

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 12th July 2022 at 6.30 pm

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

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

APOLOGIES: G Challen, L Challen, S Lennox-Boyd and S Martin.

29/22/23 **HEALTH AND SAFETY ANNOUNCEMENTS.**

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

30/22/23 **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.

Councillor	Agenda Item	Pecuniary/Non-Pecuniary	Reason	Left Meeting
Dent	15b	Non-Pecuniary	Member of RBL	Yes
Samuels B	15b	Non-Pecuniary	Member of RBL	Yes

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

None.

31/22/23 **QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

32/22/23 **TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 10TH MAY 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 Bickford and **RESOLVED** that the minutes of the Policy and Finance Committee held on 10th May 2022 were confirmed as a true and correct record.

The Chairman asked the Town Clerk to report on the next finance items in the absence of a Finance Officer.

33/22/23 **ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 31ST MAY 2022.**

It was **RESOLVED** to note.

34/22/23 **PETTY CASH RECONCILED UP TO 31ST MAY 2022.**

It was **RESOLVED** to note.

35/22/23 **TO RECEIVE A REPORT ON VAT.**

It was **RESOLVED** to note.

36/22/23 **TO RECEIVE A REPORT ON INVESTMENTS.**

It was **RESOLVED** to note.

37/22/23 **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.

38/22/23 **TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS.**

It was **RESOLVED** to note.

39/22/23 **TO RECEIVE A REPORT FROM THE FINANCE OFFICER.**

1. It was **RESOLVED** to note the report.
2. It was **RESOLVED** to note. The Town Clerk reminded Members that the CIL (Community Infrastructure Levy) income received should be spent within five years and asked that potential projects are considered at the next meeting.
3. It was proposed by Councillor Miller, seconded by Councillor P Samuels and **RESOLVED** to reappoint Parkinson Partnership as VAT Consultants for the year 2022-23 at a cost of £600.00 allocated to P&F budget code 6224 Professional Fees.

40/22/23 **TOWN CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND.**

No report.

41/22/23 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No report.

The Chairman brought forward agenda item 16 as the next item of business to be considered.

42/22/23 **TO RECEIVE AND NOTE A REPORT FROM THE TAMAR PRESERVATION SOCIETY - MARY NEWMAN'S COTTAGE ON FUNDING AWARDED.**

It was **RESOLVED** to note the report and that the organisation is the Tamar Protection Society.

43/22/23

TO CONSIDER COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS:

a. Community Chest.

Application Number	Organisation	Amount Requested
CC258	Safe 38	£434.00

It was proposed by Councillor Dent, seconded by Councillor B Samuels and **RESOLVED** to award £434.00.

Councillors Dent and B Samuels declared an interest in the next item and left the room.

b. Festival Funds

Application Number	Organisation	Amount Requested
FF112	RBL	£850.00

It was proposed by Councillor Bickford, seconded by Councillor Stoyel and **RESOLVED** that the application did not meet the criteria for a Festival Fund application, but did meet the criteria for a Community Chest application and would be scored against that criteria. The organisation is to be advised that future applications should be made to the Community Chest fund.

It was proposed by Councillor Stoyel, seconded by Councillor Peggs and **RESOLVED** to award £850.00 from the Community Chest fund.

Councillors Dent and B Samuels were invited and returned to the meeting.

44/22/23

TO RECEIVE AND CONSIDER RECOMMENDING THE FOLLOWING POLICIES TO FULL COUNCIL:

a. Data Retention and Disposal

It was proposed by Councillor Miller, seconded by Councillor Gillies and resolved to **RECOMMEND** to Full Council to be held on 4th August 2022 to approve the amendments to the Data Retention and Disposal Policy as attached.

b. Receiving Public Questions at Meetings

It was proposed by Councillor Miller, seconded by Councillor P Samuels and resolved to **RECOMMEND** to Full Council to be held on 4th August 2022 to approve the amendments to the Receiving Public Questions at Meetings Policy as attached.

c. Standing Orders

Councillor Foster left the meeting.

Councillor Foster returned to the meeting.

