

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 11th January 2022 at 6.30 pm

PRESENT: Councillors: R Bickford, R Bullock, G Challen, J Foster, S Gillies, M Griffiths, S Lennox-Boyd, S Miller (Chairman), B Samuels, P Samuels and D Yates (Vice-Chairman).

ALSO PRESENT: 2 Members of the Public, S Burrows (Acting Town Clerk), S Emmett (Finance Officer), F Morris (Planning and General Administrator).

APOLOGIES: L Challen, S Martin and J Peggs.

126/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

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

127/21/22 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 Meeting
Yates	16a CC254	Non-Pecuniary	User of Forder Village Hall	Yes

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

None.

128/21/22 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

129/21/22 TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON TUESDAY 9TH NOVEMBER 2021 AND THE EXTRAORDINARY POLICY AND FINANCE COMMITTEE HELD ON WEDNESDAY 24TH NOVEMBER 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 Tuesday 9th November 2021 and the Extraordinary Policy and Finance Committee held on Wednesday 24th November 2021 were confirmed as a true and correct record.

Councillor Challen queried whether a dispensation should have been sought in connection with the £5,000 awarded to The Saltash Heritage Museum.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to delegate the investigation of this query to The Acting Town Clerk, reporting back to The Chairman, Vice-Chairman, Councillor Challen and The Policy and Finance Committee.

130/21/22 ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 30TH NOVEMBER 2021.

It was **RESOLVED** to note.

131/21/22 PETTY CASH RECONCILED UP TO 30TH NOVEMBER 2021.

It was **RESOLVED** to note.

132/21/22 TO RECEIVE A REPORT ON VAT.

It was **RESOLVED** to note.

133/21/22 TO RECEIVE A REPORT ON INVESTMENTS.

It was **RESOLVED** to note.

134/21/22 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.

135/21/22 TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS.

It was **RESOLVED** to note.

136/21/22 TO RECEIVE A REPORT FROM THE FINANCE OFFICER.

a. Website Maintenance.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to vire £500 from Budget Code 6274 EMF Website to Budget Code 6211 Website Maintenance due to increased usage by the Library and updates to web pages for certain civic events..

b. Covid 19 H&S Budget

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to vire £1,000 from Budget Code EMF 6279 Restart Business Support Grant to Budget Code 6219 Covid 19 H & S Budget for the purchase of safety screens for staff desks.

c. Staff Welfare

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13th January 2022 to vire £500 from General Reserves to Budget Code 6654 for the purchase of essential vaccinations for new staff members of the Service Delivery Department.

137/21/22 TO RECEIVE A REPORT TO RATIFY THE CYBER AND PONTOON INSURANCE.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to ratify the decision to renew the Cyber Insurance at a cost of £299.99 and Pontoon Insurance at a cost of £2,108 for the period from 14th December 2022-2023.

138/21/22 ACTING TOWN CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND.

No report.

139/21/22 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No report.

140/21/22 TO CONSIDER COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS:

a. Community Chest.

Application Number	Organisation	Amount Requested
CC253	Sue Hooper Charitable Foundation	£400-700

Councillor Challen queried the costs of previous works carried out to tune the piano. The Finance Officer to email Councillor Challen with this information.

It was proposed by Councillor Miller, seconded by Councillor Challen and **RESOLVED** to award up to £700 to Sue Hooper Charitable Foundation.

Councillor Yates declared an interest in the following agenda item and left the meeting.

Application Number	Organisation	Amount Requested
CC254	Forder Conservation & Community Association	£1,000

It was proposed by Councillor Miller, seconded by Councillor Challen and **RESOLVED** to award £1,000 to Forder Conservation and Community Association.

Councillor Yates was invited and returned to the meeting.

Councillor Foster left the meeting during the discussion of the next agenda item.

Application Number	Organisation	Amount Requested
CC255	Saltash Amateur Boxing Club	£1,000

It was proposed by Councillor Challen, seconded by Councillor P Samuels and **RESOLVED** to award £1,000 to Saltash Amateur Boxing Club, subject to receiving an updated version of their Safeguarding Policy.

Councillor Foster returned to the meeting during the discussion of the above agenda item.

b. Festival Funds

None.

141/21/22 TO RECEIVE AND CONSIDER RECOMMENDING EMERGENCY COVID-19 AMENDMENTS TO THE SCHEME OF DELEGATION.

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13th January 2022 to approve that the Acting Town Clerk should have the delegated authority to take any actions necessary with associated expenditure up to £5,000 to protect the interest of the community and ensure council business continuity during the period of the coronavirus pandemic where it is deemed inappropriate to meet.

142/21/22 TO RECEIVE AND CONSIDER RECOMMENDING TO FULL COUNCIL THE APPOINTMENT OF A BUILDING SURVEYOR TO CARRY OUT AN INSURANCE VALUATION OF THE COUNCIL'S ASSET PORTFOLIO.

