

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 12th September 2023 at 6.30 pm**

**PRESENT:** Councillors: R Bickford, R Bullock, S Miller (Chairman), B Samuels, P Samuels (Vice-Chairman), B Stoyel and D Yates.

**ALSO PRESENT:** S Burrows (Town Clerk), W Peters (Finance Officer) and D Joyce (Administration Officer).

**APOLOGIES:** J Brady, J Dent, J Foster, M Griffiths, S Martin, L Mortimore and J Peggs.

---

#### **56/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **57/23/24 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.

#### **58/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None received.

**59/23/24**      **TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 11TH JULY 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 11<sup>th</sup> July 2023 were confirmed as a true and correct record.

**60/23/24**      **TO NOTE THAT ALL ACCOUNTS AND BANK ACCOUNTS ARE RECONCILED UP TO JULY.**

It was **RESOLVED** to note.

**61/23/24**      **TO NOTE THAT PETTY CASH RECONCILED UP TO JULY.**

It was **RESOLVED** to note.

**62/23/24**      **TO RECEIVE AND NOTE A REPORT ON VAT.**

It was **RESOLVED** to note.

**63/23/24**      **TO RECEIVE AND NOTE A REPORT ON INVESTMENTS.**

The Finance Officer informed Members on the report received and contained within the circulated reports pack and were asked to consider the recommendation.

It was proposed by Councillor P Samuels, seconded by Councillor Stoyel and **RESOLVED** to invest £340,000 into the new Lloyds Fixed Term Deposit Account for a 12 month period at a fixed rate of 3.50%.

**64/23/24**      **TO NOTE THAT AN AUDIT ON RECENT SUPPLIER PAYMENTS WAS CONDUCTED BY THE CHAIRMAN OF POLICY & FINANCE IN LINE WITH THE TOWN COUNCILS FINANCIAL REGULATIONS. THERE ARE NO DISCREPANCIES TO REPORT.**

It was **RESOLVED** to note.

**65/23/24**      **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 proposed by Councillor Bullock, seconded by Councillor Miller and resolved to **RECOMMEND**:

1. To the Burial Authority to review budget code 6004 BA General Site Maintenance and 6014 BA Cemetery Software Subscription due to an overspend for the year 2023/2024.
2. To the Joint Burial Board to review budget code 6170 BB EMF Repairs to Cemetery Wall due to an overspend for the year 2023/2024.

It was proposed by Councillor Bullock, seconded by Councillor Miller and **RESOLVED** to note the budget statements and recommendation from the Services Committee to the Station Property Sub Committee to review budget code 6810 General Repairs and Maintenance due to limited funds available for the year 2023/2024.

**66/23/24**      **TO RECEIVE A REPORT FROM THE FINANCE OFFICER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to note the report and provide delegated authority to the Finance Officer to withdraw funds from the Nationwide Account during the period of December 2023 to March 2024 to cover future Town Council liabilities.

**67/23/24**      **TO RECEIVE A REPORT ON INSURANCE CLAIMS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**68/23/24** **TO RECEIVE THE TOWN COUNCIL INSURANCE POLICY RENEWAL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk informed Members on the report received and contained within the circulated reports pack.

It was proposed by Councillor P Samuels, seconded by Councillor Stoyel and **RESOLVED** to approve the renewal from Zurich for the year 2024-25 at a cost of £11,023.40 allocated to budget code 6205 P&F Insurance.

**69/23/24** **TO RECEIVE THE TOWN CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Nothing to report.

**70/23/24** **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

71/23/24

**TO RECEIVE REPORTS ON FUNDING AWARDED AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:**

a. CC268 Saltash Old Cornwall Society;

It was **RESOLVED** to note the report and underspend of £20.01 to be returned to the Town Council allocated to budget code 6210 Community Chest.

b. CC269 Saltash United Football Club;

Members discussed extending the deadline for the awarded funds to Saltash United Football Club to allow sufficient time for the project works to be completed.

Members noted the various delays being experienced and the continued hard work undertaken to raise the additional funds required.

It was proposed by Councillor Miller, seconded by Councillor P Samuels and **RESOLVED** to extend the Community Chest Grant of £1,000 until the end of the financial year 31<sup>st</sup> March 2024 reporting any further progress at the next available Policy and Finance meeting.

c. FF114 Saltash Sea Shanty Festival.

It was **RESOLVED** to note.

72/23/24

**TO RECEIVE THE RECOMMENDED DRAFT ALLOTMENT POLICY AND CONSIDER ANY ACTIONS.**

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and resolved to **RECOMMEND** the Draft Allotment Policy (as attached) to Full Council to be held on Thursday 5<sup>th</sup> October 2023.

**73/23/24**      **TO RECEIVE AMENDMENTS TO EXISTING TOWN COUNCIL POLICIES AND CONSIDER ANY ACTIONS:**

The Chairman requested the following amendments to existing Town Council policies be considered en-bloc.

- a. Communications;
- b. Protocol for Member Officer Relations;
- c. Standing Orders.

Members discussed the amendment received and contained within the circulated reports pack.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and resolved to **RECOMMEND** the amendment to the Communications, Protocol for Member Officer Relations and Standing Orders (as attached) to Full Council to be held on Thursday 5th October 2023.

**74/23/24**      **TO RECEIVE AND NOTE QUARTERLY REPORTS FOR THE COMMISSIONING OF PROFESSIONAL YOUTH WORK IN SALTASH:**

- a. The Core;

It was **RESOLVED** to note.

- b. Livewire.

It was **RESOLVED** to note.

**75/23/24**      **TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:**

- a. Neighbourhood Plan Steering Group

Nothing to report.

- b. Saltash Team for Youth

Nothing further to add since their previous report. Next meeting date is 29<sup>th</sup> September 2023.

- c. Section 106 Panel

Nothing to report.

**76/23/24**      **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.

**77/23/24**      **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**78/23/24**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**79/23/24**      **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

**80/23/24**      **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

**DATE OF NEXT MEETING**

Tuesday 31 October 2023 at 6.30 pm

Rising at: 7.15 pm

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

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