



Saltash Town Council

Konsel an Dre Essa



The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk

11th April 2018

Dear Councillor,

I write to summon you to a meeting of the **Policy and Resources Committee** to be held at the Guildhall on **Tuesday 17th April 2018 at 7:00 p.m.**

Yours sincerely,

R Lane
Town Clerk

To: Councillors:

R Bickford	J Dent (Mayor, ex-officio voting)
G Challen	D Yates (Deputy Mayor, ex-officio voting)
C Cook – Vice Chair	
S Miller	
W Phillips - Chairman	
J Rance	
P Samuels	
G Taylor	All other councillors for information

AGENDA

1. Health and Safety Announcements.
2. Recording of meetings – please notify the Chair if you are intending to record this meeting.
3. Please note: All meetings are open to the public and could be filmed or recorded by broadcasters, the media, council members, the council, or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed we cannot guarantee this especially if you are speaking or taking an active role.
4. Apologies.
5. 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.
 - b. To receive any declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting.
 - c. To consider dispensations required.
 - d. To note ongoing dispensations:
 - i. for Councillor Rance to act as Chair of the Saltash Team for Youth and commissioning of Youth Work.
 - ii. for Councillors Challen and Miller for Full Council and all associated Committees in relation to their roles as representatives of Saltash Town Council on the Chamber of Commerce.
6. Questions from the public.
7. To approve the minutes of the following Sub-Committees:
 - a. Property Maintenance & Marketing held on Tuesday 27th March 2018.
8. Finance:
 - a. Report from Finance Officer.
 - b. To receive the current Committee budget statement.
 - c. To receive a report on investments.
 - d. VAT.
 - e. To review the Finance Risk Assessment.
 - f. To review the Internal Control Annual Statement.
9. Clerks report on delegated authority to spend: None.

10. To consider Community Chest and Festival Fund applications:

a. Community Chest:

Application number	Organisation	Amount requested
222	Sue Hooper Charitable Foundation	£1000.00

b. To consider a request by Saltash Town Band to extend the finish date of their Community Chest Project to 31.03.19.

c. Festival Fund:

Application number	Organisation	Amount requested
82	Kalan Gwav	£1937.00
83	Royal British Legion – Festival of Remembrance Concert	£ 818.00
84	Saltash May Fair	£1322.80

11. To approve necessary expenditure for the upgrade of the telephone system and provision of services to the Mayor's Parlour

12. General Data Protection Regulation:

- a. GDPR Officer and Senior Information Risk Owner (SIRO) appointment.
- b. Staff training.
- c. Policies and Privacy Impact Statement.
- d. Budget provision.
- e. To consider an information audit.
- f. To consider a report to upgrade the server to allow STC to be GDPR compliant.

13. Transportation (Bus/Train/Road): None.

14. Service Devolution and Asset Transfers.

15. Community Emergency Plan – Councillor Yates.

16. To receive reports from Working Groups and Outside Bodies:

- a. Neighbourhood Plan Steering Group
- b. Road Safety Committee
- c. Anti-social Behaviour

17. 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.

18. As required or if necessary.

19. Public Bodies (Admission to Meetings) Act 1960: To resolve that the public and press be re-admitted to the meeting.

20. Urgent non-financial matters brought forward at the discretion of the Chair.

21. Press releases.

22. Date of next meeting: Tuesday 19th June 2018 at 7:00 p.m.