

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 24th September 2024 at 6.30 pm

PRESENT: Councillors: R Bickford, R Bullock, J Dent, J Foster, S Martin, S Miller (Chairman), J Peggs, 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: J Brady, S Gillies, M Griffiths, S Lennox-Boyd, L Mortimore and D Yates.

53/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

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

54/24/25 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.

None.

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

None.

55/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

56/24/25 **TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 9 JULY 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 9 July 2024 were confirmed as a true and correct record.

57/24/25 **TO RECEIVE A RECOMMENDATION FROM THE TOWN VISION SUB COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk was asked by the Chairman to provide the Committee with an overview on the item.

Members were reminded that they had previously resolved that the role of the Policy and Finance Committee is Governance/Policy led, supporting all aspects of the six Strategic Priorities. The Town Vision Sub Committee asked for the Committee to reconsider. A number of draft 'Aims' for Committee had been worked up and included in the reports pack for consideration. Members discussed the draft 'Aims' and their relevance to the work of the Committee.

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

1. To note the Town Vision Sub Committee recommendation;
2. To approve the business plan deliverables for the Policy and Finance Committee as attached;
3. To note the Policy and Finance Committee scoring for the first quarter was missed due to the late arrival of their deliverables.

58/24/25 **TO NOTE THAT ALL ACCOUNTS AND BANK ACCOUNTS ARE RECONCILED UP TO JULY 2024.**

It was **RESOLVED** to note.

59/24/25 TO NOTE THAT PETTY CASH IS RECONCILED UP TO AUGUST 2024.

It was **RESOLVED** to note.

60/24/25 TO RECEIVE AND NOTE A REPORT ON VAT.

It was **RESOLVED** to note.

61/24/25 TO RECEIVE A REPORT ON INVESTMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Finance Officer briefed the Committee on the items in the investment report.

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

1. To note the report;
2. To approve the Finance Officer to withdraw £500,000 from the Nationwide Account during the period of December 2024 to March 2025 to cover future Town Council liabilities;
3. To delegate to the Finance Officer to reinvest the Lloyds deposit of £340,000 in a new Nationwide Business One Year Fixed Term Saver Issue 27 at an investment rate of 4.25%, subject to that option being available and the most competitive in November.

62/24/25 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.

63/24/25 **TO RECEIVE THE CURRENT STC COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Martin, seconded by Councillor Peggs to vire £7,581 from EMF 6279 Restart Business Support Grant to budget code 6220 Festival Fund.

Councillor Martin subsequently withdrew the proposal supported by Councillor Peggs.

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

1. To note the budget statements;
2. To vire £1,000 from EMF 6279 Restart Business Support Grant to budget code 6220 Festival Fund, in support of future applications.

64/24/25 **TO RECEIVE A REPORT FROM THE FINANCE OFFICER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Finance Officer briefed Members on her report.

Councillor B Samuels informed Members of minute number 141/21/22 and her belief that a valuation of STC property and assets was recommended to Full Council at that meeting which is within the last 5 years.

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

1. To note the report;
2. To review budget code 6279 EMF Restart Business Support Grant under agenda item 17;
3. To delegate authority to the Finance Officer to obtain 3 valuation quotes for the valuation of STC property and assets by the appointment of a surveyor working within budget code 6224 Professional Costs, reporting back to a future P and F meeting subject to establishing that a valuation has not taken place during that time.

65/24/25 TO RECEIVE A REPORT ON INSURANCE CLAIMS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

66/24/25 TO RECEIVE THE TOWN COUNCIL MAIN INSURANCE POLICY RENEWAL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members reviewed the Town Council Main Insurance Policy renewal proposal from Zurich Insurance for the year 2024/25.

It was proposed by Councillor Miller, seconded by Councillor Dent and **RESOLVED** to approve Zurich 3 year policy extension for the year 2024/25 at a cost of £11,668.94 (including all applicable taxes) from budget code 6205 Insurance.

67/24/25 TO RECEIVE THE TOWN CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Nothing to report.

68/24/25 TO SET THE POLICY AND FINANCE BUDGET FOR THE YEAR 2025/26 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE TO BE HELD ON 12 NOVEMBER 2024.

The Finance Officer worked through the budget statement for the year 2025/26 contained within the circulated reports pack.

