

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Wednesday 28th September 2022 at 6.30 pm**

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

**ALSO PRESENT:** 2 Members of the Public, S Burrows (Town Clerk), M Thomas (Senior Policy and Data Compliance Officer) and A Primmer (Finance Officer).

**APOLOGIES:** Councillors: L Challen, J Dent, M Griffiths, S Martin, J Peggs, B Samuels and B Stoyel.

---

#### **59/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

**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>
Miller	22 – CC263	Non-Pecuniary	Committee member	Yes
Bullock	22 – CC264	Non-Pecuniary	Attends meetings	Yes
Challen	22 – CC264	Non-Pecuniary	Member of Saltash Lions who have raised funds for the Friends of Summerfield Park appeal	Yes
Samuels P	25a	Non-Pecuniary	Member and current President of Saltash Rotary	Yes

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

The Town Clerk reported that a written request for a dispensation had been received from Councillor P Samuels in respect of agenda item 25a. Since receiving the request, Councillor P Samuels had revised the form to not partake in the vote and to confirm that he is a member of Saltash Rotary.

It was proposed by Councillor G Challen to reject the request for a dispensation and to allow Councillor P Samuels to remain in the meeting to take questions and leave the room prior to the vote.

The motion did not carry due to no seconder.

It was proposed by Councillor P Samuels, seconded by Councillor Miller and **RESOLVED** that a dispensation be granted to Councillor P Samuels for agenda item 25a allowing him to participate, or participate further, in any discussion of that business for this meeting only.

**61/22/23**      **QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

Councillor Bickford arrived and gave his apologies for late arrival and joined the meeting.

**62/22/23**      **TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 12TH JULY 2022 AND THE EXTRAORDINARY POLICY AND FINANCE COMMITTEE HELD ON 16TH AUGUST 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 Bullock and **RESOLVED** that the minutes of the Policy and Finance Committee held on 12<sup>th</sup> July 2022 were confirmed as a true and correct record.

It was proposed by Councillor Miller, seconded by Councillor Bullock and **RESOLVED** that the minutes of the Extraordinary Policy and Finance Committee held on 16<sup>th</sup> August 2022 were confirmed as a true and correct record.

**63/22/23**      **ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 31ST JULY 2022.**

It was **RESOLVED** to note.

**64/22/23**      **PETTY CASH RECONCILED UP TO 31ST JULY 2022.**

It was **RESOLVED** to note.

It was proposed by Councillor Gillies, seconded by Councillor Bullock and **RESOLVED** to approve the reduction of petty cash from £300.00 to £125.00.

**65/22/23**      **TO RECEIVE A REPORT ON VAT.**

It was **RESOLVED** to note.

**66/22/23**      **TO RECEIVE A REPORT ON INVESTMENTS.**

Councillor Foster left the meeting.  
Councillor Foster returned to the meeting.

The Finance Officer reported that since the report on investments was published the second instalment of the precept has been received and the balances held are as follows:

- £200,000 with Public Sector Deposit Fund (Variable Interest Current Average 0.69%)
- £499,499.90 with Barclays Active Saver. (Interest Rate 0.01% rising to 0.15%)
- £500,650 with Nationwide on a 95 Days' Notice. (Interest Rate 0.4%)
- £998,935.62 with Cornwall Council instant Access Account. (Interest Rate Variable currently between 0.55% - 0.63%)

It was **RESOLVED** to note.

**67/22/23**      **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.

**68/22/23**      **TO RECEIVE AND NOTE THE TOWN COUNCIL CONCLUDED ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR THE YEAR ENDED 31ST MARCH 2022.**

It was **RESOLVED** to note.

**69/22/23**      **TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS.**

It was **RESOLVED** to note.

70/22/23

**TO RECEIVE, CONSIDER AND APPROVE RECOMMENDATIONS FROM THE PERSONNEL COMMITTEE HELD ON THURSDAY 26TH MAY 2022 AND THE EXTRAORDINARY PERSONNEL COMMITTEE MEETING HELD ON MONDAY 6TH JUNE 2022.**

RECOMMENDATION 1: Personnel Committee held on Thursday 26<sup>th</sup> May 2022:

16/22/23 **TO RECEIVE A REPORT ON THE APPOINTMENT OF ROSEVALE ACCOUNTANTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE**

It was **RESOLVED** to continue with the appointment of Rosevale Accountants up to August 2022 to carry out the role of the Finance Assistant up to 30 hours per week at a cost of £26.50 + VAT per hour allocated to budget code 6661 Finance Consultancy Fees.

