



Saltash Town Council

Konsel an Dre Essa



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

19th February 2020

Dear Councillor,

I write to summon you to a meeting of the **Policy and Finance Committee** to be held at the Guildhall on **Tuesday 25th February 2020 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 - Chaiman	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 31st January 2020.
9. Petty cash reconciled up to 31st January 2020.
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 & Resources 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 a report from the Finance Officer.

15. Finance Regulations Update:

Annual Policies for review:

- a. Annual Statement of Internal control 2020/21
- b. Annual Business Continuity Plan 2020/21
- c. Annual Internal Audit Business Risk Assessment 2020/21
- d. Annual Governance Statement 2020/21
- e. Annual Investment Strategy 2020/21
- f. Annual Reserves Policy 2020/21

Policy Updates:

- a. Scheme of Delegation
- b. Finance Schedule and Precept Plan

16. Clerks report on delegated authority to spend.

17. To revisit the Terms of Reference for all Committee and Sub Committee meetings.

18. To review and approve The Role of Saltash Town Council Representatives on Outside Bodies Policy.
(Pursuant to P&F 10th December 2019 minute no. 131/19/20)

19. To review and approve The Mayor and Deputy Mayor Protocol Guide.
(Pursuant to P&F 29th October 2019 minute no. 98/19/20)

20. To receive a report to review the advertising of the Town Messenger.
(Pursuant to P&F 29th October 2019 minute no. 100/19/20 & P&F 10th December 2019 minute no. 133/19/20)

21. To consider the management and delegated authority for letting of the Maurice Huggins Room for community use.
(Pursuant to FTC held on 9th January 2020 Minute No. 286/19/20)

22. To note amendments to the Schedule of Meetings 2020/21.
(Pursuant to FTC held on 9th January 2020 Minute no. 287/19/20)

23. To consider Community Chest and Festival Fund applications:

a. Community Chest:

Application number	Organisation	Amount requested
239	Saltash United Football Club	£1,000.00
240	iSight Cornwall	£400.00

b. Festival Fund: None.

24. To receive reports for Detached Youth Work from March 2019 to March 2020:
 - a. The Core
 - b. Livewire
 - c. Junkyard Skate Park

25. To receive reports from Working Groups and Outside Bodies:
 - a. Neighbourhood Plan Steering Group
 - b. Coastal Communities Team

26. 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.

27. As required or if necessary.

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

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

30. Press and social media releases.

31. Date of next meeting: Tuesday 14th April 2020 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:

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