



# Saltash Town Council

Konsel an Dre Essa

The Guildhall  
12 Lower Fore Street  
Saltash  
PL12 6JX  
Telephone: 01752 844846  
[www.saltash.gov.uk](http://www.saltash.gov.uk)

20<sup>th</sup> March 2019

Dear Councillor,

I write to summon you to a meeting of the **Policy and Resources Committee** to be held at the Guildhall on **Tuesday 26<sup>th</sup> March 2019 at 6:30 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](mailto: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)	
J Dent	
S Martin	
S Miller	
M Parker	
W Phillips – Chairman	
J Rance	
B Samuels	
P Samuels – Vice Chairman	
D Yates	

## 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 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.
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. To approve the minutes of the following Sub-Committees: None.
7. All accounts and bank accounts reconciled up to 31<sup>st</sup> January 2019.
8. Petty cash reconciled up to 31<sup>st</sup> January 2019.
9. To receive a report from the Finance Officer.
10. 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.
11. To receive the current STC and Committee budget statements.
12. To approve the IT costs for 2019/2020.

13. To consider Community Chest and Festival Fund applications:

a. Community Chest: None.

b. Festival Fund:

Application number	Organisation	Amount requested
91	Cornwall International Male Choral Festival	£300.00

14. To review Community Chest and Festival Funds – Councillor Phillips.

15. To review the tender process for commissioning youth work.

16. S106 Waitrose Funds:

a. The Town App

b. Town publicity (formerly SPLAT)

17. To approve and recommend to Full Council the following Library policies:

a. Customer Feedback Policy

b. Computer Access and Usage Policy

c. Information Security Policy

d. Information Storage Policy

e. Stock Management Policy

f. Unreasonable Customer Behaviour

g. Wi-Fi Acceptable Use Policy

18. To approve and recommend to Full Council the following policies:

a. Annual Statement on Internal Control 2019-20

b. Anti Bribery statement 2019-20

c. Business Continuity Plan

d. Investment Strategy 2019-20

e. Reserves Policy 2019-20

f. Risk management Plan Statement 2019-20.

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 and social media releases.

25. Date of next meeting: Policy and Finance Committee, Tuesday, 14<sup>th</sup> May 2019 at 6.30 p.m. In line with the new Committee Structure all Councillors are now members of this Committee and are to attend.

**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.

<b>Agenda Item</b>	<b>Pecuniary</b>	<b>Non-Pecuniary</b>	<b>Reason</b>	<b>Left the Meeting</b>	<b>Remained at Meeting</b>	<b>Ongoing Dispensation</b>	<b>Dispensation Requested</b>	<b>No Interest Declared</b>