It was proposed by Councillor Martin, seconded by Councillor Miller and resolved to **RECOMMEND** to Policy and Finance to vire £12,105 from budget code 6694 P&F Staffing Contingency to 6661 P&F Finance Consultancy Fees.

It was proposed by Councillor Miller, seconded by Councillor Bullock and **RESOLVED** to vire £12,105 from budget code 6694 P&F Staffing Contingency to 6661 Finance Consultancy Fees.

RECOMMENDATION 2: Extraordinary Personnel Committee held on Monday 6<sup>th</sup> June 2022:

23/22/23      TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK

Finance Officer and Finance Assistant roles:

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

1. Increase Rosevale Accountants weekly hours from the 1st July 2022 on a temporary basis from 30 hours to a maximum of 60 hours per week to undertake Town Council finance work at a cost of £29.50 + VAT per hour
2. Review the temporary finance arrangements at the 29th September's Personnel Committee Meeting

It was proposed by Councillor Peggs, seconded by Councillor Dent and resolved to **RECOMMEND** to the next Policy and Finance Committee to vire £15,930 from budget code 6694 P&F Staffing Contingency to 6661 P&F Finance Consultancy Fees.

It was proposed by Councillor Miller, seconded by Councillor Foster and **RESOLVED** to vire £15,930 from budget code 6694 P&F Staffing Contingency to 6661 Finance Consultancy Fees.

71/22/23      TO RECEIVE A REPORT FROM THE FINANCE OFFICER.

It was **RESOLVED** to note.

72/22/23

**TO RECEIVE A REPORT ON TOWN COUNCIL SAVING ACCOUNTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk and Finance Officer updated Members on the current and proposed Town Council saving accounts.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED:**

1. To open a Town Council saving account with RCI Bank at a variable rate of 1.67% instant access to transfer the remaining precept funds;
2. To transfer existing funds held in the Nationwide 95 day notice account to a Nationwide 12 Month Triple Access at a fixed rate of 1.75% instant access no penalty for up to 3 withdrawals a year to obtain a higher rate of interest;
3. That the Finance Officer continues to monitor saving options for the Town Council reporting back to a future meeting.

73/22/23

**TO RECEIVE THE TOWN COUNCIL INSURANCE POLICY RENEWAL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. To approve the proposal from Zurich of a new 3 year insurance policy with the option of a 2 year extension at a cost of £10,455.72 (including all applicable taxes);
2. To allocate the cost to budget code 6205 P&F Insurance.

74/22/23

**TO RECEIVE A REPORT ON THE GUILDHALL INTERNET PROVISION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Bullock, seconded by Councillor Lennox-Boyd and **RESOLVED** to:

1. Approve the upgrade of the Guildhall internet provision from FTTC to FTTP at a capital cost of £50.00 + VAT for the installation of the fibre line;
2. Approve the monthly cost of £45.95 + VAT for the internet provision;
3. Approve a new 12 month contract as above;
4. Allocate the above cost to budget code P&F IT/Office Cost.

It was **RESOLVED** to note an annual cost saving to the Town Council of £406.08.

75/22/23

**TO RECEIVE A REPORT ON DELEGATED AUTHORITY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Gillies, seconded by Councillor G Challen and resolved to **RECOMMEND** to a future Full Town Council meeting to:

1. Update the existing policy on the use of the Town Seals to give delegated authority to the Town Clerk, or in their absence the Assistant Town Clerk to determine the use of the Town Seals;
2. Delegate authority to the Senior Policy and Data Compliance Monitoring Officer to work with Councillor Bickford to produce a draft policy for free/discounted premises hire;
3. The Town Clerk to report back at future Policy and Finance meetings the use of the Town Seals and free/discounted premises hire.

Councillor Yates left the room.

Councillor Yates returned to the room

76/22/23

**THE TOWN CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND.**

No report.