It was proposed by Councillor B Samuels, seconded by Councillor Stoyel and resolved to **RECOMMEND** to the Policy and Finance Committee to be held on 12 November 2024 the Policy and Finance Committee budget statement for the year 2025/26 (as attached) including the following amendments:

Operating Expenditure:

1. To vire unspent funds from budget code 6202 PF Civic Occasions to 6272 EMF Robes and Civic Regalia;
2. To vire unspent funds from budget code 6514 Town Leaflets / Reprinting to the Services Committee budget code 6511 Tourism and Signage, deleting code 6514 Town Leaflets / Reprinting;

3. To create a new code 6532 Social Media advertising, to promote / advertise the work of the Town Council, setting a budget of £1,000;
4. To vire unspent funds from budget code 6661 Finance Consultancy Fees to the Personnel Committee budget code 6694 EMF Staff Contingency, deleting code 6661 Finance Consultancy Fees;
5. To not increase budget code 6270 EMF Crime Reduction;
6. To increase budget code 6275 EMF Neighbourhood Plan by £2,500 to support future Neighbourhood Plan updates by the appointment of a consultant;
7. To vire unspent funds from budget code 6279 EMF Restart Business Support Grant to budget code 6282 Funding Bids (Consultancy Fees);
8. To consolidate budget code 6283 EMF Events and vire unspent funds to budget code 6284 EMF Consultations;
9. To not increase budget code 6285 EMF Twinning;
10. To delete budget code 6286 EMF CLUP Waterside Connectivity Project, due to funding received has now been spent;
11. To create a new code 6287 EMF Website (Capital Expenditure), to better promote / advertise the work of the Town Council, setting a budget of £6,000;
12. To rename budget code 6370 EMF Computer Equipment Renewal to EMF Computer and Office Equipment Renewal;
13. To vire unspent funds from budget code 6302 Office and IT Equipment to budget code 6370 EMF Computer and Office Equipment Renewal, deleting code 6302 Office and IT Equipment;
14. To vire unspent funds from budget code 6306 IT Maintenance to budget code 6370 EMF Computer and Office Equipment Renewal;
15. To vire unspent funds from budget code 6516 Road Safety Grant to budget code 6275 EMF Neighbourhood Plan;
16. To delete budget code 6515 Road Safety.

69/24/25 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

Councillor Peggs left the meeting.

70/24/25 TO CONSIDER A COMMUNITY CHEST APPLICATION:

a. CC276 Girlguiding Saltash

Councillor Peggs returned to the meeting.

The Chairman informed the Committee of the attendance of Julie Dingle, a trustee of Saltash Girl Guides, at the meeting. He thanked Julie for her attendance and invited her to brief the Committee on the background to the application received and contained in the reports pack.

Councillor Foster gave his apologies and left the meeting

It was proposed by Councillor Bickford, seconded by Councillor Martin and **RESOLVED** to award £1,000.

71/24/25 TO CONSIDER A FESTIVAL FUND APPLICATION:

a. FF126 Saltash Music, Speech and Drama Festival

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

72/24/25 TO RECEIVE REPORTS ON FUNDING AWARDED AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

a. CC274 Saltash Community Shed.

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

1. To note the report;
2. To request the refund of surplus funds of £75.01 due to the request not meeting the original description of the project application, which was workbenches, in accordance with the Town Council policy which the Town Council must abide to.

b. FF122 Songs and Shanties Festival.

It was **RESOLVED** to note.

c. FF124 Saltash Regatta.

It was **RESOLVED** to note.

73/24/25

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

a. Co-option Policy.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and resolved to **RECOMMEND** the Co-option Policy (as attached) to Full Council to be held on 3 October 2024.

b. Match Funding for Festivals.

Members discussed the draft Match Funding for Festivals Policy and how it would work within the current grant funding strategy.

It was proposed by Councillor Miller, seconded by Councillor P Samuels and **RESOLVED** that there is no requirement at this stage to introduce a Match Funding for Festivals Policy due to the existing Grants Policy being available.

74/24/25

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

The Town Clerk advised Members that it is good practice to review Town Council policies during the year and falls in line with the requirements of the Internal and External Auditors.

Members reviewed the following policies.

a. Acquisition or Sale of Land and Property.

b. Civic Handbook.

c. Election of Mayor and Deputy Mayor.

d. Public Loudspeaker System (Fore Street).

It was proposed by Councillor Stoyel, seconded by Councillor Dent and **RESOLVED** to note that following a review of the policies listed above and as attached, no amendments were required at this stage.

75/24/25 **TO RECEIVE AND NOTE QUARTERLY REPORTS FOR THE COMMISSIONING OF PROFESSIONAL YOUTH WORK IN SALTASH:**

a. Livewire.

It was **RESOLVED** to note.

b. The Core.

It was **RESOLVED** to note.

76/24/25 **TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:**

a. Neighbourhood Plan Steering Group

Nothing to report.

b. Saltash Team for Youth

The Town Clerk referred Members to The Core seeking to renegotiate it's 30-year lease with Cornwall Council and the complexity of the process.

Councillor Peggs provided an overview of the visit to Saltash Community School praising the work of the Head Teacher.

It was **RESOLVED** to note.

c. Section 106 Panel

Nothing to report.

77/24/25 **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.

78/24/25 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

79/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

80/24/25 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 Bullock and **RESOLVED** to issue the following Press and Social Media release:

1. Community Chest and Festival Fund grant awards.

DATE OF NEXT MEETING

Tuesday 12 November 2024 at 6.30 pm

Rising at: 7.55 pm

Signed: _____
Chairman

Dated: _____