

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 9th July 2024 at 6.30 pm

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

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

APOLOGIES: R Bullock, M Griffiths, L Mortimore, J Peggs and D Yates.

29/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

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

30/24/25

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
Samuels B	17a	Non-Pecuniary	Member of Saltash Rotary who have provided funding to the project. Also friend of some members of project team.	Yes
Samuels P	17a	Non-Pecuniary	Member of Saltash Rotary who have provided funding to the project. Also friend of some members of project team.	Yes
Samuels P	17b	Non-Pecuniary	Was a presenter on Saltash Radio.	Yes
Stoyel	17a	Non-Pecuniary	Member of Saltash Rotary who have provided funding to the project. Also friend of some members of project team.	Yes

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

None.

31/24/25 **PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None received.

32/24/25 **TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 14 MAY 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.

It was proposed by Councillor Miller, seconded by Councillor P Samuels and **RESOLVED** that the minutes of the Policy and Finance Committee held on 14 May 2024 were confirmed as a true and correct record.

33/24/25

TO RECEIVE AND CONSIDER THE SERVICES COMMITTEE RECOMMENDATIONS.

Services Committee held on 11th April 2024

12/24/25 To receive a report on the fourth round of Community Infrastructure Levy Fund and consider any actions and associated expenditure

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

1. To form a Working Group comprising of Councillors Mortimore, Bickford, Bullock, Peggs and Dent working with the Town Clerk to submit an expression of interest by 5pm on Tuesday 30th April 2024;
2. To delegate to the Town Clerk working with the Working Group to agree the project proposal and Town Council contribution towards the expression of interest working within the CIL funding guidance and available budget;
3. To **RECOMMEND** to the next Policy & Finance Meeting a project contribution allocated to budget code 6278 EMF CIL Planning Income working within budget;
4. To delegate to the Town Clerk working with the Working Group to appoint a consultant should additional support be required to prepare and submit a full CIL application **RECOMMENDING** to the next Policy & Finance Meeting the associated costs to be allocated to budget code 6282 EMF Funding Bids (Consultancy Fees);
5. To report back at future Services Committee meetings.

The Town Clerk confirmed the associated cost for recommendation, point 3 above is £10k and point 4 above is £4,800.

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

30/24/25 To receive reports from the Service Delivery Department and consider any actions and associated expenditure.

a. Departmental Report;

Fire, Intruder Alarm and CCTV system service agreement comparison for STC buildings

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

1. To delegate to the Service Delivery Manager to ensure existing contracts are cancelled in accordance with the Town Council contract avoiding penalties;
2. To appoint Company C at a cost of £2,971.20 to provide a Service Level Agreement for all Town Council Fire Alarms, Intruder Alarms and CCTV to be maintained, monitored and serviced over a 12-month period;
3. To allocate the associated costs to the various budgets codes as follows:
 - 7104 Fire & Security Alarm – Longstone
 - 6904 Fire & Security Alarm - Library
 - 7004 Fire & Security Alarm – Maurice Huggins
 - 6404 Fire & Security Alarm - Guildhall
 - 6804 Fire & Security Alarm - Isambard House
 - 6013 Security Alarm Maintenance – Churchtown Building
4. To **RECOMMEND** to the next Policy and Finance Committee meeting the associated cost relating to the service provided for CCTV to budget code 6229 CCTV Annual Maintenance.

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

31/24/25 To receive a draft Notice Board Policy and consider any actions and associated expenditure.

The Town Clerk advised that a Noticeboard Policy is required to offer staff and the public clarity on what can and cannot be displayed in various Town Council owned Noticeboards.

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

1. To **RECOMMEND** the draft Saltash Town Council Noticeboard Policy to Full Town Council to form part of the Communications Strategy as an appendix to;
2. To approve a new virtual noticeboard on the Town Council website at a cost of £75 to commence on the appointment of an Office Manager;
3. To **RECOMMEND** to the next Policy and Finance Committee meeting to allocate the associated cost to budget code 6211 Website Maintenance.

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

34/24/25 TO NOTE THAT ALL ACCOUNTS AND BANK ACCOUNTS ARE RECONCILED UP TO MAY 2024.

It was **RESOLVED** to note.

35/24/25 TO NOTE THAT PETTY CASH IS RECONCILED UP TO JUNE 2024.

It was **RESOLVED** to note.

36/24/25 TO RECEIVE AND NOTE A REPORT ON VAT.

