

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 14th November 2023 at 6.30 pm

PRESENT: Councillors: R Bickford, J Brady, R Bullock, J Dent, J Foster, S Lennox-Boyd, S Martin, S Miller (Chairman), L Mortimore, J Peggs, B Samuels, P Samuels (Vice-Chairman) and B Stoyel.

ALSO PRESENT: S Burrows (Town Clerk), W Peters (Finance Officer) and M Thomas (Senior Policy and Data Compliance Officer)

APOLOGIES: S Gillies, M Griffiths and D Yates.

91/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

92/23/24 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.

None.

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

None.

93/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

94/23/24 **TO RECEIVE AND APPROVE THE MINUTES OF THE EXTRAORDINARY POLICY AND FINANCE COMMITTEE HELD ON 31ST OCTOBER 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 Extraordinary Policy and Finance Committee held on 31st October 2023 were confirmed as a true and correct record.

95/23/24 **TO NOTE THAT ALL ACCOUNTS AND BANK ACCOUNTS ARE RECONCILED UP TO SEPTEMBER.**

It was **RESOLVED** to note.

96/23/24 **TO NOTE THAT PETTY CASH IS RECONCILED UP TO OCTOBER.**

It was **RESOLVED** to note.

97/23/24 **TO RECEIVE AND NOTE A REPORT ON VAT.**

The Finance Officer informed Members on the report received and contained within the circulated reports pack.

It was **RESOLVED** to note.

98/23/24 **TO RECEIVE AND NOTE A REPORT ON INVESTMENTS.**

The Finance Officer informed Members on the report received and contained within the circulated reports pack.

It was **RESOLVED** to note the report and increase in the Lloyds Fixed Term Deposit account from 3.5% to 3.6% for 12 months, since the last Policy and Finance Committee meeting.

99/23/24 **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.

100/23/24 TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Finance Officer informed Members on the report received and contained within the circulated reports pack.

It was **RESOLVED** to note the budget statements and that the Joint Burial Board Committee agreed at their last meeting to vire sufficient funds against budget code 6170 EMF Repairs to Cemetery Wall to bring the budget code back within spend.

101/23/24 TO RECEIVE A REPORT FROM THE FINANCE OFFICER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Finance Officer informed Members on the report received and contained within the circulated reports pack.

It was **RESOLVED** to note.

102/23/24 TO RECEIVE THE TOWN CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Nothing to report.

103/23/24 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

104/23/24 TO RECEIVE AND NOTE THE INTERIM INTERNAL AUDIT REPORT FOR THE YEAR ENDED 31ST MARCH 2024.

It was **RESOLVED** to note the Interim Internal Audit Report year ended 31st March 2024.

105/23/24 TO RECEIVE A REPORT ON THE TOWN COUNCIL PRECEPT FOR THE YEAR 2024/25 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman presented the options for the Town Council Precept for the year 2024/25 to Members.

Members discussed the available options.

Councillor P Samuels requested a recorded vote be taken.

Bickford	For
Brady	Against
Bullock	For
Dent	For
Foster	For
Gillies	Absent
Griffiths	Absent
Lennox-Boyd	For
Martin	For
Miller	For
Mortimore	Against
Peggs	For
Samuels B	Against
Samuels P	Abstain
Stoyel	For
Yates	Absent

It was proposed by Councillor Bickford, seconded by Councillor Peggs and following a recorded vote of 9 for, it was resolved to **RECOMMEND** to Full Council to be held on 7th December 2023 Option 2a as attached.

106/23/24 TO RECEIVE THE TOWN COUNCIL RECOMMENDED FEES AND CHARGES FOR THE YEAR 2024/25 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Finance Officer advised Members that Cornwall Council had not yet set the library fees and charges for the year 2024/25. Saltash Library charges have to be the same as Cornwall Council.

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and resolved to **RECOMMEND** to Full Council to be held on 7th December 2023 the Town Council Fees and Charges for the year 2024/25 as attached and delegated authority to the Finance Officer to amend the Library fees only should Cornwall Council make further amendments in the year 2024/25.

