

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 11th July 2023 at 6.30 pm

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

ALSO PRESENT: 1 Member of the Public, S Burrows (Town Clerk), W Peters (Finance Officer) and M Thomas (Senior Policy and Data Compliance Officer).

APOLOGIES: M Griffiths and J Peggs.

30/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

31/23/24 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
P Samuels	17a	Non-Pecuniary	Presenter on the radio station.	Yes
B Samuels	17a	Non-Pecuniary	Husband is presenter on the radio station.	Yes
L Mortimore	15b	Non-Pecuniary	Chair of Summerfields Play.	Yes

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

None.

32/23/24 **QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None received.

33/23/24 **TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 10TH MAY 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 P Samuels and **RESOLVED** that the minutes of the Policy and Finance Committee held on 10th May 2023 were confirmed as a true and correct record.

34/23/24 **TO NOTE THAT ALL ACCOUNTS AND BANK ACCOUNTS ARE RECONCILED UP TO 31ST MAY 2023.**

It was **RESOLVED** to note.

35/23/24 **TO NOTE THAT PETTY CASH IS RECONCILED UP TO 30TH JUNE 2023.**

It was **RESOLVED** to note.

36/23/24 **TO RECEIVE AND NOTE A REPORT ON VAT.**

It was **RESOLVED** to note.

37/23/24 **TO RECEIVE AND NOTE A REPORT ON INVESTMENTS.**

It was **RESOLVED** to note.

38/23/24 **TO NOTE THAT AN AUDIT ON RECENT SUPPLIER PAYMENTS WAS CONDUCTED BY THE CHAIRMAN OF POLICY & FINANCE IN LINE WITH THE COUNCILS FINANCIAL REGULATIONS. THERE ARE NO DISCREPANCIES TO REPORT.**

It was **RESOLVED** to note.

39/23/24 **TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note the Town Clerk update on budget reports.

It was proposed by Councillor Miller, seconded by Councillor Martin and resolved to **RECOMMEND** to the Burial Authority Committee, Services Committee and Library Sub Committee to consider the virement of funds to bring budgets back within the set expenditure at their next available meeting.

40/23/24 **TO RECEIVE A REPORT FROM THE FINANCE OFFICER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

41/23/24 **TO RECEIVE THE TOWN CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Nothing to report.

42/23/24 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

43/23/24

TO RECEIVE AND CONSIDER THE FOLLOWING COMMITTEES RECOMMENDATIONS:

a. Burial Authority held on 23rd May 2023

RECOMMENDATION 1

11/23/24 TO RATIFY THE AMENDMENT TO CHURCHTOWN FEES AND CHARGES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Lennox-Boyd, seconded by Councillor Dent and resolved to **RECOMMEND** to the Policy and Finance Committee to ratify the Town Clerk's amendment to Churchtown Fees and Charges.

It was proposed by Councillor Dent, seconded by Councillor Bullock and **RESOLVED** to approve the above Burial Authority recommendation.

RECOMMENDATION 2

12/23/24 TO RECEIVE A REPORT ON CHURCHTOWN CEMETERY MANAGEMENT POLICY AND REGULATIONS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

1. It was proposed by Councillor Bullock, seconded by Councillor Lennox-Boyd and **RESOLVED** to defer the question of maintenance at Churchtown Cemetery to the next meeting of The Burial Authority Committee on 7th November 2023. Maintenance to be discussed in conjunction with the review of Fees and Charges for Churchtown Cemetery.
2. It was proposed by Councillor Dent, seconded by Councillor Bullock and resolved to **RECOMMEND** to Policy and Finance to approve the following additions to the Churchtown Cemetery Management Policy and Regulations in regard to grave markers as follows:

Additional sections 4.3.5., 4.3.6. and 4.3.7. Management Policy and Regulations:

4.3.5. Grave markers such as wooden crosses with plaques may be placed on a grave or cremation plot at the time of an interment at the discretion of the Town Council. Such markers are temporary and are allowed in the interval between the interment and the installation of a memorial, which would normally take place within 12 months.

4.3.6. If there are no family members remaining, the person arranging the interment may also organise for a marker to be placed on the grave or cremation plot. Thereafter however, only the Town Council or the owner of the EROB may authorise work in connection with markers. Only the owner of the EROB may authorize the installation of a permanent memorial.

4.3.7. Usually, the Town Council would not remove a marker after 12 months should there be no memorial stone. However, the Town Council may remove it if they so wish.

It was proposed by Councillor Dent, seconded by Councillor Bullock and resolved to **RECOMMEND** to Full Council to be held on 3rd August 2023 to approve the above Burial Authority recommendation.

