



Saltash Town Council

Konsel an Dre Essa



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

23rd October 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 29th October 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: None.
8. All accounts and bank accounts reconciled up to 30th September 2019.
9. Petty cash reconciled up to 30th September 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 Interim Internal Audit Report Year Ended 31st March 2019/20.
15. To receive the concluded Annual Governance & Accountability Return for the year ended 31st March 2019.
16. To consider committee budget virements from the Devolved Assets and Services General Reserve for additional budget costs incurred for devolved assets and services.
17. To receive a report from the Finance Officer.
18. Clerks report on delegated authority to spend.
19. To consider the renewal of Personnel Contract.
20. To consider the renewal of Health and Safety Contract.
21. To consider removing the Grant Policy flow chart and amend the time frame.
22. To consider Community Chest and Festival Fund applications:
 - a. Community Chest:

Application number	Organisation	Amount requested
237	Coombe Woods Regeneration Project	£502.19

- b. Festival Fund:

Application number	Organisation	Amount requested
93	Saltash Chamber of Commerce Christmas Festival Project 2019	£1,500.00
94	Kalan Gwav 2019	£1,675.00
95	Saltash Music Speech & Drama Festival 2020	£1,000.00

23. To consider a refund of unspent funding from a Community Chest award to Latchbrook Neighbourhood Association.
(Pursuant to Policy and Resources Committee meeting on 12th June 2012 minute no. 24/12/13)
24. To consider the Deputy Mayor wearing the pendant in the presence of the Mayor at all official functions.
25. To receive amendments to Standing Orders.
26. To review the advertising of the Town Messenger.

27. Saltash Chronicles Tapestry.
(Pursuant to Library Sub Committee meeting on 17th June 2019 minute no. 25/19/20 and Policy and Finance meeting on 23rd July 2019 minute no.66/19/20)
28. To receive a report regarding land at Barkers Hill (Community Orchard).
(Pursuant to Policy and Finance Committee meeting on 23rd July 2019 minute no 62/19/20)
29. To receive an updated GDPR report.
(Pursuant to Policy & Finance Committee meeting on 29th January 2019 minute no. 181/18/19)
30. To receive reports from Working Groups and Outside Bodies:
 - a. Neighbourhood Plan Steering Group.
 - b. Road Safety Committee.
 - c. Saltash Team For Youth – No Report.
 - d. Section 106 Steering Group.
 - e. Strategic Working Party – No Report.
31. 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.
32. As required or if necessary.
33. Public Bodies (Admission to Meetings) Act 1960: To resolve that the public and press be re-admitted to the meeting.
34. Urgent non-financial matters brought forward at the discretion of the Chairman.
35. Press and social media releases.
36. Date of next meeting: Tuesday 10th December 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