

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 10th May 2022 at 6.30 pm

**PRESENT:** Councillors: R Bickford, J Dent, J Foster, S Gillies, S Miller (Chairman), B Samuels, P Samuels, B Stoyel and D Yates (Vice-Chairman).

**ALSO PRESENT:** S Burrows (Town Clerk) and M Thomas (Senior Policy and Data Compliance Officer)

**APOLOGIES:** R Bullock, G Challen, L Challen, M Griffiths, S Lennox-Boyd, S Martin and J Peggs.

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#### **1/22/23 HEALTH AND SAFETY ANNOUNCEMENTS**

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

#### **2/22/23 TO ELECT A CHAIRMAN**

It was proposed by Councillor Yates, seconded by Councillor Dent to nominate Councillor Miller.

It was proposed by Councillor P Samuels, seconded by Councillor Foster to nominate Councillor P Samuels.

Following a vote it was **RESOLVED** to appoint Councillor Miller as Chairman.

Councillor Miller in the Chair.

#### **3/22/23 TO ELECT A VICE CHAIRMAN**

It was proposed by Councillor Yates, seconded by Councillor Foster and following a vote it was **RESOLVED** to appoint Councillor P Samuels as Vice Chairman.

Councillor Miller thanked Councillor Yates for his support as Vice Chairman in the preceding year.

#### **4/22/23 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>
Bickford	17a (CC257)	Non-Pecuniary	Member of Saltash Sailing Club	Yes
Bickford	17b (FF111)	Non-Pecuniary	Member of Regatta Committee	Yes
Samuels B	18c	Non-Pecuniary	Member of Saltash Rotary	No
Samuels P	18c	Non-Pecuniary	Member of Saltash Rotary	No
Stoyel	18c	Non-Pecuniary	Member of Saltash Rotary	No

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

None.

**5/22/23**      **QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

**6/22/23**      **TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 8TH MARCH 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 Foster and **RESOLVED** that the minutes of the Policy and Finance Committee held on 8<sup>th</sup> March 2022 were confirmed as a true and correct record.

**7/22/23**      **ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 31ST MARCH 2022.**

It was **RESOLVED** to note.

**8/22/23**      **PETTY CASH RECONCILED UP TO 31ST MARCH 2022.**

It was **RESOLVED** to note.

**9/22/23**      **TO RECEIVE A REPORT ON VAT.**

It was **RESOLVED** to note.

**10/22/23**      **TO RECEIVE A REPORT ON INVESTMENTS.**

It was **RESOLVED** to note.

**11/22/23**      **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.

**12/22/23**      **TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS.**

The Acting Town Clerk informed Members that the year end is progressing well and that the EMF balances remain unaudited and may vary. The prepayments and accruals may also have an impact on the budget figures.

It was **RESOLVED** to note.

**13/22/23**      **TO RECEIVE A REPORT FROM THE FINANCE OFFICER.**

It was proposed by Councillor P Samuels, seconded by Councillor Stoyel and **RESOLVED** to note the report and to retain the current Mayor's Charity Account with a monthly fee of around £8.00 to be paid by the Town Council allocated to Budget Code 6200 PR Bank Charges.

14/22/23 **ACTING TOWN CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND.**

None.

15/22/23 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

None.

16/22/23 **TO CONSIDER AWARDING COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS:**

a. Community Chest:

<b>Application Number</b>	<b>Organisation</b>	<b>Amount Requested</b>
CC256	Tamar Protection Society	£500.00

It was proposed by Councillor P Samuels, seconded by Councillor Gillies and **RESOLVED** to award £500.00.

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

<b>Application Number</b>	<b>Organisation</b>	<b>Amount Requested</b>
CC257	Saltash Sailing Club	£1,000.00

It was proposed by Councillor Foster, seconded by Councillor Gillies and **RESOLVED** to award £1,000.00.

Councillor Bickford was invited and returned to the meeting.

b. Festival Fund:

<b>Application Number</b>	<b>Organisation</b>	<b>Amount Requested</b>
FF110	Friends of Tincombe	£335.00

It was proposed by Councillor Stoyel, seconded by Councillor P Samuels and **RESOLVED** to award £335.00.

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

<b>Application Number</b>	<b>Organisation</b>	<b>Amount Requested</b>
FF111	Saltash Regatta	£2,943.00

It was proposed by Councillor Dent, seconded by Councillor B Samuels and **RESOLVED** to award £2,943.00.

Councillor Bickford was invited and returned to the meeting.

**17/22/23**

**TO RECEIVE AND NOTE REPORTS ON FUNDING AWARDED:**

- a. To receive and note a report from Forder Community and Conservation Association relating to the use of Community Chest funding.

It was **RESOLVED** to note.

- b. To receive and note a letter confirming the return of Town Council Community Chest awarded grant money from the Sue Hooper Charitable Foundation.

It was **RESOLVED** to note.

Cllrs B Samuels, P Samuels and Stoyel remained in the room for the next agenda item due to there being no discussion or vote that would require Members declaration of interest to leave the meeting.

- c. To receive and note a letter from Saltash Rotary Club relating to the BT phone box located outside Isambard House.