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

b. Services Committee held on 8th June 2023:

RECOMMENDATION 1

40/23/24 TO CONSIDER PLAY PARK MATCH FUNDING APPLICATIONS:

Application Number	Organisation	Amount Requested
PPMF001	Summerfields Play	£10,000

Councillor Mortimore declared an interest in the agenda item.

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and **RESOLVED** for Councillor Mortimore to remain in the room to answer questions on the application only.

Members asked questions and discussed the application received and circulated within the reports pack.

Councillor Mortimore left the meeting.

Members further discussed the application and the funding that had been raised to date.

It was proposed by Councillor B Samuels, seconded by Councillor Miller and resolved to **RECOMMEND** to the Policy and Finance Committee to be held on 11th July 2023 to award match funding up to £10,000 subject to Summerfields Play Park confirming funds raised and available five days prior to the above Policy and Finance Committee meeting taking place.

It was proposed by Councillor P Samuels, seconded by Councillor Dent and **RESOLVED** to approve the above recommendation.

Councillor Mortimore was invited and returned to the meeting.

c. Personnel Committee held on 29th June 2023:

RECOMMENDATION 1

29/23/24 TO REVIEW EMPLOYMENT LAW TRAINING FOR MEMBERS OF THE PERSONNEL COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Miller and **RESOLVED** to approve Members of the Personnel Committee, the Chairman of the Town Council and the Town Clerk to attend Employment Law training on Wednesday 26th July 2023 delivered by HR Support Consultancy.

It was proposed by Councillor Martin, seconded by Councillor Miller and resolved to **RECOMMEND** at the next Policy and Finance Committee meeting approval for Employment Law training cost of £450 allocated to budget code 6213 Councillor Training and Expenses.

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

RECOMMENDATION 2

30/23/24 TO REVIEW EMPLOYMENT LAW TRAINING FOR LINE MANAGERS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** to approve the Line Managers to attend Employment Law training delivered by HR Support Consultancy at a total cost of £450. The Town Clerk to arrange a suitable training date subject to the appointment of a Service Delivery Manager.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved to **RECOMMEND** at the next Policy and Finance Committee meeting approval for Employment Law training cost of £270 allocated to budget code P&F Staff Training;

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

RECOMMENDATION 3

32/23/24 TO RATIFY RECRUITMENT AGENCY COST.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and **RESOLVED** to ratify the recruitment agency and HR cost of £6,504.70.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and resolved to **RECOMMEND** to the Policy and Finance Committee a virement of £6,000 from budget code P&F Staffing Contingency to 6701 Staff Recruitment to cover the above associated cost.

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

RECOMMENDATION 4

39/23/24 TO REVIEW ROSEVALE ACCOUNTANTS PAYROLL SERVICES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and **RESOLVED** to continue with the temporary appointment of Rosevale Accountants to outsource processing payroll and to further review at the Personnel Committee meeting to be held on 29th February 2024 at a cost of £8.50 + VAT per employee per month.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Policy and Finance to vire £1,034 from Staff Contingency to 6305 Finance Software to cover the above associated cost.

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

RECOMMENDATION 5

40/23/24 TO REVIEW ROSEVALE ACCOUNTANTS FINANCE SERVICE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Martin returned to the meeting.

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

1. To approve the training plan (12 month cycle) delivered by Rosevale Accountants to the Finance Officer up to and including w/c 25th March 2024, reporting to the Town Clerk / RFO, (as attached);
2. The Town Clerk to oversee and manage reduction in training hours in accordance with the training plan or earlier;
3. To approve Rosevale Accountants additional 68 hours worked at £29 + VAT per hour totalling £1,972 (as attached);

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

4. To continue with the appointment of Rosevale Accountants up to 30hrs per week at a cost of £29 + VAT per hour up to 31st December 2023 and £33 + VAT from 1st January 2024, allocated to budget code 6661 P&F Finance Consultancy Fees;
5. To recommend a virement of £21,487 from P&F staff contingency to 6661 P&F Finance Consultancy fees to cover the work of Rosevale Accountants from 1st July to 31st March 2024 plus additional 68 hours worked.

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

RECOMMENDATION 6

41/23/24 TO RECEIVE A REPORT ON THE BRIGHT HR CONTRACT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. To approve a 5-year Bright HR contract for absence management, annual leave, and HR needs at a monthly fee of £3.00 + VAT per employee;
2. To allocate to budget code 6662 HR Professional Fees;

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

3. To vire £2,700 from 6652 Staffing Contingency to 6662 HR Professional Fees, to cover the associated cost (HR Support Consultancy, Bright HR software and Rosevale Accountants processing data).

