



Saltash Town Council

Konsel an Dre Essa



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

17th July 2019

Dear Councillor,

I write to summon you to a meeting of the **Policy and Finance Committee** to be held at the Guildhall on **Tuesday 23rd July 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.

Yours sincerely

R Lane
Town Clerk

To Councillors:

Saltash North	Saltash South	Saltash East	Saltash West
S Gillies	M Fox	R Bickford	G Challen
J Peggs	S Lennox-Boyd	M Parker	J Dent
W Phillips - Chairman	S Martin	J Rance	S Miller
B Samuels	A Pinckney	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 consider Risk Management reports as may be received.
7. To approve the minutes of the following Sub-Committees and to consider any recommendations:
 - a. Station Property held on Wednesday 12th June 2019.
8. All accounts and bank accounts reconciled up to 31st May 2019.
9. Petty cash reconciled up to 31st May 2019.
10. To receive a report on VAT.
11. To receive a report on investments.
12. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Finance in line with the Councils Financial Regulations. It was noted that there are no discrepancies to report.
13. To receive the current STC and Committee budget statements.

14. To receive the Internal Audit Report year ended 31st March 2019.

15. To receive a report from the Finance Officer.

16. Clerks report on delegated authority to spend.

17. To consider Community Chest and Festival Fund applications:

a. Festival Fund:

Application number	Organisation	Amount requested
92	Saltash & District RBL	£300.00

b. Community Chest:

Application number	Organisation	Amount requested
231	Saltash Maritime Cadets	£1,000.00
233	Rotary Club of Saltash	£84.00
234	Saltash Bowling Club	£250.00
235	Saltash St Stephen's Cricket Club	£1,000.00
236	Saltash United Juniors	£1,000.00

18. To receive Detached Commissioning of Youth Work reports from Junkyard Skatepark, Livewire and The Core for the period of March 2019 to June 2019.

19. To receive a report and recommendation of Commissioning of Youth Work tenders 2019/20. **(Pursuant to minute no. 212/18/19)**

20. To consider the offer of land to be used as a Community Orchard for Saltash.

21. To consider the purchase of up to five Adobe Acrobat licences.

22. To consider amendments and adopt STC policies:

- a. Freedom of Information
- b. Safeguarding
- c. Time off for dependants
- d. Lone Working
- e. Mayors Protocol Guide
- f. Social Media
- g. Zero Tolerance

23. To consider Sub Committee Terms of Reference and Membership.

24. To seek authority to display the Saltash Chronicles Tapestry at the Guildhall – Councillor Martin. **(Pursuant to minute no. 25/19/20)**

25. To receive a report on a Plastic Free Community – Councillor Peggs. **(Pursuant to minute no. 75/19/20f)**

26. To review the Council's appointed Surveyor and Legal Services.
27. To receive the Health and Safety Audit Report and appoint a Health and Safety Champion.
28. To receive reports from Working Groups and Outside Bodies:
 - a. Neighbourhood Plan Steering Group
 - b. Road Safety Committee
29. 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.
30. As required or if necessary.
31. Public Bodies (Admission to Meetings) Act 1960: To resolve that the public and press be re-admitted to the meeting.
32. Urgent non-financial matters brought forward at the discretion of the Chairman.
33. Press and social media releases.
34. Date of next meeting: Tuesday 29th October 2019 at 6:30 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:

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- 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 and did not Vote	Ongoing Dispensation	Dispensation Requested	No Interest Declared