In addition to the letter Councillor B Samuels informed Members that the defibrillator was due to be delivered this week and works to commence as soon as practicable.

It was **RESOLVED** to note that the Rotary Club of Saltash confirmed that they will meet or exceed all the parameters listed in the British Telecommunications PLC Agreement for the sale or purchase of the telephone kiosk.

**18/22/23**

**TO RECEIVE AND CONSIDER RECOMMENDING TO FULL COUNCIL THE FOLLOWING POLICY AMENDMENTS:**

**19/22/23**

**FINANCIAL REGULATIONS 2022-23**

It was proposed by Councillor Miller, seconded by Councillor Foster and resolved to **RECOMMEND** to Full Council to be held on 9<sup>th</sup> June 2022 to adopt the amendments to the Financial Regulations 2022-23.

**20/22/23**      **STANDING ORDERS**

It was proposed by Councillor Miller, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Council to be held on 9<sup>th</sup> June 2022 to adopt the amendments to the Standing Orders 2022-23.

**21/22/23**      **UNREASONABLE CUSTOMER BEHAVIOUR AND PERSISTENT COMPLAINTS.**

It was proposed by Councillor Miller, seconded by Councillor P Samuels and **RESOLVED** that:

- a. The draft policy showing the amendments is circulated to all Members to review;
- b. Members submit any comments to the Senior Policy and Data Compliance Monitoring Officer;

Subject to the above, it was proposed by Councillor Miller, seconded by Councillor P Samuels and **RESOLVED** to defer the draft policy to Full Council to be held on 9<sup>th</sup> June 2022 for further consideration.

**22/22/23**      **TO RECEIVE AN IT REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor B Samuels, seconded by Councillor Gillies and resolved to **RECOMMEND** to Full Council to be held on 9<sup>th</sup> June 2022 to:

- a. Vire £4,900 from Budget Code 6274 PR EMF Internet Redevelopment to Budget Code P&F 6306 IT Maintenance;
- b. Close Budget Code 6274 PR EMF Internet Redevelopment.

The Acting Town Clerk is to investigate the background to the shortfall reporting back to the Committee.

**23/22/23**      **TO RECEIVE AND CONSIDER ADOPTING THE DRAFT TEMPLATE DESIGN FOR ALL FUTURE TOWN COUNCIL ANNOUNCEMENTS.**

It was proposed by Councillor Miller, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Town Council to be held on 9<sup>th</sup> June 2022 to adopt the revised announcement template with the addition of the Town Council Modern Logo.

**24/22/23**      **TO RECEIVE A REPORT ON THE TENDER OPENING FOR THE DELIVERY OF PROFESSIONAL YOUTH WORK IN SALTASH FOR THE YEAR 2022-23 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Miller, seconded by Councillor P Samuels and **RESOLVED** to note the report and that the delivery of professional youth work in Saltash be awarded, subject to receipt of the required documentation set out in the specification:

- a. Livewire                      £17,632.00
- b. The Core                      £17,885.00
- c. Junkyard Skatepark   £14,483.00

**25/22/23**      **TO RECEIVE A REPORT FROM PROFESSIONAL YOUTH WORK ORGANISATION**

It was **RESOLVED** to note.

**26/22/23**      **TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:**

- a. Neighbourhood Plan Steering Group

It was **RESOLVED** to note.

- b. Saltash Team for Youth

It was **RESOLVED** to note.

- c. Section 106 Panel

Councillor Bickford gave a verbal update that had been previously covered at the Annual Meeting of the Town Council where the new S106 Terms of Reference were approved. The date of the next meeting is yet to be confirmed and there is one outstanding application.

It was **RESOLVED** to note.

**27/22/23**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

It was proposed by Councillor Dent, seconded by Councillor Bickford 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.

**28/22/23**      **TO RECEIVE A RECOMMENDATION FROM THE PERSONNEL COMMITTEE MEETING HELD ON 29TH MARCH 2022 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

During the discussion of this item Councillor Foster and Councillor Yates left the meeting briefly and returned to rejoin the meeting.

It was proposed by Councillor Miller, seconded by Councillor Gillies and **RESOLVED** to approve two of the three recommendations from the Personnel Committee held on 23<sup>rd</sup> March 2022:

- a. To appoint Cornwall Council to inform identified persistent complainants to only communicate through Cornwall Council's complaints email box or by post.
- b. Cornwall Council to forward any related Town Council business direct to Saltash Town Council if relevant to their services

Further to this, it was proposed by Councillor Miller, seconded by Councillor Gillies and **RESOLVED** to approve:

- a. The Town Council IT Consultant to block identified persistent complainants emails to all staff email boxes;
- b. Members to block identified persistent complainants emails if they wish to;
- c. The inclusion of the procedure to be added to the Unreasonable Customer Behaviour and Persistent Complaints policy.

**29/22/23**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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



**30/22/23** **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

**31/22/23** **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

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

1. Feedback from the Forder Community and Conservation Association as an example of a successful funding outcome;
2. Community Chest and Festival Fund awards;
3. Delivery of Professional Youth Work awards.

**DATE OF NEXT MEETING**

Tuesday 12 July 2022 at 6.30 pm

Rising at: 8.29 pm

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

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