

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Wednesday 10th May 2023 at 6.30 pm

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

ALSO PRESENT: 1 Member of the Press, 3 Members of the Public, S Burrows (Town Clerk) and D Joyce (Administration Officer).

APOLOGIES: S Gillies and S Lennox-Boyd.

1/23/24 TO ELECT A CHAIRMAN.

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

It was proposed by Councillor Bickford, seconded by Councillor Peggs to nominate Councillor Miller.

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

Councillor Miller in the Chair.

2/23/24 TO ELECT A VICE CHAIRMAN.

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

No further nominations received.

Following a vote it was **RESOLVED** to appoint Councillor P Samuels as Vice Chairman.

3/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

4/23/24 **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
Bickford	19b	Non-Pecuniary	Member of Regatta Committee	Yes

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

None.

5/23/24 **QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

6/23/24 **TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 14TH MARCH 2023 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 Dent and **RESOLVED** that the minutes of the Policy and Finance Committee held on 14th March 2023 were confirmed as a true and correct record.

7/23/24 **ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 31ST MARCH 2023.**

It was **RESOLVED** to note.

8/23/24 **PETTY CASH RECONCILED UP TO 31ST MARCH 2023.**

It was **RESOLVED** to note.

9/23/24 **TO RECEIVE A REPORT ON VAT.**

It was **RESOLVED** to note.

10/23/24 **TO RECEIVE A REPORT ON INVESTMENTS.**

Members considered a recommendation received from the Finance Consultant contained and circulated within the reports pack.

It was proposed by Councillor Brady, seconded by Councillor Dent and **RESOLVED** to note the report and to approve the transfer of £300,000 from the Barclays Active Saver to the Public Sector Deposit Fund with the current interest rate as of 9th May 2023 at 4.26%.

11/23/24 **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.

12/23/24 **TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS.**

The Town Clerk informed Members that some budgets may look overspent due to accruals and prepayments not yet finalised at year-end, updated budget sheets are to be received at the next scheduled Policy and Finance meeting.

It was **RESOLVED** to note.

13/23/24 **TO RECEIVE A REPORT FROM THE FINANCE OFFICER.**

It was **RESOLVED** to note.

14/23/24 **TO RECEIVE THE TOWN CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Brady, seconded by Councillor Martin and **RESOLVED** to ratify the Town Clerk's report on delegated authority to spend.

15/23/24 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

16/23/24 TO RECEIVE AND NOTE A REPORT ON THE PRECEPT FACEBOOK ADVERT 2022-23.

It was **RESOLVED** to note.

17/23/24 TO RECEIVE AN IT REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Bickford provided an overview of the report received and contained within the reports pack.

Members discussed the options for cloud based hosting of both Town Council data and Modern.Gov data.

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

1. To note the report and approve the virement of £4,974.72+vat (combination of Office 365, duo security and anti-virus costs - £1,595.52 + £3,379.20) from budget code 6370 PF EMF Computer Equipment Renewal to budget code 6306 IT Maintenance for IT provisions for Members for the year 2023/24;
2. To approve in principle Option 2 to budget for the year 2024/2025, at this stage, an estimated cost of £8,900.00+vat to budget code 6306 IT Maintenance to appoint SOS to transfer Town Council data to external cloud based hosting solutions (SharePoint) and Modern.Gov data transfer (GSL Media) subject to relevant compliance certification;
3. To appoint SOS at no cost to the Town Council at this stage, to copy all Town Council data onto the Office 365 Cloud (SharePoint) at their earliest opportunity to avoid potential data loss due to current server issues;
4. To note point 3 above is free of charge at this stage to the Town Council and that SOS are to receive payment upon the completion of Point 2 above taking place.

Councillor Brady gave his apologies and left the meeting.

Members thanked the Administration Officer for working up a comprehensive report for Members consideration.

18/23/24

TO CONSIDER COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS:

a. Community Chest.

Application Number	Organisation	Amount Requested
CC268	Saltash Old Cornwall Society	£300.00

Chairman confirmed the correct name of the organisation is Saltash Old Cornwall Society.

Councillor Martin left the meeting.

Councillor Martin returned to the meeting.

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and **RESOLVED** to award £300.00.

Application Number	Organisation	Amount Requested
CC269	Saltash United Football Club	£1,000.00

It was proposed by Councillor Miller, seconded by Councillor Mortimore and **RESOLVED** to award £1,000 subject to the incorporation of fully accessible toilets in line with the Disability Discrimination Act, if practicable.

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

b. Festival Funds

Application Number	Organisation	Amount Requested
FF115	Saltash Regatta	£3,000.00

It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED** to award £3,000.

Councillor Bickford was invited and returned to the meeting.

19/23/24 **TO RECEIVE THE HOME LIBRARY SERVICE POLICY OF THE SERVICES COMMITTEE AND CONSIDER RECOMMENDING TO FULL COUNCIL.**

The Town Clerk informed Members of the amendments contained within the policy received and circulated within the reports pack and additional amendments for consideration.

Councillor Martin left the meeting.

Councillor Martin returned to the meeting.

It was proposed by Councillor Dent, seconded by Councillor P Samuels and resolved to **RECOMMEND** the Home Library Service Policy (as attached) to Full Council to be held on 1st June 2023, subject to the additional amendments in the Risk Assessment.

