

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 9th November 2021 at 6.30 pm**

**PRESENT:** Councillors: R Bickford, R Bullock, J Dent, S Gillies, M Griffiths, S Martin, 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) and D Joyce (Administration Officer)

**APOLOGIES:** Councillors: G Challen, L Challen, S Lennox-Boyd, B Samuels, P Samuels and G Taylor.

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#### **88/21/22      HEALTH AND SAFETY ANNOUNCEMENTS**

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

#### **89/21/22      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.

#### **90/21/22      QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

**91/21/22      TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 7TH SEPTEMBER 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 Yates and **RESOLVED** that the minutes of the Policy and Finance Committee held on 7<sup>th</sup> September 2021 were confirmed as a true and correct record.

**92/21/22      ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 30TH SEPTEMBER 2021.**

It was **RESOLVED** to note.

**93/21/22      PETTY CASH RECONCILED UP TO 30TH SEPTEMBER 2021.**

It was **RESOLVED** to note.

**94/21/22      TO RECEIVE A REPORT ON PETTY CASH**

It was proposed by Councillor Yates, seconded by Councillor Miller and resolved to **RECOMMEND** approval to Full Council to be held on 2<sup>nd</sup> December 2021 to write off the £20.00 discrepancy in the petty cash reconciliation at the end of September 2021.

**95/21/22      TO RECEIVE A REPORT ON VAT.**

It was **RESOLVED** to note.

**96/21/22      TO RECEIVE A REPORT ON INVESTMENTS AND CONSIDER THE INVESTMENT THRESHOLD LIMIT.**

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Council to be held on 2<sup>nd</sup> December 2021 that the investment threshold limit for the Cornwall Council Instant Access Account is increased to £1,000,000 with the investment threshold remaining at £500,000 for all other accounts.

**97/21/22      TO CONSIDER CCLA LOCAL AUTHORITIES PROPERTY FUND INVESTMENT SUITABILITY REPORT APPLICATION.**

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to defer and review further at the Policy and Finance Meeting to be held on 8<sup>th</sup> March 2022.

**98/21/22      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.

**99/21/22      TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS.**

It was **RESOLVED** to note.

**100/21/22      TO RECEIVE A REPORT FROM THE FINANCE OFFICER.**

- a.    CIL Planning Fund

It was **RESOLVED** to note.

- b.    CIL 2020-21 Report

It was **RESOLVED** to note.

- c.    Credit Limit on Store Credit Cards

It was proposed by Councillor Miller, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council to be held on 2<sup>nd</sup> December 2021 that the credit limit on store credit cards be increased from £1,000 to £2,000.

**101/21/22      CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND.**

No report.

**102/21/22      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No report.

**103/21/22     TO RECEIVE THE INTERIM INTERNAL AUDIT REPORT**

It was **RESOLVED** to note.

**104/21/22     TO RECEIVE A REPORT ON INSURANCE**

It was proposed by Councillor Miller, seconded by Councillor Gillies and **RESOLVED** to defer this item and review insurance requirements at the Policy and Finance meeting to be held in July 2022.

**105/21/22     TO CONSIDER CARRYING OUT THE INSURANCE VALUATION PROCESS ON COUNCIL BUILDINGS**

It was proposed by Councillor Dent, seconded by Councillor Miller and **RESOLVED** to delegate authority to the Locum Town Clerk to obtain valuations for insurance purposes on all Town Council buildings, reporting back to the Policy and Finance Committee meeting to be held on 11<sup>th</sup> January 2022.

**106/21/22     TO RECEIVE A REPORT AND CONSIDER APPOINTING A PHOTOCOPIER SUPPLIER.**

It was proposed by Councillor Dent, seconded by Councillor Griffiths and resolved to **RECOMMEND** to Full Town Council to be held on 2<sup>nd</sup> December 2021 that Company B be appointed as the photocopier supplier at a cost of £2,409.16 per annum allocated to budget code 6303 PO Copier Maintenance on a five year contract commencing April 2022 to include:

Guildhall Reception:

Photocopier including booklet maker	£883.68 per annum
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Guildhall Top Office

Photocopier including internal multi position stapler:	£757.48 per annum
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A3 Desktop Printers

Town Clerk's Office and Longstone Depot:	£768.00 per annum
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**107/21/22     TO RECEIVE AND REVIEW THE IT REPORT AND CONSIDER RE-APPOINTING AN IT CONSULTANT TO ACT ON BEHALF OF THE TOWN COUNCIL.**

It was proposed by Councillor Martin, seconded by Councilor Peggs and **RESOLVED** to delegate authority to a Working Party comprising of Councillors Miller, Yates, Bickford, the Acting Town Clerk and the Administration Officer to review the IT report and appoint a company to provide IT services to the Town Council commencing April 2022 within the available budget and reporting back to the next available meeting of the Policy and Finance Committee.

