

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of an Extraordinary Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 8th March 2022 at 6.30 pm

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

**ALSO PRESENT:** H Frank – Director of CIMCF and Treasurer of May Fair, S Burrows (Acting Town Clerk).

**APOLOGIES:** R Bickford, G Challen, L Challen, S Gillies, M Griffiths, S Lennox-Boyd, B Samuels and P Samuels.

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#### **173/21/22 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **174/21/22 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.

<b>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary/Non-Pecuniary</b>	<b>Reason</b>	<b>Left Meeting</b>
Foster	15B – FF106	Non-Pecuniary	Member of Saltash Lions Club	Yes

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

To award a dispensation to Saltash Town Council Members to allow agenda item 15b Application Number FF108 to be discussed and participate in any vote, or further vote taken on that business by Saltash Town Council.

Without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to approve a dispensation be granted to Saltash Town Council Members for this meeting only to allow agenda item 15b Application Number FF108 to be discussed and participate in any vote, or further vote taken on that business by Saltash Town Council.

**175/21/22 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

**176/21/22 TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON TUESDAY 11TH JANUARY 2022 AND THE EXTRAORDINARY MEETING HELD ON TUESDAY 22ND FEBRUARY 2022 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 11<sup>th</sup> January 2022 were confirmed as a true and correct record.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** that the minutes of the Extraordinary Policy and Finance Meeting held on Tuesday 22<sup>nd</sup> February 2022 were confirmed as a true and correct record.

**177/21/22 ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 31ST JANUARY 2022**

It was **RESOLVED** to note.

**178/21/22 PETTY CASH RECONCILED UP TO 31ST JANUARY 2022.**

It was **RESOLVED** to note.

**179/21/22 TO RECEIVE A REPORT ON VAT.**

It was **RESOLVED** to note.

**180/21/22 TO RECEIVE A REPORT ON INVESTMENTS.**

It was proposed by Councillor Miller, seconded by Councillor Dent and **RESOLVED** to note the report on investments and approve a virement of £150,000 from Cornwall Council Instant Access Account to Barclays Active Saver to cover operational expenditure.

**181/21/22** **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.

**182/21/22** **TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS.**

It was **RESOLVED** to note.

**183/21/22** **TO RECEIVE A REPORT FROM THE FINANCE OFFICER.**

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

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to approve a virement of £1,000 from budget code 6676 Service Delivery Staff Training to budget code 6673 Service Delivery Clothing, to cover the newly appointed Service Delivery staff uniform.

It was proposed by Councillor Miller, seconded by Councillor Foster and **RESOLVED** to ratify the motor insurance renewal cover for the year 2022-23 at a cost of £2,527.08 allocated to budget code 6205 P&F Insurance.

**184/21/22** **TO RECEIVE THE ACTING TOWN CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND.**

It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED** to approve the Acting Town Clerks delegated spend.

**185/21/22** **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No report.

**186/21/22** **TO CONSIDER COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS:**

a. Community Chest:

None.

b. Festival Funds:

<b>Application Number</b>	<b>Organisation</b>	<b>Amount Requested</b>
FF105	Cornwall International Choral Festival	£250.00

It was proposed by Councillor Miller, seconded by Councillor Foster and **RESOLVED** to award £250.00 to Cornwall International Choral Festival.

Councillor Foster declared an interest in the next agenda item and left the room.

<b>Application Number</b>	<b>Organisation</b>	<b>Amount Requested</b>
FF106	Saltash Lions Club	£650.00

It was proposed by Councillor Dent, seconded by Councillor Martin and **RESOLVED** to award £500.00 to Saltash Lions Club subject to:

1. Clarification on the arrangements in place to ensure safeguarding of children and or young people and or vulnerable people.
2. Providing quotes for the portable toilet blocks and first aid coverage.

Councillor Foster was invited and returned to the meeting.

<b>Application Number</b>	<b>Organisation</b>	<b>Amount Requested</b>
FF107	May Fair Committee – Saltash May Fair	£2,976.72

It was proposed by Councillor Martin, seconded by Councillor Peggs and **RESOLVED** to award £2,976.72 to the May Fair Committee for Saltash May Fair.