It was proposed by Councillor Miller, seconded by Councillor Foster and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13th January 2022 to appoint Company A at a cost of £4,800 plus VAT to carry out the revaluation works and to request the sum of £2,800 to be vired from General Reserves to make up the shortfall.

143/21/22 TO APPROVE THE RECOMMENDATION TO APPOINT AN IT CONSULTANT TO ACT ON BEHALF OF THE TOWN COUNCIL.

It was proposed by Councillor Miller, seconded by Councillor Foster and resolved to **RECOMMEND** to Full Council to be held on Thursday 13th January 2022 to approve the following:

1. The appointment of Company D at a cost of £240 per month for the provision of IT Services only and a monthly cost of £782.75 for the support and operational services to be allocated to Budget Code 6306 IT Maintenance.
2. To delegate authority to the Acting Town Clerk up to an expenditure limit of £1,000 to further progress additional IT projects, including the use of Sharepoint which will require additional training for staff and Councillors as required.

Councillor Bickford requested that the meeting thanked the Administration Officer for her hard work and detailed presentation of the IT Project.

144/21/22 TO RECEIVE A REPORT AND CONSIDER RECOMMENDING TO FULL COUNCIL A REDUCTION TO THE QUORUM LEVEL FOR ALL TOWN COUNCIL SUB COMMITTEES.

It was proposed by Councillor Miller, seconded by Councillor P Samuels and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13th January 2022 to reduce the quorum level to four for all Town Council Sub Committees.

145/21/22 TO RECEIVE AND CONSIDER RECOMMENDING TO FULL COUNCIL THE AWARING THE FREEDOM OF SALTASH POLICY.

It was proposed by Councillor P Samuels, seconded by Councillor Miller and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13th January 2022 to adopt the Awarding the Freedom of Saltash Policy subject to the following amendment to the survey poll requirements:

1. Nomination Procedures – Points 7 & 8, page 4, to be amended to read ‘two thirds of respondents’, rather than ‘two thirds of Members’.

146/21/22 TO RECEIVE AND CONSIDER RECOMMENDING TO FULL COUNCIL THE GUILDHALL COVID-19 PHYSICAL FACE TO FACE TOWN COUNCIL MEETINGS RISK ASSESSMENT.

It was proposed by Councillor Miller, seconded by Councillor Gillies and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13th January 2022 to adopt the Guildhall Covid-19 Physical Face to Face Town Council Meetings Risk Assessment.

147/21/22 TO CONSIDER EXTENDING THE MAYORS USAGE OF THE GUILDHALL TO ALL TOWN COUNCIL PREMISES FOR FUNDRAISING EVENTS.

It was proposed by Councillor Miller, seconded by Councillor P Samuels and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13th January 2022 to adopt the proposal to extend the Mayor's usage of the Guildhall to all Town Council premises for fundraising events only and to amend the Civic Handbook.

148/21/22 TO RECEIVE AND CONSIDER THE PRECEPT LEAFLET REPORT AND ANY ASSOCIATED EXPENDITURE.

It was proposed by Councillor Miller, seconded by Councillor P Samuels and **RESOLVED** to appoint Company B to print the Precept Leaflet 2022-23 at a cost of £770.00 plus VAT and to appoint Company 3 to distribute the Precept Leaflet 2022-23 at a cost of £746.63 plus VAT to be allocated to Budget Code 6301 Stationery/Postage/Printing.

149/21/22 TO CONSIDER REINSTATING THE TOWN COUNCIL ANNUAL REPORT.

It was proposed by Councillor Miller, seconded by Councillor P Samuels and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 13th January 2022 to approve:

1. To reinstate the Town Council Annual Report.
2. The Mayor, Committee and Sub Committee Chairs and Vice-Chairs to work up their contributions.
3. To review the design in the lead up to the Annual Meeting in May 2022.

Councillor Challen left the meeting.

150/21/22 TO RECEIVE AND NOTE A REPORT ON FREEDOM OF INFORMATION REQUESTS.

It was **RESOLVED** to note.

151/21/22 TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:

a. Neighbourhood Plan Steering Group

Councillor Yates gave a verbal report and informed the meeting that no further progress has been made in connection with the requirement for Cornwall Council to hold a referendum.

It was **RESOLVED** to note.

b. Saltash Team for Youth

The Chairman thanked Councillor Griffiths for his work with Saltash Team for Youth.

It was **RESOLVED** to note.

c. Section 106 Panel

No report due to the panel having not met.

152/21/22 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.

153/21/22 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

154/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

155/21/22 **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

156/21/22 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was proposed by Councillor Gilles, seconded by Councillor Foster and **RESOLVED** to issue the following press and social media release:

1. To promote the Community Chest Awards.

DATE OF NEXT MEETING

Tuesday 22 February 2022 at 6.30 pm

Rising at: 8.07 pm

Signed: _____
Chairman

Dated: _____