



Saltash Town Council

Konsel an Dre Essa

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

21st August 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 28th August 2018 at 6:00 p.m.**

Any member of the public requiring to put a question to the Council must do so 24 hours prior to the meeting by writing or email enquiries@saltash.gov.uk

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)	
S Miller	
M Parker	
W Phillips - Chairman	
J Rance	
P Samuels - Vice Chairman	
G Taylor	
D Yates	
Vacancy	
Vacancy	

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, 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.

3. Apologies.
4. 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.
5. Questions - A 15-minute period when members of the public may ask questions of Members of the Council.

Please note: Any member of the public requiring to put a question to the Council must do so 24 hours prior to the meeting by writing or email.

6. All accounts and bank accounts reconciled up to 31st July 2018.
7. Petty cash reconciled up to the 31st July 2018.
8. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Resources in line with the Councils Financial Regulations. It was noted that there are no discrepancies to report.
9. To receive the current STC and Committee budget statements.
10. To receive a report on investments.
11. To receive a report on the current VAT reclaim.
12. To consider the 2019/20 Budget.
13. To consider the 2019/20 Fees and Charges.

14. Barclays Bank closure finance operational contingency plans.

15. To receive a report from the VAT Consultants.

16. To receive a report on a proposed Finance Package.

17. To approve and adopt updates to the Finance Regulations.

18. To approve and adopt updates to the Scheme of Delegation.

19. To approve and adopt updates to the Standing Orders.

20. Clerks report on delegated authority to spend.

21. To consider Community Chest and Festival Fund applications:

a. Community Chest:

Application number	Organisation	Amount requested
228	Saltash RFC Youth Section	£1,500.00
229	Saltash & District Camera Club	£900.00

b. Festival Fund:

Application number	Organisation	Amount requested
87	Saltash Lions Club	£150.00

22. To consider the appointment of a Data Protection Officer.

23. To approve and adopt STC policies:

- a. Data Protection – Subject Access Request Policy.
- b. Data Protection – Subject Access Request Form.
- c. Equal Opportunities Policy.
- d. Complaints Form.
- e. Customer Feedback Policy.
- f. Grants Policy (including Community Chest & Festival Fund).

24. 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.

25. As required or if necessary.

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

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

28. Press releases.

29. 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	No Interest Declared