20/23/24 **TO RECEIVE AND NOTE A REPORT ON THE TOWN COUNCIL DATA COMPLIANCE.**

The Town Clerk highlighted the important sections of the report to Members contained within the circulated reports pack.

It was **RESOLVED** to note.

21/23/24 **TO RECEIVE A REPORT ON THE DELIVERY OF PROFESSIONAL YOUTH WORK TENDERS IN SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Griffiths provided a brief verbal update on the report received and contained within the circulated reports pack.

Councillor Griffiths spoke of the increased need for detached professional youth work and therefore the Saltash Team for Youth working group felt it was vital to award the available budget to the two bids received.

It was proposed by Councillor Griffiths, seconded by Councillor Peggs and **RESOLVED** to note the report and that the Delivery of Professional Youth Work in Saltash be awarded to:

Livewire £29,938

The Core £29,938

subject to insurance renewals being received prior to releasing the 1st payment and the two bids accepting the increase in funding.

22/23/24

TO RECEIVE RECOMMENDATIONS OF THE FOLLOWING SUB COMMITTEES:

a. Station Property held on 27th March 2023;

RECOMMENDATION:

47/22/23 TO REVIEW ISAMBARD HOUSE FEES AND CHARGES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed additional Fees and Charges for Isambard House to accommodate Saltash based art exhibitions. Currently art exhibitions pay commission rates only for the room hire.

It was proposed by Councillor Bullock, seconded by Councillor Miller and resolved to **RECOMMEND** to the Policy and Finance Committee meeting to be held on Wednesday 10th May 2023 to approve:

1. A charge of £30 Monday to Friday, £50 Saturday and Sunday, based on a six-hour day and 10% commission, for Saltash based Art Exhibitions only;
2. The above additional cost-plus VAT to be added to the Town Council fees and Charges 2023/24;
3. Delegated authority to the Town Clerk working with the Chairman and Vice Chairman to manage any exceptional booking enquiries until the Town Council Room Hire policy has been approved.

It was proposed by Councillor Bullock, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Council to be held on 1st June 2023 to approve the above Station Property Sub Committee recommendation.

b. Property Maintenance held on 4th April 2023.

RECOMMENDATION:

8/23/24 TO RECEIVE QUOTES TO REDUCE THE TOWN COUNCIL ENERGY COSTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed the three quotes received.

It was proposed by Councillor Bullock, seconded by Councillor Dent and **RESOLVED** to request Company C to clarify that the quote received is in line with the Town Council vision to firstly improve energy efficiencies across all Town Council premises/rentals.

It was proposed by Councillor Bullock, seconded by Councillor Dent and resolved to **RECOMMEND (subject to confirmation of the above):**

1. To the Policy and Finance Committee meeting to be held on Tuesday 10th May 2023 to appoint Company C to undertake an energy efficiency report to understand the Town Council's energy usage;
2. The report to include all Town Council properties/rentals – The Guildhall, Longstone Garage and Store, Maurice Huggins Room, Isambard House, Saltash Library Hub and Saltash Heritage Centre;
3. At a cost of £1,900+vat allocated to budget code 6224 PF Professional Costs.

The Town Clerk updated Members on further information received from Company C and the type of energy efficiency data that would be produced and received within the report should Members wish to proceed with the appointment.

The Town Clerk informed Members of a further cost of £450+vat for an evaluation of Saltash Heritage Centre as this was not requested at the time of seeking a quote.

The Town Clerk further informed Members that there are not sufficient funds in budget code 6224 Professional Costs to cover the quote due to last year's £10,000 virement returned to General Reserves.

Members discussed the information received.

It was proposed by Councillor Dent, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Town Council to be held on 1st June 2023 to vire £10,000 from General Reserves to budget code 6224 Professional Costs to cover the cost of appointing Company C (£1,900)

and to allow for future projects to be undertaken for the year 2023/2024.

It was proposed by Councillor Dent, seconded by Councillor Stoyel and **RESOLVED** to appoint Company C at a cost of £1,900+vat subject to the removal of the Saltash Heritage Centre allocated to budget code 6224 Professional Fees.

The Chairman announced the next item of business to be discussed is Agenda Item 24 – To receive a report to further revise Isambard House Fees and Charges and consider any actions and associated expenditure.

23/23/24 **TO RECEIVE A REPORT TO FURTHER REVISE ISAMBARD HOUSE FEES AND CHARGES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Bullock, seconded by Councillor Miller and resolved to **RECOMMEND** to Full Council to be held on 1st June 2023 to approve the additional Fees and Charges for art exhibitions outside Saltash held at Isambard House:

Art Exhibitions (Non Saltash Based)

£40 Monday to Friday
£60 Saturday and Sunday
Plus 10% commission per sale.
Based on a six hour day.

The Chairman announced the next item of business to be discussed is Agenda Item – 23b To receive recommendations from the following Sub Committees;

24/23/24 **TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:**

a. Neighbourhood Plan Steering Group

Nothing to report.

b. Section 106 Panel

Nothing to report.

25/23/24 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.

26/23/24 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

27/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

28/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

29/23/24 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 Martin and **RESOLVED** to issue the following Press and Social Media releases;

1. Delivery of Professional Youth Work 2023-24;
2. Community Chest and Festival Fund Awards.

DATE OF NEXT MEETING

Tuesday 11 July 2023 at 6.30 pm

Rising at: 7.57 pm

Signed: _____
Chairman

Dated: _____