**108/21/22     TO RECEIVE A REPORT ON IT PROVISION FOR MEMBERS**

It was proposed by Councillor Miller, seconded by Councillor Gillies and **RESOLVED** to approve the purchase of IT equipment for Members from the Town Council IT Consultant within budget allocated to EMF Computer Equipment Renewal subject to a further poll of Members to confirm requirements.

**109/21/22     TO RECEIVE A REPORT ON UKGDPR/DATA PROTECTION**

It was **RESOLVED** to note.

**110/21/22     TO CONSIDER REINSTATING THE TOWN COUNCIL ANNUAL REPORT.**

It was proposed by Councillor Miller, seconded by Councillor Gillies and **RESOLVED** to defer this item until the meeting of the Policy and Finance Committee to be held on 11<sup>th</sup> January 2022. Previous copies of the Annual Report will be circulated to all Members.

**111/21/22     TO RECEIVE REPORTS FOR THE FOLLOWING AWARDED GRANT APPLICATIONS:**

- a. Application CC250 - Coombe Woods Regeneration Project - £700 Awarded - Tree Identification Plaques

It was **RESOLVED** to note.

- b. Application FF100 - Saltash Royal British Legion - Annual Festival of Remembrance - Grant Returned

It was **RESOLVED** to note.

- c. Application FF101 - Saltash Regatta - £2,929.43 Awarded - Annual Regatta

It was **RESOLVED** to note.

- d. Application FF104 Tincombe Tea Party

It was **RESOLVED** to note.

**112/21/22     TO RECEIVE, CONSIDER AND RECOMMEND AMENDMENTS TO THE FOLLOWING POLICIES TO THE NEXT FULL COUNCIL MEETING:**

- a. Social Media Policy

It was proposed by Councillor Miller, seconded by Councillor Bullock and **RESOLVED** to refer the draft policy to the Communications and Engagement Working Party, reporting back to the Policy and Finance Committee.

**113/21/22     TO RE-ESTABLISH AND SET SALTASH TOWN COUNCIL PRIORITY SETTING PROCESSES**

It was proposed by Councillor Gillies, seconded by Councillor Peggs and **RESOLVED** to refer this item to the Town Centre Vision Sub Committee meeting to be held on 17<sup>th</sup> November 2021, reporting back to the Policy and Finance Committee.

**114/21/22     TO RECEIVE A REPORT FROM SALTASH TOWN YOUTH COUNCIL  
AND REQUEST FOR ANNUAL GRANT FUNDING**

It was **RESOLVED** to note the report and that the request for the award of the annual grant be received at the meeting of the Extraordinary Policy and Finance Precept Committee meeting to be held on 24<sup>th</sup> November 2021.

**115/21/22     SALTASH TEAM FOR YOUTH**

- a. To receive and consider a finance report from Saltash Team for Youth and any recommendations.

It was **RESOLVED** to note the report.

It was proposed by Councillor Griffiths, seconded by Councillor Peggs and resolved to **RECOMMEND** to the Extraordinary Policy and Finance Precept Committee meeting to be held on the 24<sup>th</sup> November 2021:

1. An increase of £10,000 to budget code 6222 PR 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
3. The mapping of existing play space provision by the Service Delivery Team to include information identified by Saltash Team for Youth
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.

- b. To receive and consider adopting Saltash Team for Youth Terms of Reference.

It was proposed by Councillor Miller, seconded by Councillor Peggs and **RESOLVED** to adopt the Saltash Team for Youth Terms of Reference subject to the removal of specific dates from the document.

**116/21/22     TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:**

a. Neighbourhood Plan Steering Group

Councillor Yates reported that there was no further update at this time.

It was **RESOLVED** to note.

b. Saltash Team For Youth

It was noted that this item was covered under minute number 119/21/22a.

c. Section 106 Panel

No report.

**117/21/22     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.

**118/21/22     TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**119/21/22     PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**120/21/22     TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

**121/21/22     TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

**DATE OF NEXT MEETING**

Wednesday 24 November 2021 at 6.30 pm

Rising at: 8.25 pm

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

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