It was **RESOLVED** to note.

37/24/25 TO RECEIVE AND NOTE A REPORT ON INVESTMENTS.

It was **RESOLVED** to note.

38/24/25 **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.

39/24/25 **TO RECEIVE THE CURRENT STC COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Martin, seconded by Councillor P Samuels and **RESOLVED** to note the budget statements and to approve for budget code 6229 PF CCTV Annual Maintenance to be vired to the main Service Delivery Budget statement.

40/24/25 **TO RECEIVE A REPORT FROM THE FINANCE OFFICER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Finance Officer referred to point 5 of the report contained within the circulated reports pack.

Members confirmed they were content with the public funds being held across various reputable banking institutions.

It was **RESOLVED** to note.

41/24/25 **TO RECEIVE A REPORT ON INSURANCE CLAIMS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note that there are no current insurance claims.

42/24/25 **TO RECEIVE THE TOWN CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Nothing to report.

43/24/25 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

44/24/25 **TO CONSIDER COMMUNITY CHEST APPLICATIONS:**

Councillors B Samuels, P Samuels and Stoyel declared an interest in the next item and left the meeting.

a. CC274 Saltash Community Shed

It was proposed by Councillor Dent, seconded by Councillor Foster and **RESOLVED** to award £749.97.

Councillors B Samuels, P Samuels and Stoyel were invited and re-joined the meeting.

b. CC275 Saltash United Football Club

The Chairman informed the Committee of the attendance of Mr Bob Rowse, representing Saltash United Football Club, at the meeting. He thanked Mr Rowse for his attendance and invited him to brief the Committee on the background to the application received and contained in the circulated reports pack.

It was proposed by Councillor Foster, seconded by Councillor Dent and **RESOLVED** to award £840.

45/24/25 **TO CONSIDER FESTIVAL FUND APPLICATIONS:**

a. FF125 Saltash Christmas Festival

It was proposed by Councillor P Samuels, seconded by Councillor B Samuels and **RESOLVED** to award £2,500.

46/24/25

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

a. CC269 Saltash United Football Club.

It was **RESOLVED** to note.

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

b. CC270 Saltash Radio.

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

1. Note the report and;
2. Councillor Miller to liaise with the local Cornwall Councillors to suggest that the equipment obtained from the funding awarded is returned to and retained by Saltash Town Council for community use, reporting back to a future Policy and Finance meeting.

Councillor P Samuels was invited and re-joined the meeting.

c. CC271 Saltash Bowls Club.

It was **RESOLVED** to note.

d. CC272 Tamar Trotters.

It was **RESOLVED** to note.

e. FF120 Cornwall International Male Choral Festival.

It was **RESOLVED** to note.

f. FF121 May Fair.

It was **RESOLVED** to note.

47/24/25

TO RECEIVE AMENDMENTS TO THE FOLLOWING POLICIES AND CONSIDER ANY ACTIONS:

a. Financial Regulations

It was proposed by Councillor Miller, seconded by Councillor P Samuels and resolved to **RECOMMEND** the new NALC Financial Regulations (as attached) to Full Council to be held on 1 August 2024.

b. Local Government Pension Scheme

It was **RESOLVED** to note that following a review of the current policy, no amendments were required.

c. Awarding the Freedom of Saltash

It was proposed by Councillor Bickford, seconded by Councillor Miller and resolved to **RECOMMEND** the Policy for Awarding the Freedom of Saltash (as attached) to Full Council to be held on 1 August 2024.

d. Civic Awards

It was proposed by Councillor Miller, seconded by Councillor Dent and resolved to **RECOMMEND** the Civic Awards Policy (as attached) to Full Council to be held on 1 August 2024.

e. Grants Policy

It was proposed by Councillor Miller, seconded by Councillor P Samuels and resolved to **RECOMMEND** the Grants Policy (as attached) to Full Council to be held on 1 August 2024.

48/24/25

TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:

a. Neighbourhood Plan Steering Group

Nothing to report.

b. Section 106 Panel

Nothing to report.

49/24/25 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.

50/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

51/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

52/24/25 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor Martin, seconded by Councillor B Samuels and **RESOLVED** to issue the following Press and Social Media releases:

1. Community Chest and Festival Fund grant awards.

DATE OF NEXT MEETING

Tuesday 24 September 2024 at 6.30 pm

Rising at: 7.17 pm

Signed: _____
Chairman

Dated: _____