**77/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No report.

**78/22/23 TO RECEIVE A BRIEF OVERVIEW ON THE COMMUNITY INFRASTRUCTURE LEVY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk reminded Members of the £2,810.05 Town Council CIL funding and deadline date of 2024.

It was proposed by Councillor G Challen, seconded by Councillor Lennox-Boyd and **RESOLVED** that Councillor Yates circulates funding suggestions from the Neighbourhood Plan with Members also inputting their ideas for consideration at a future meeting of P&F.

79/22/23

**TO CONSIDER COMMUNITY CHEST APPLICATIONS:**

<b>Application Number</b>	<b>Organisation</b>	<b>Amount Requested</b>
CC262	Saltash Bowls Club	£650.00

It was proposed by Councillor P Samuels, seconded by Councillor Bickford and **RESOLVED** to award £650.00.

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

Vice-Chairman in the Chair.

<b>Application Number</b>	<b>Organisation</b>	<b>Amount Requested</b>
CC263	Tamar Tolls Action Group	£954.29

The application failed to meet the criteria and score sufficient points therefore rejected.

Councillor Miller was invited and returned to the meeting.

Chairman in the Chair.

Councillors Bullock and G Challen declared an interest in the next item and left the room.

<b>Application Number</b>	<b>Organisation</b>	<b>Amount Requested</b>
CC264	Friends of Summerfield Park	£1,000.00

It was proposed by Councillor Miller, seconded by Councillor Bickford and **RESOLVED** to award £1,000.00 subject to the funds being retained by the Town Council in an EMF until the project is ready to proceed.

Councillors Bullock and G Challen were invited and returned to the room.

**80/22/23**     **TO CONSIDER A FESTIVAL FUND APPLICATION:**

<b>Application Number</b>	<b>Organisation</b>	<b>Amount Requested</b>
FF112	Saltash Chamber of Commerce	£1,500.00

It was proposed by Councillor Lennox-Boyd, seconded by Councillor P Samuels and **RESOLVED** to award £1,500.00.

**81/22/23**     **TO RECEIVE AND NOTE REPORTS ON FUNDING AWARDED:**

a. Saltash Sailing Club

It was **RESOLVED** to note.

b. The Friends of Tincombe

It was **RESOLVED** to note.

82/22/23

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

a. Grants Policy

It was proposed by Councillor Yates, seconded by Councillor Foster and resolved to **RECOMMEND** to Full Town Council to be held on 6<sup>th</sup> October 2022 to approve the amendments to the Grants Policy as attached.

b. Civic Awards Policy

Councillor Foster left the room.

Councillor Foster returned to the meeting.

Councillor P Samuels briefed Members on the background to the amendments to the policy, answered Members questions and then left the room.

It was proposed by Councillor G Challen, seconded by Councillor Gillies and **RESOLVED** to:

1. Reject the amendments to the draft Civic Awards Policy;
2. Delegate authority to the Senior Policy and Data Monitoring Compliance Officer to work with Councillor Bickford to conduct a best practice draft policy and review in line with other Town Councils;
3. Present a draft policy for consideration at a future meeting of the P&F Committee.

Councillor P Samuels was invited and returned to the room.

83/22/23

**TO RECEIVE AND NOTE A REPORT FROM SALTASH YOUTH ORGANISATIONS:**

a. Livewire

It was **RESOLVED** to note.

b. The Core

It was **RESOLVED** to note.

c. Junkyard Skatepark

It was **RESOLVED** to note.

Members thanked the Saltash Youth Organisations for their comprehensive reports and ongoing outstanding support and commitment to the community.

**84/22/23**     **TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:**

a. Neighbourhood Plan Steering Group

No Report.

b. Saltash Team for Youth

No Report.

c. Section 106 Panel

No Report.

**85/22/23**     **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.

**86/22/23**     **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**87/22/23**     **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**88/22/23**     **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

89/22/23

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

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

1. Community Chest awards;
2. Festival Fund award;
3. Reports received from organisations who have received grants;
4. Reports received from Saltash Youth Organisations.

**DATE OF NEXT MEETING**

Tuesday 8 November 2022 at 6.30 pm

Rising at: 8.47 pm

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

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