

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 12th November 2024 at 6.30 pm**

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

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#### **81/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **82/24/25 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.

#### **83/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None received.

**84/24/25** **TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 24 SEPTEMBER 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 24 September 2024 were confirmed as a true and correct record.

**85/24/25** **TO NOTE THAT ALL ACCOUNTS AND BANK ACCOUNTS ARE RECONCILED UP TO SEPTEMBER 2024.**

It was **RESOLVED** to note.

**86/24/25** **TO NOTE THAT PETTY CASH IS RECONCILED UP TO OCTOBER 2024.**

It was **RESOLVED** to note.

**87/24/25** **TO RECEIVE AND NOTE A REPORT ON VAT.**

It was **RESOLVED** to note.

**88/24/25** **TO RECEIVE AND NOTE A REPORT ON INVESTMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**89/24/25** **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.

**90/24/25** **TO RECEIVE THE CURRENT STC COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. To note the budget statements;
2. To vire £1,200 from budget code 6302 PF Office and IT Equipment to budget code 6300 PF Telephone.

**91/24/25** **TO RECEIVE A REPORT FROM THE FINANCE OFFICER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**92/24/25** **TO RECEIVE A REPORT ON THE TOWN COUNCIL PONTOON INSURANCE AND CYBER SECURITY INSURANCE RENEWAL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Finance Officer briefed Members on the Town Council Pontoon and Cyber Security Insurance Policies, due for annual renewal in December. It was noted that the renewal quotes have not yet been received.

It was proposed by Councillor Miller, seconded by Councillor Brady and **RESOLVED** to delegate authority to the Finance Officer to obtain renewals for the Town Council Pontoon and Cyber Security Insurance for review and final approval by the Town Clerk/RFO working with the Chairman and Vice Chairman of the Policy and Finance Committee, within budget code 6205 PF Insurance, reporting back to the next meeting.

**93/24/25** **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**94/24/25** **TO RECEIVE A REPORT ON FUNDING AWARDED TO FF123 TINCOMBE TEA PARTY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**95/24/25 TO RECEIVE A REPORT FROM SALTASH TEAM FOR YOUTH AND CONSIDER ANY ACTIONS.**

It was **RESOLVED** to note.

**96/24/25 TO RECEIVE A REPORT ON THE TOWN COUNCIL PRECEPT LEAFLET FOR THE YEAR 2025/26 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the options for presenting and distributing the Town Council Precept Information Leaflet for the year 2025/26.

The Town Clerk reminded Members that they are welcome to make suggestions for input into the design and content of the Precept Information Leaflet.

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

1. To approve the draft design and content of the Precept Information Leaflet, delegating to the Development and Engagement Manager to finalise, reporting back to the next meeting;
2. To appoint the Saltash Observer to display the Precept Information Leaflet on a two page centre spread at a cost of £1,500 allocated to budget code 6301 PF Stationery/Postage/Printing;
3. To promote the Precept Information Leaflet on social media at a cost of £60 allocated to budget code 6301 PF Stationery/Postage/Printing;
4. To display the Precept Information Leaflet at the library using the tv and printed leaflets (printing to be done in house);
5. To have printed leaflets available at the Guildhall and for Meet Your Councillor events;
6. To have a digital version available on the Town Council website and a poster in Town Council noticeboards advertising the various outlets to collect or obtain / view digitally;
7. To appoint Fernbank Advertising to display posters, inclusive of a QR code (which will monitor engagement with the advertising), in Gilston Road and Burraton Cross bus shelters at a cost of £220 per panel, per two-week period, plus £33 per poster, allocated to budget code 6301 PF Stationery/Postage/Printing.

97/24/25

**TO RECEIVE A REPORT ON THE TOWN COUNCIL PRECEPT FOR THE YEAR 2025/26 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman briefed Members on the Town Council Precept options available for consideration for the year 2025/26 as contained in the reports pack.

Members discussed and debated in length the available options.

It was proposed by Councillor Brady, seconded by Councillor P Samuels and resolved to **RECOMMEND** to Full Council to be held on 5 December 2024 Option 5, as attached.

The Chairman thanked the Town Clerk/ Responsible Finance Officer and Finance Officer for their hard work on the Town Council Precept and Budgets.

The Town Clerk/RFO informed Members that she will be presenting a report to the next meeting of the Policy and Finance Committee on the level of General Reserves and Contingency held by the Town Council.

Members will be asked to review the levels held and consider the rationale behind the level of retention, with no apparent plans for future projects that the funds are allocated to. The aim of the future report will be to provide complete transparency with residents for the reasons behind the retention and what the funds are to be used for in the future.

The Town Clerk advised Members that Earmarked Funds are separate from General Reserves and Contingency funds held as per the Practitioners Guide.

A report on the Town Council's Earmarked Funds will also be received at the following P&F Meeting in conjunction with the General Reserves and Contingency report for Members consideration and review.

The Town Clerk/RFO further informed Members that she strongly advised that they should undertake councillor training which is available for all Councillors in order to fully understand processes and their responsibilities working with public money. She also confirmed that she is always available to answer questions.

**98/24/25** **TO RECEIVE THE TOWN COUNCIL RECOMMENDED FEES AND CHARGES FOR THE YEAR 2025/26 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Miller, seconded by Councillor P Samuels and resolved to **RECOMMEND** to Full Council to be held on 5 December 2024 the Town Council Fees and Charges for the year 2025/26 (as attached).

**99/24/25** **TO RECEIVE THE TOWN COUNCIL RECOMMENDED BUDGETS, VIREMENTS AND NOMINAL CODES FOR THE YEAR 2025/26 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Miller, seconded by Councillor P Samuels and resolved to **RECOMMEND** to Full Council to be held on 5 December 2024:

1. The Town Council Budgets for the year 2025/26 (as attached);
2. The Town Council Virements for the year 2025/26 (as attached);
3. The Town Council Nominal Codes for the year 2025/26 (as attached).

**100/24/25** **TO RECEIVE THE TOWN COUNCIL RECOMMENDED LEVEL OF CONTINGENCY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Brady, seconded by Councillor P Samuels and resolved to **RECOMMEND** to Full Council to be held on 5 December 2024:

1. To maintain the Town Council level of contingency at 5.06 months for the year 2025/26, as attached;
2. A contingency figure of £683,689 for the year 2025/26, as attached.

**101/24/25 TO CONSIDER RECOMMENDING THE TOWN COUNCIL PRECEPT FOR THE YEAR 2025/26 TO FULL COUNCIL TO BE HELD ON 5 DECEMBER 2024.**

It was proposed by Councillor Stoyel, seconded by Councillor Foster and resolved to **RECOMMEND** to Full Council to be held on 5 December 2024 to set the Town Council Precept for the year 2025/26 as follows:

1. A planned budget of £1,621,396, an increase of 13.77%;
2. £27.34 per annum increase for a Band D dwelling, an increase of 53p per week, 11%.

**102/24/25 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.

**103/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**104/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**105/24/25 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

**DATE OF NEXT MEETING**

Tuesday 14 January 2025 at 6.30 pm

Rising at: 7.39 pm

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

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