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

44/23/24 **TO RECEIVE AND CONSIDER THE FOLLOWING SUB COMMITTEES RECOMMENDATIONS:**

a. Station Property held on 17th May 2023:

RECOMMENDATION 1

11/23/24 TO REVIEW ISAMBARD HOUSE FEES AND CHARGES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed the current Fees and Charges for Isambard House for community organisations.

Currently community organisations pay a community rate of £10.00 per hour for a weekday booking between 9a.m. and 5p.m. and £15.00 per hour on weekends and evening bookings.

It was proposed by Councillor Bullock, seconded by Councillor Peggs and resolved to **RECOMMEND** to the Policy and Finance Committee to amend the Fees and Charges for Isambard House for community organisations only to a flat rate of £10 per hour inclusive of vat.

It was proposed by Councillor Bullock, seconded by Councillor P Samuels and **RESOLVED** to approve the above Station Property Sub Committee recommendation.

b. Property Maintenance held on 5th July 2023:

RECOMMENDATION 1

21/23/24 TO RECEIVE AN UPDATE ON THE GUILDHALL TENDER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk informed Members the tender closing date is Friday 7th July. No bids received as yet, however, many visits to the Guildhall have taken place and Barron Surveying mentioned to three of their known contractors who might be interested in pricing.

The Property Maintenance Sub Committee agreed for Cllrs Dent and Stoyel to open the received bids in the presence of the Town Clerk on 10th July. The Town Clerk will send the bids to Barron Surveying to analyse and provide a tender report and recommendation to the Property Maintenance Sub Committee.

The Chairman reminded Members that the Guildhall building is Grade II Listed therefore should Members wish to change the exterior colour Planning and Listed Building consent would be required. Planning at a cost and Listed exempt from any fee.

It was **RESOLVED** to note the above updates.

It was proposed by Councillor Brady, seconded by Councillor Dent and resolved to **RECOMMEND** to the next Policy and Finance Committee to appoint Barron Surveying at a cost of £100 + VAT per hour up to a maximum of five hours allocated to budget code 6224 Professional Fees.

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

45/23/24

TO CONSIDER COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS:

a. Community Chest.

Councillor B Samuels declared an interest in the next item and left the meeting.

Councillor P Samuels declared an interest in the next item. He remained in the meeting to answer questions on the application and then left the meeting while the debate and vote on the application took place.

Application number Requested	Organisation	Amount
CC270	Saltash Radio	£500

It was proposed by Councillor Stoyel, seconded by Councillor Martin and **RESOLVED** to award £500.

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

b. Festival Funds

Application number Requested	Organisation	Amount
FF117	Saltash Music, Speech and Drama Festival	£1,000

It was proposed by Councillor Bickford, seconded by Councillor Brady and **RESOLVED** to award £1,000 allocated from the Community Chest budget not the Festival Fund budget due to the application not meeting the Festival Fund criteria. Applicant to be informed for future requests.

Application number Requested	Organisation	Amount
FF118	Friends of Tincombe	£639.90

It was proposed by Councillor Miller, seconded by Councillor Stoyel and **RESOLVED** to award £639.90.

Councillor Martin left the meeting.

46/23/24 **TO RECEIVE AND NOTE A REPORT FROM MAY FAIR ON FUNDING AWARDED (FF113).**

It was **RESOLVED** to note.

47/23/24 **TO RECEIVE AND NOTE QUARTERLY REPORTS FOR THE COMMISSIONING OF PROFESSIONAL YOUTH WORK IN SALTASH:**

Councillor Martin returned to the meeting.

a. The Core

It was **RESOLVED** to note.

b. Livewire

It was **RESOLVED** to note.

48/23/24 **TO RECEIVE AND NOTE A REPORT ON DATA COMPLIANCE.**

It was **RESOLVED** to note.

49/23/24 **TO RECEIVE AND NOTE A REPORT ON FREEDOM OF INFORMATION.**

It was **RESOLVED** to note.

50/23/24 **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

Nothing to report.

51/23/24 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.

52/23/24 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

53/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

54/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

55/23/24 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor Gillies, seconded by Councillor Bullock and **RESOLVED** to issue the following Press and Social Media releases:

1. Playpark Match Funding in collaboration with Friends of Summerfield;
2. Revised fees and charges at Isambard House subject to Full Council approval;
3. Community Chest and Festival Fund awards;
4. Saltash Team for Youth working in collaboration with The Core and Livewire delivering professional youth work.

DATE OF NEXT MEETING

Tuesday 12 September 2023 at 6.30 pm

Rising at: 8.03 pm

Signed: _____
Chairman

Dated: _____