

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 8th November 2022 at 6.30 pm**

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

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

**APOLOGIES:** S Lennox-Boyd and J Peggs.

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#### **90/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **91/22/23 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.

None.

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

None.

#### **92/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

**93/22/23 TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 28TH SEPTEMBER 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 28<sup>th</sup> September 2022 were confirmed as a true and correct record.

**94/22/23 ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 30TH SEPTEMBER 2022.**

It was **RESOLVED** to note.

**95/22/23 PETTY CASH RECONCILED UP TO 30TH SEPTEMBER 2022.**

It was **RESOLVED** to note.

**96/22/23 TO RECEIVE A REPORT ON VAT.**

It was **RESOLVED** to note.

**97/22/23 TO RECEIVE A REPORT ON INVESTMENTS.**

It was **RESOLVED** to note.

**98/22/23 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.

**99/22/23 TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS.**

It was **RESOLVED** to note subject to Rosevale Accountants sign off.

**100/22/23 TO SET THE POLICY AND FINANCE BUDGET FOR THE YEAR 2023/24 RECOMMENDING TO THE EXTRAORDINARY POLICY AND FINANCE MEETING.**

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

Members considered the following virements:

1. 6215 Annual Report £450 to EMF 6280 Town Vision;
2. 6216 Miscellaneous £100 to General Reserves;
3. 6225 Neighbourhood Plan £4,630 to EMF 6275 Neighbourhood Plan;
4. 6228 Events and Consultations £1,500 to new code EMF Consultations;
5. 6229 CCTV Annual Maintenance £14,600 to EMF 6270 Crime Reduction;
6. 6502 Civic Christmas Event £500 to new code EMF Events;
7. 6513 Twinning £119 to new code EMF Twinning.

It was proposed by Councillor Miller, seconded by Councillor P Samuels and resolved to **RECOMMEND** the Policy and Finance Budget for the year 2023/24 to include the above virements to the Extraordinary Policy and Finance Meeting to be held on 22<sup>nd</sup> November 2022 as attached.

**101/22/23 TO RECEIVE A REPORT FROM THE FINANCE OFFICER.**

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

1. Open a new Nationwide 95 Day Saver account and transfer funds from the existing Nationwide account to the new Nationwide 95 Day Saver account;
2. Open a new Virgin Money 95 Day Business Notice Account transferring funds within the recommended limits.

**102/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No report.

**103/22/23 TO RECEIVE THE TOWN CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND.**

No report.

**104/22/23 TO RECEIVE THE TOWN COUNCIL PONTOON INSURANCE POLICY RENEWAL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Gillies, seconded by Councillor Bickford and **RESOLVED** to appoint Axis to renew the Town Council Pontoon Insurance at a cost of £2,108 allocated to budget code 6205 P&F Insurance.

**105/22/23 TO RECEIVE THE CYBER LIABILITY INSURANCE RENEWAL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE**

It was proposed by Councillor Miller, seconded by Councillor Foster and **RESOLVED** to delegate authority to the Town Clerk liaising with the Chairman, Vice Chairman and Councillor Gillies to obtain the highest level of Cyber Insurance cover available at a cost not exceeding an annual premium of £550.

**106/22/23** **TO RECEIVE AND CONSIDER APPROVING RECOMMENDATIONS FROM THE PERSONNEL COMMITTEE HELD ON 29TH SEPTEMBER 2022.**

**RECOMMENDATION 1:**

**55/22/23** **TO RECEIVE A REPORT ON THE PROVISION OF LONE WORKING DEVICES AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note that sufficient Risk Assessments and Safety Systems across the Service Delivery Department are now in place and staff have been consulted throughout the process.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Policy and Finance to:

1. Terminate 10 devices with immediate effect;
2. Continue to utilise 3 devices that remain within contract and terminate at the end of the two year contract;
3. To note a cost saving of £2,100 against budget code 6214 P&F Health and Safety;
4. Not pursue with Health and Safety Mobile Applications.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** to approve the above recommendation.

**RECOMMENDATION 2:**

**59/22/23 TO RECEIVE AN UPDATE ON ROSEVALE ACCOUNTANTS FINANCE SUPPORT AGREEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. To continue with the appointment of Rosevale Accountants to undertake the finance handover/support for both the Finance Officer and Finance Assistant posts;
2. To reduce Rosevale Accountants weekly hours from a maximum of 60 hours to a maximum of 30 hours per week from 1st October to 31st December 2022 at a cost of £26.50 per hour;
3. That the Personnel Committee further review the status at Novembers Personnel Committee meeting.

It was proposed by Councillor Martin, seconded by Councillor Peggs and resolved to **RECOMMEND** to the next Policy and Finance Committee to vire £5,151 from budget code 6694 EMF Staff Contingency to 6661 Finance Consultancy Fees to cover the above cost.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** to approve the above recommendation.

**107/22/23 TO RECEIVE AND NOTE REPORTS ON FUNDING AWARDED:**

- a. CC246 – Saltash Rotary Club

It was **RESOLVED** to note.

- b. FF110 – Tincombe Tea Party

It was **RESOLVED** to note.

**108/22/23 TO RECEIVE AND CONSIDER RECOMMENDING THE FOLLOWING POLICY UPDATES TO FULL COUNCIL:**

a. Civic Awards

Members of the Policy and Finance Committee requested the Civic Award Policy be updated in line with other Town Councils to create a best practice all inclusive draft policy for Members consideration.

Councillor B Samuels reported that due incompatibility in the Civic Awards Policy previously adopted and exclusion from the competing list of awards proposed in the revised policy put before P&F, the Rotary Club of Saltash have resolved to cease to award the Citizen and Environmental Citizen of the Year in conjunction with the Town Council. The trophies currently held will have to be returned to the Rotary Club of Saltash at the end of the current award year. Rotary will continue to make these awards independently.

Councillor P Samuels expressed regret on behalf of Rotary at the meeting, that almost 45 years of operating the awards in partnership, is now at an end.

It was proposed by Councillor Bickford, seconded by Councillor Dent and resolved to **RECOMMEND** the Civic Awards Policy to Full Council to be held on 1<sup>st</sup> December 2022 in replacement of the existing policy, subject to amendments as attached.

b. STC Seals and Modern Logo

It was proposed by Councillor Griffiths, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Council to be held on 1<sup>st</sup> December 2022, subject to amendments as attached.

**109/22/23 TO RECEIVE A REPORT FROM SALTASH TOWN YOUTH COUNCIL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**110/22/23 TO RECEIVE A LETTER FROM JUNKYARD SKATEPARK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Griffiths, seconded by Councillor Stoyel and **RESOLVED** to delegate authority to the Town Clerk working with Councillor Griffiths to write to Junkyard Skatepark requesting:

1. Confirmation that all insurances and policies remain in place in line with the Town Council tender specification;
2. Further clarification and detail on the services being delivered under the contract with Saltash Town Council at the Policy and Finance meeting to be held on 10<sup>th</sup> January 2023 prior to releasing the final payment.

**111/22/23 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.

- c. Section 106 Panel

No report.

**112/22/23 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.

**113/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**114/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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



115/22/23 **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

116/22/23 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

**DATE OF NEXT MEETING**

Tuesday 22 November 2022 at 6.30 pm

Rising at: 8.43 pm

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

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