



Saltash Town Council

Konsel an Dre Essa



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

13th June 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 19th June 2018 at 7:00 p.m.**

Any member of the public requiring to put a question to the Council must complete a request form to be returned to the Guildhall 24 hours prior to the meeting.

Yours sincerely,

R Lane
Town Clerk

To: Councillors:

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

AGENDA

1. Health and Safety Announcements.
2. To appoint a Chairman.
3. To appoint a Vice Chairman.
4. 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, 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.

5. Apologies.
6. Declarations of Interest:
 - a. To Note ongoing dispensations:
 - i. for Councillor Rance to act as Chairman of the Saltash Team for Youth and commissioning of Youth Work to the end of the municipal year 2018/19.
 - 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 to the end of the municipal year 2018/19.
7. Questions - A 15-minute period when members of the public may ask questions of Members of the Council.

Please note: Questions must be submitted in writing to the Guildhall 24 hours before the meeting and that responses may be in writing at a later date.

8. To approve the minutes of the following Sub-Committees:
 - a. Property Maintenance held on Thursday 14th June 2018.
9. Finance:
 - a. Report from Finance Officer.
 - b. To receive the current Committee budget statement.
 - c. To receive a report on investments.
 - d. VAT.
10. To receive the Internal Audit Report year ended 31st March 2018.

11. To reapprove the use of BACS payments in accordance with Financial Regulations for 2018/19 and 2019/20.

12. To consider a virement of funds for staff training.

13. To consider appointments to Working Parties.

14. To receive Code of Conduct Determination Notices.

15. Clerks report on delegated authority to spend: None.

16. To consider Community Chest and Festival Fund applications:

a. Community Chest:

Application number	Organisation	Amount requested
223	Livewire Youth Project	£900.00
224	Saltash Sailing Club Cadets	£992.00
225	Great War 1914-18 Commemorative Events Committee (Saltash)	£1,000.00
226	PL12 Saltash Breathers Group	£720.00
227	SWRA	£320.00

b. Festival Fund:

Application number	Organisation	Amount requested
85	SWRA	£615.00

17. To approve and adopt STC policies:

- a. Homeworking Policy.
- b. Management of Transferable Data Policy.
- c. Data Retention and Disposal Policy.

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

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

- a. Neighbourhood Plan Steering Group.
- b. Road Safety Committee.

20. 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.

21. As required or if necessary.

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

23. Urgent non-financial matters brought forward at the discretion of the Chairman.

24. Press releases.

25. Date of next meeting: Tuesday 18th September 2018 at 7:00 p.m.

Please note: It is Members responsibility to disclose a non-registerable interest or a disclosable pecuniary interest in any matter being considered or to be considered at the meeting.

Please leave the form in your folder provided for the Administration Officer to collect at the end of the meeting.

Councillor: _____

Committee: _____

Date of Meeting: _____

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 the meeting.
- c. To consider dispensations required.

Agenda Item	Pecuniary	Non-Pecuniary	Reason	Left the Meeting	Remained at Meeting	Ongoing Dispensation	Dispensation Requested