

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 14th May 2024 at 6.30 pm

PRESENT: Councillors: R Bickford, R Bullock, J Dent, S Gillies, S Lennox-Boyd, S Miller (Chairman), J Peggs, B Samuels and P Samuels (Vice-Chairman).

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

APOLOGIES: J Brady, M Griffiths, S Martin, L Mortimore, B Stoyel and D Yates.

1/24/25 TO ELECT A CHAIRMAN.

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

No further nominations were received.

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

Councillor Miller in the Chair.

2/24/25 TO ELECT A VICE CHAIRMAN.

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

No further nominations were received.

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

3/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

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

4/24/25

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	21c	Non-Pecuniary	Saltash Regatta Committee member	Yes
Lennox-Boyd	23a	Non-Pecuniary	President of Saltash United Football Club	Yes

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

None.

5/24/25

PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

6/24/25

TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 12TH MARCH 2024 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.

The Town Clerk advised that minute number 178/23/24 required an amendment.

It was proposed by Councillor Miller, seconded by Councillor P Samuels and **RESOLVED** to amend the recommendation from the Personnel Committee in minute number 178/23/24 relating to the processing of payroll by Rosevale Accountants at a cost of £12 + VAT per employee to £12.50 + VAT per employee.

It was proposed by Councillor P Samuels, seconded by Councillor Miller and **RESOLVED** that the minutes of the Policy and Finance Committee held on 12 March 2024 were confirmed as a true and correct record.

7/24/25 TO NOTE THAT ALL ACCOUNTS AND BANK ACCOUNTS ARE RECONCILED UP TO MARCH 2024.

It was **RESOLVED** to note.

8/24/25 TO NOTE THAT PETTY CASH IS RECONCILED UP TO APRIL 2024.

It was **RESOLVED** to note.

9/24/25 TO RECEIVE AND NOTE A REPORT ON VAT.

It was **RESOLVED** to note.

10/24/25 TO RECEIVE A REPORT ON INVESTMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

11/24/25 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.

12/24/25 TO RECEIVE THE CURRENT STC COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

13/24/25 TO RECEIVE A REPORT FROM THE FINANCE OFFICER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

14/24/25 TO RECEIVE A REPORT ON INSURANCE CLAIMS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Nothing to report.

15/24/25 **TO RECEIVE THE TOWN CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Nothing to report.

16/24/25 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

17/24/25 **TO RECEIVE SALTASH TOWN COUNCIL DRAFT BRAND GUIDELINES AND APPENDICES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Gillies, seconded by Councillor Bickford and resolved to **RECOMMEND** the Saltash Town Council Draft Brand Guidelines and Appendices (as attached) to Full Council to be held on 5th June 2024.

18/24/25 **TO RECEIVE A REPORT ON THE DELIVERY OF PROFESSIONAL YOUTH WORK TENDERS IN SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Dent, seconded by Councillor Peggs and **RESOLVED** to note the report and that the Delivery of Professional Youth Work in Saltash 2024-25 be awarded to:

Livewire £29,534.50

The Core £29,534.50

subject to insurance renewal documents being received from Livewire prior to releasing the first payment

19/24/25 **TO RECEIVE AND NOTE A REPORT ON THE AUTHORISATION OF THE USE OF TOWN SEALS AND MODERN LOGO.**

It was **RESOLVED** to note.

20/24/25 TO CONSIDER FESTIVAL FUND APPLICATIONS:

a. FF122 Songs and Shanties Festival

It was proposed by Councillor B Samuels, seconded by Councillor Peggs and **RESOLVED** to award £975.

b. FF123 Tincombe Tea Party

It was proposed by Councillor Miller, seconded by Councillor Dent and **RESOLVED** to award £615.

Councillor Bickford advised that the dates for Saltash Regatta are July 13th and 14th and not as on the festival fund application. He declared an interest in the next item and left the meeting.

c. FF124 Saltash Regatta

It was proposed by Councillor B Samuels, seconded by Councillor Bullock and **RESOLVED** to award £4,998.22.

Councillor Bickford was invited and re-joined the meeting.

21/24/25 TO CONSIDER COMMUNITY CHEST APPLICATIONS:

a. CC271 Saltash Bowls Club

It was proposed by Councillor P Samuels, seconded by Councillor Peggs and **RESOLVED** to award £1,000.

22/24/25 TO RECEIVE REPORTS ON FUNDING AWARDED AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Lennox-Boyd declared an interest in the next item and left the meeting.

- a. CC269 Saltash Football Club
(Pursuant to Policy and Finance Committee held on 12.03.2023 minute nr. 181/23/24)

It was proposed by Councillor Dent, seconded by Councillor P Samuels and **RESOLVED** to note the report updating the commencement of the project and to receive the final project report at the next meeting of the Policy and Finance Committee on 9 July 2024.

Councillor Lennox-Boyd was invited and re-joined the meeting.

- b. FF120 Saltash Music, Speech and Drama Festival

It was **RESOLVED** to note.

23/24/25 TO RECEIVE AND NOTE THE REVISED CONSTITUTION FROM SALTASH YOUTH NETWORK.

It was **RESOLVED** to note.

24/24/25 TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:

- a. Neighbourhood Plan Steering Group

Nothing to report.

- b. Saltash Team for Youth

Nothing to report. The next meeting will be held on 28 June 2024.

- c. Section 106 Panel

It was **RESOLVED** to note.

25/24/25 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.

26/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

27/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

28/24/25 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor P Samuels, seconded by Councillor Lennox-Boyd and **RESOLVED** to issue the following Press and Social Media releases:

1. Delivery of Professional Youth Work 2024-25 grant award.
2. Community Chest and Festival Fund grant awards.

DATE OF NEXT MEETING

Tuesday 9 July 2024 at 6.30 pm

Rising at: 7.15 pm

Signed: _____
Chairman

Dated: _____