107/23/24 TO RECEIVE THE TOWN COUNCIL RECOMMENDED BUDGETS, VIREMENTS AND NOMINAL CODES FOR THE YEAR 2024/25 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk briefed Members on the recommended Budgets, Virements and Nominal Codes for the year 2024/25 that form part of the Precept.

It was proposed by Councillor Miller, seconded by Councillor Foster and resolved to **RECOMMEND** to Full Council to be held on 7th December 2023:

1. The Town Council Budgets for the year 2024/25 as attached;
2. The Town Council Virements for the year 2024/25 as attached;
3. The Town Council Nominal Codes for the year 2024/25 as attached.

108/23/24 TO RECEIVE THE TOWN COUNCIL RECOMMENDED LEVEL OF CONTINGENCY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Council to be held on 7th December 2023:

1. To reduce the Town Council level of contingency from 5.37 months to 5.06 months for the year 2024/25;
2. To set the Town Council level of contingency at 5.06 months for the year 2024/25 as attached;
3. A contingency figure of £584,870 for the year 2024/25 as attached.

109/23/24 TO CONSIDER RECOMMENDING THE TOWN COUNCIL PRECEPT FOR THE YEAR 2024/25 TO FULL COUNCIL TO BE HELD ON 7TH DECEMBER 2023.

Councillor B Samuels requested a recorded vote be taken.

Bickford	For
Brady	Against
Bullock	For
Dent	For
Foster	For
Gillies	Absent
Griffiths	Absent
Lennox-Boyd	For
Martin	For
Miller	For
Mortimore	Against
Peggs	For
Samuels B	Against
Samuels P	Abstain
Stoyel	For

It was proposed by Councillor Bickford, seconded by Councillor Lennox-Boyd and following a recorded vote of 9 for, resolved to **RECOMMEND** to Full Council to be held on 7th December 2023 to set the Town Council Precept for the year 2024/25 as follows:

1. A planned budget Precept of £1,388,217, an increase of 6.15%;
2. £248.58 per annum for a Band D dwelling, an increase of 22p per week, 4.81%.

The Town Clerk informed Members that in future years an item is to be placed on the Full Town Council agenda around June time for Members to give a guide on how they see the precept level for the following year. This will aid Officers in the planning of the precept budgets to be presented to Saltash Town Council.

110/23/24 **TO RECEIVE A REPORT ON THE TOWN COUNCIL PRECEPT LEAFLET FOR THE YEAR 2024/25 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the options for presenting and distributing the Town Council Precept information leaflet for the year 2024/25.

During the discussion and prior to the vote, Councillor Foster gave his apologies and left the meeting.

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

1. To obtain a quote for a double page centre spread in the Observer reporting back to the meeting of the Policy and Finance Committee to be held on 9th January 2024;
2. For precept information leaflets to be printed in house and made available in the Guildhall, Library and for the relevant Meet Your Councillor sessions;
3. For digital copies of the precept information leaflet to be promoted on Social Media at a cost of £60 allocated to budget code 6301 Stationery/Postage/Printing;
4. To make the precept information leaflet available on the Town Council website and noticeboards;
5. For Members to further review the design and content of the precept information leaflet at the meeting of the Policy and Finance Committee to be held on 9th January 2024.

Councillor Martin left the meeting.

111/23/24 TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:

Councillor Martin returned to the meeting.

a. Neighbourhood Plan Steering Group

Nothing to report.

b. Saltash Team for Youth

Councillor Peggs informed Members on the report received and contained within the circulated reports pack.

It was **RESOLVED** to note.

c. Section 106 Panel

Nothing to report.

112/23/24 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.

113/23/24 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

114/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

115/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

116/23/24 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

Nothing to report.

DATE OF NEXT MEETING

Tuesday 9 January 2024 at 6.30 pm

Rising at: 8.07 pm

Signed: _____
Chairman

Dated: _____