



Saltash Town Council

Konsel an Dre Essa



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

11th October 2017

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 October 2017 at 7.00pm.**

Yours sincerely,

R Lane
Town Clerk

To:

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

AGENDA

1. Health and Safety Announcements
2. Recording of meetings – please notify the Chairman if you are intending to record this meeting

Please note: All meetings are open to the public and could be filmed or recorded by broadcasters, the media 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.

3. Apologies
4. 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
 - i. for Councillor Rance to act as Chairman 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.
5. Questions from the public
6. Finance:
 - a. Report from outgoing Finance Officer – Abbie Browne
 - b. Report from incoming Finance Officer – Elena Holden
 - c. To receive the current Committee budget statement
 - d. To receive a report on investments.
 - e. VAT
 - f. To approve Direct Debit list for 2017/18 – EH
 - g. To approve Belle Vue Office Budget from General Reserves – AB
 - h. To approve increase to the Staff Recruitment Budget - AB

7. Clerks report on delegated authority to spend
8. To consider Community Chest and Festival Fund applications
 - a. Community Chest

Application Number	Organisation	Amount requested
214	Lynher View Allotment Association	£500
216	Saltash Town Cricket Club	£520

b. Festival Fund

Application Number	Organisation	Amount requested
77	Royal British Legion – Saltash & District	£543
78	Kalan Gwav	£1000
79	Saltash Music, Speech and Drama Festival	£1000
80	Saltash Community Flood Forum	£373.20
81	Saltash Waterfront Residents Association	£735

9. S106 funding

10. To consider the cost of one year's annual monitoring to the installed public access defibrillator cabinet located on Forge Lane, Saltash.

11. Transportation (Bus/Train/Road)

12. Service Devolution and Asset Transfers

13. Maurice Huggins Room

14. To consider a policy procedure for Code of Conduct Complaints

15. To consider how STC might record and broadcast council meetings and allocate a budget

Pursuant to FTC 18.07.2017 Minute no 187/17/18

Provide a report to P&R on the options for the recording of committee meetings administered by the council – Councillor Bickford.

16. 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

17. Mayoral Chain – to consider purchase of velvet collar

18. To consider continued subsidy of the Saltash Train Timetable Budget 'Promote Public Transport' EMF – Councillor Bickford

19. To review the Town Messenger

20. To approve annual funding for Saltash Youth Council

21. To consider funding for a Community Emergency Plan

22. To receive reports from Working Groups and Outside Bodies
 - a. Neighbourhood Plan Steering Group
 - b. Road Safety Committee
 - c. Anti-social Behaviour
 - d. Guildhall Property Maintenance and Marketing Working Party
23. 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.
24. As required or if necessary.
25. Public Bodies (Admission to Meetings) Act 1960: To resolve that the public and press be re-admitted to the meeting.
26. Urgent non-financial matters brought forward at the discretion of the Chair
27. Press releases
28. Date of next meeting – 19th December 2017