It was proposed by Councillor Miller, seconded by Councillor Gillies and resolved to **RECOMMEND** to Full Council to be held on 4th August 2022 to approve the amendments to Standing Orders as attached.

d. Terms of Reference STC Committees and Sub Committees

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Council to be held on 4th August 2022 to approve the amendments to the Terms of Reference STC Committees and Sub Committees document as attached.

e. Customer Feedback

It was proposed by Councillor Miller, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Council to be held on 4th August 2022 to adopt the replacement Code of Practice for Handling Complaints Policy, in place of the Customer Feedback Policy as attached.

f. Unreasonable Customer Behaviour and Persistent Complaints

It was proposed by Councillor Miller, seconded by Councillor Griffiths and resolved to **RECOMMEND** to Full Council to be held on 4th August 2022 to approve the amendments to the Unreasonable Customer Behaviour and Persistent Complaints Policy as attached.

g. Provision of IT Equipment and Acceptable Use

A discussion took place regarding provision of IT for Town Council Members.

The Town Clerk asked Members to be mindful of the importance of having a Town Council device to house Town Council related emails and documents for Councillors protection as well as the Town Council in reducing a potential data breach.

The Town Clerk advised the Chairman that the Provision of IT to Town Councillors is not included on this evening's agenda.

It was proposed by Councillor Miller, seconded by Councillor Foster and resolved to **RECOMMEND** to Full Council to be held on 4th August 2022 to approve the amendments to the Provision of IT Equipment and Acceptable Use Policy as attached.

45/22/23 **TO RECEIVE AND NOTE A REPORT ON FREEDOM OF INFORMATION REQUESTS.**

It was **RESOLVED** to note the report. Members requested that future reports include details of the number of hours spent on Freedom of Information requests.

46/22/23 **TO RECEIVE AND NOTE A REPORT ON UK GDPR.**

It was **RESOLVED** to note.

47/22/23 **TO CONSIDER REVIEWING THE TOWN COUNCIL SOLICITOR SERVICES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Miller, seconded by Councillor Dent and **RESOLVED** to delegate to the Town Clerk to obtain quotes reporting back to a future P&F meeting.

48/22/23

TO RECEIVE A REPORT ON A DEFIBRILLATOR IN THE TOWN AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk updated Members on the background to the agenda item with authority required for the continuing maintenance costs to be paid by the Town Council.

It was noted that the defibrillator and cabinet housing recently removed from Appleby Westward and the defibrillator and cabinet housing located outside Bloom Hearing in Fore Street were purchased from public fundraising with the support of Saltash Rotary.

It was further noted that the cabinet housing for the defibrillator outside Bloom Hearing will need upgrading to enable continued support from the emergency services. Authority is required for the Town Council to continue to pay for the annual maintenance of the defibrillator in Fore Street.

It was noted that at the time of receiving the information/cost it was evident there were insufficient funds in the Services budget. To avoid delay the Chairman approved for the item to be received and considered at the next P&F meeting.

It was proposed by Councillor Miller, seconded by Councillor Bullock and **RESOLVED** to note the update and that:

1. Members submit suggestions to the Administration Officer for locations for a defibrillator that has recently been removed from a site at Appleby Westward;
2. Councillor B Samuels circulates the defibrillator map link to Members.

It was proposed by Councillor Miller, seconded by Councillor Bullock and resolved to **RECOMMEND** to the Extraordinary Services Committee that:

3. Saltash Rotary report to the next Extraordinary Services Committee Meeting regarding the cabinet access and if they wish to request that the Town Council continues to pay for the annual maintenance.

49/22/23

TO RECEIVE AND NOTE A REPORT FROM LIVEWIRE YOUTH PROJECT.

It was **RESOLVED** to note the report and thank Livewire for their continued work in the community.

50/22/23 **TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:**

a. Neighbourhood Plan Steering Group

No Report.

b. Saltash Team for Youth

It was **RESOLVED** to note the report and thank the Saltash Team for Youth for their ongoing work supporting the local youth organisations in the Town.

c. Section 106 Panel

It was **RESOLVED** to note.

51/22/23 **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.

52/22/23 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

53/22/23 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

54/22/23 **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

55/22/23

TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

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

- a. Community Chest grants awarded.

DATE OF NEXT MEETING

Tuesday 13 September 2022 at 6.30 pm

Rising at: 8.18 pm

Signed: _____
Chairman

Dated: _____