 2021 Minute nr 80/21/22 a1 to 2 and b1 to 7.

1. To withdraw the Administration/HR Assistant budget line for the year 2021-22.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to withdraw the Administration/HR Assistant budget line for the year 2021-22 and request that the Personnel Committee revisit this post.

2. To vire surplus from the Administration/HR Assistant budget 2021-22 of £27,886.46 to budgets P&F Staffing Contingency, salary uplift to the temporary Acting Town Clerk post and the interim Town Clerk post.

The Finance Officer reported that since the Personnel Meeting held on 28th September 2021 the staffing structure has changed and the figure to vire has been amended to £39,230.00

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to note the change and that following the reallocation of the P&F staffing budget salary uplift to the temporary Acting Town Clerk post, to vire £39,230.00 from P&F staffing costs 2021/22 to budget codes 6694 P&F Staffing Contingency and vire £20,000.00 to P&F Staffing budget costs 2022/23.

3. To vire surplus from the P&F Staffing budget 2021-22 of £12,895.00 to the P&F Staff Contingency budget for the year 2022-23 (allocated as per minute number 80/21/22a point 2 above).

This item was taken under minute number 124/21/22 a2 as above.

4. To vire surplus from the Service Delivery Staffing budget 2021- 22 of £24,643.00 to the Service Delivery Staff Contingency budget for the year 2022-23. To note; points one and two above will avoid an increase in the Precept for the year 2022-23.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to vire the surplus from the Service Delivery Staffing budget 2021- 22 of £24,643.00 to the Service Delivery Staff Contingency budget for the year 2022-23.

5. To increase the Library Staffing Contingency budget to £15,000.00 for the year 2022-23.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to increase the Library Staffing Contingency budget to £15,000.00 for the year 2022-23.

6. To withdraw the Casual Library Information Assistant budget line for the year 2022-23, there are no available funds to vire from this budget.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to withdraw the Casual Library Information Assistant budget line for the year 2022-23.

7. To increase the Personnel Committee EMF Legal Fees from £6,000.00 to £8,000.00 for the year 2022-23.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to increase the Personnel Committee EMF Legal Fees from £6,000.00 to £8,000.00 for the year 2022-23.

8. To increase the Personnel Committee Operating Expenditure by 2.5% CPI.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to increase the Personnel Committee Operating Expenditure by 2.5% CPI.

9. To set the Personnel Committee budget (as attached) for the year 2022-23.

This item was taken under minute number 125/21/22d.

- b. Extraordinary Services held on 3rd November 2021 Minute nr 63/21/22.

1. To approve Cornwall Council's proposal to withdraw all library fines and be recompensed a total of £975.00 by 2025.

It was **RESOLVED** to note.

2. To vire £21,500.00 from budget 6923 PWLB Loan Repayment and Interest to 6973 EMF Loan Repayment and precept a further £1,500.00 for the estimated repayment of £23,000.00 per year;

It was proposed by Councillor Miller, seconded by Councillor Dent and **RESOLVED** to vire £21,500.00 from budget 6923 PWLB Loan Repayment and Interest to 6973 EMF Loan Repayment and precept a further £1,500.00 for the estimated repayment of £23,000.00 per year.

3. To increase the Services Committee Operating Expenditure by 2.5% CPI.

It was proposed by Councillor Miller, seconded by Councillor Dent and **RESOLVED** to increase the Services Committee Operating Expenditure by 2.5% CPI.

4. To set the Services Committee budgets (as attached) for the year 2022/23.

This item was taken under minute number 125/21/22d.

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

Councillor Bullock declared an interest in the next item but remained in the meeting and did not vote.

5. The Heritage Museum budget requirements were referred to the Extraordinary Policy and Finance Committee meeting to be held on the 24th November 2021 due to Cllrs Dent and Bullock declaring an interest leaving the meeting inquorate;

It was proposed by Councillor Yates, seconded by Councillor Peggs and **RESOLVED** to add £5,000.00 to EMF Heritage Centre for roof repairs.

Councillor Dent was invited and returned to the meeting.

6. The request to precept £10,000.00 for the station canopy works was deferred until further information can be provided by the Chairman of the Station Property Sub Committee Councillor Bickford;

Councillor Bickford informed the meeting that following a review of the Station Building budget with the Finance Officer he wished to withdraw the request to precept £10,000.00 for the station canopy.

It was **RESOLVED** to note.

7. To increase the allotment fees and charges at Churchtown only by £10 and Fairmead only by £5 for the year 2023/24.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to increase the allotment fees and charges at Churchtown only by £10 and Fairmead only by £5 for the year 2023/24.

8. To set the Fees and Charges (as attached) for the year 2022/23.

This item was taken under minute number 125/21/22b.

- c. Policy and Finance held on 9th November 2021 Minute nr 115/21/22 a1 to a4.

1. To increase by £10,000.00 budget code 6222 PR Commissioning Youth Work for the year 2022-23;

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to increase by £10,000.00 budget code 6222 PF Commissioning Youth Work for the year 2022-23.

2. To create a new budget code for publicity, events and consultations with an available budget of £1,500.00.

It was proposed by Councillor Miller, seconded by Councillor Peggs and **RESOLVED** to create a new budget code for publicity, events and consultations with an available budget of £1,500.00

3. The mapping of existing play space provision by the Service Delivery Team to include information identified by Saltash Team for Youth;

It was **RESOLVED** to note.

4. Two enhanced DBS checks be undertaken at a cost of £40.00 per person plus a one off administration fee to Cornwall Council of £10.00 at a total cost of £90.00 allocated to budget code 6657 ST SNB Staff Recruitment Advertising.

It was **RESOLVED** to note.

125/21/22 FINANCE:

- a. To set the Policy and Finance budgets for the year 2022/23.

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Council to be held on 2nd December 2021 the Policy and Finance budgets (as attached) for the year 2022/23.

- b. To set the fees and charges for the year 2022/23.

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Council to be held on 2nd December 2021 the Policy and Finance fees and charges (as attached) for the year 2022/23.

- c. To set the level of contingency for the year 2022/23.

It was proposed by Councillor Miller, seconded by Councillor Bickford and resolved to **RECOMMEND** to Full Council to be held on 2nd December 2021 a 5.5 month level of statutory contingency for the year 2022/23.

- d. To recommend to Full Council the budgets for the year 2022/23.

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Council to be held on 2nd December 2021 the budgets (as attached) for the year 2022/23.

- e. To recommend to Full Council the fees and charges for the year 2022/23.

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Council to be held on 2nd December 2021 the fees and charges (as attached) for the year 2022/23.

The Chairman called for a short recess prior to the next item and the meeting reconvened at 8.00p.m.

- f. To recommend to Full Council the Precept for 2022/23.

It was proposed by Councillor Miller, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Council to be held on 2nd December 2021 the 2022/23 Precept of £1,255,690.00

DATE OF NEXT MEETING

Tuesday 11 January 2022 at 6.30 pm

Rising at: 8.18 pm

Signed: _____
Chairman

Dated: _____