<b>Application Number</b>	<b>Organisation</b>	<b>Amount Requested</b>
FF108	May Fair Committee – Big Jubilee Lunch	£1,500.00

It was proposed by Councillor Peggs, seconded by Councillor Stoyel and **RESOLVED** to award £1,500 to the May Fair Committee for the Big Jubilee Lunch on Fore Street.

The Chairman announced a 5 minute break at 7:20pm.

The Chairman continued the meeting at 7:25pm.

**187/21/22 TO RECEIVE AND CONSIDER RECOMMENDING TO FULL COUNCIL THE FOLLOWING POLICIES:**

a. Civic Awards Policy

It was proposed by Councillor Miller, seconded by Councillor Foster and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 7<sup>th</sup> April 2022 to adopt the amendments to the Civic Awards Policy.

b. Awarding the Freedom of the Town

It was proposed by Councillor Miller, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 7<sup>th</sup> April 2022 to adopt the Awarding the Honorary Freedom of Saltash Policy.

**188/21/22 TO RECEIVE AND CONSIDER APPROVING THE REVISED SALTASH TOWN COUNCIL DELIVERY OF PROFESSIONAL YOUTH WORK TENDER SPECIFICATION.**

It was proposed by Councillor Bullock, seconded by Councillor Peggs and **RESOLVED** to approve the proposed amendments to the Delivery of Professional Youth Work in Saltash for the year 2022-23.

**189/21/22 TO RECEIVE REPORTS FROM PROFESSIONAL YOUTH WORK ORGANISATIONS**

a. Junkyard Skatepark

It was proposed by Councillor Stoyel, seconded by Councillor Martin and **RESOLVED** to note the report and delegate to the Acting Town Clerk to write a letter of thanks to Junkyard Skatepark for their continued support and commitment to the young people of Saltash.

b. Livewire

It was proposed by Councillor Stoyel, seconded by Councillor Martin and **RESOLVED** to note the report and delegate to the Acting Town Clerk to write a letter of thanks to Livewire for their continued support and commitment to the young people of Saltash.

**190/21/22** **TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:**

a. Neighbourhood Plan Steering Group:

Councillor Yates gave a verbal update on the Neighbourhood Plan:

1. Saltash Neighbourhood Plan Referendum for the Saltash Neighbourhood area is to be held on Thursday 17<sup>th</sup> March 2022 at various locations.
2. Leaflets are currently being distributed and available from the Guildhall and Library.
3. A number of informal events have been held in Fore Street and at the Library.
4. Join Gateway Cornwall – Saltash on Thursday 10<sup>th</sup> March 2022 at 10:30am to find out more about the Neighbourhood Plan Referendum.

b. Saltash Team for Youth:

The next Saltash Team for Youth Working Group meeting is to be held on Friday 11<sup>th</sup> March 2022, 1pm at Livewire.

c. Section 106 Panel:

No Report.

**191/21/22** **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

It was proposed by Councillor Miller, seconded by Councillor Dent and **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.

**192/21/22 TO CONSIDER CORNWALL COUNCIL CONTINUING TO ACT ON BEHALF OF SALTASH TOWN COUNCIL FOR ANY COMPLAINTS RECEIVED BY IDENTIFIED PERSISTENT COMPLAINANTS.**

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

1. Continue to appoint Cornwall Council to act on behalf of Saltash Town Council for any complaints received by identified persistent complainants.
2. Review Saltash Town Council Unreasonable Persistent Complaints Policy to be received at the next Policy and Finance meeting.

**193/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

It was proposed by Councillor Martin, seconded by Councillor Miller and **RESOLVED** that the public and press be re-admitted to the meeting.

**194/21/22 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

**195/21/22 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was proposed by Councillor Stoyel, seconded by Councillor Peggs and **RESOLVED** to issue the following press and social media releases:

1. To promote the Festival Fund Awards.
2. To thank Junkyard Skate Park and Livewire for their continued support and recognition of their work for the young people of Saltash.

**DATE OF NEXT MEETING**

Tuesday 10 May 2022 at 6.30 pm

Rising at: 8:10pm

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

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