

## SALTASH TOWN COUNCIL

### Minutes of a Meeting of the Policy and Finance Committee held at The Guildhall on Tuesday 25<sup>th</sup> February 2020 at 6.30 p.m.

**PRESENT:** Councillors R Bickford, J Dent, M Fox, S Gillies, S Martin, S Miller, M Parker, W Phillips - Chairman, J Rance, B Samuels, P Samuels – Vice Chairman, D Yates.

**ALSO PRESENT:** R Lane – Town Clerk, S Emmett – Finance Officer, J Hingley – Finance Assistant, A-J Thomas – Senior Policy and Data Compliance Monitoring Officer

**APOLOGIES:** Councillors: G Challen, J Peggs, S Lennox-Boyd, A Pinckney

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### **HEALTH AND SAFETY ANNOUNCEMENTS**

The Chairman informed those present of the actions required in the event of a fire or emergency.

**143/19/20** **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

The Senior Policy and Data Compliance Monitoring Officer informed the Chairman that the meeting would be recorded for the purpose of minute taking.

**144/19/20** **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.

Councillor	Agenda Item	Pecuniary/ Non-Pecuniary	Reason	Left the Meeting	Remained at the Meeting and did not Vote
None					

- c. To consider dispensations required.  
None.

**145/19/20** **QUESTIONS FROM THE PUBLIC**

None.

**146/19/20 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

None.

**147/19/20 TO APPROVE THE MINUTES OF THE FOLLOWING SUB-COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

None.

**148/19/20 ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 31<sup>ST</sup> JANUARY 2020.**

It was **RESOLVED** to note.

**149/19/20 PETTY CASH RECONCILED UP TO 31<sup>ST</sup> JANUARY 2020.**

It was **RESOLVED** to note.

**150/19/20 TO RECEIVE A REPORT ON VAT**

The Finance Officer reported that VAT Return is due on the 7th April for the period 01/01/20 – 31/03/20. The VAT Consultant is due to visit on Wednesday 26<sup>th</sup> February 2020.

It was **RESOLVED** to note.

**151/19/20 TO RECEIVE A REPORT ON INVESTMENTS**

The Finance Officer reported the following investments:

- £200,000 with Public Sector Deposit Fund (Variable Interest Current Average 0.71%)
- £486,233 with Barclays Active Saver. (Interest Rate 0.30%)
- £100,650 with Nationwide on a 95 Days' Notice. (Interest Rate 1.10%)
- £454,068 with Cornwall Council instant Access Account. (Interest Rate Variable currently between 0.80% - 0.90%)

It was **RESOLVED** to note.

**152/19/20 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.**

The Chairman reported that this audit is currently pending.  
It was **RESOLVED** to note.

**153/19/20 TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS**

It was **RESOLVED** to note.

**154/19/20 TO RECEIVE A REPORT FROM THE FINANCE OFFICER**

The Finance Officer reported that the Maurice Huggins Room electricity bill had now been resolved. The account is £1006 in credit and this amount will be reclaimed.

It was **RESOLVED** to note.

**155/19/20 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

It was **RESOLVED** that:

- a. Page 4 of The Annual Business Continuity Plan 2020/21 is amended by moving 'Cancel bookings and meetings' from Mitigation strategy to Contingency.
- b. Subject to 'a' above, the annual policies listed are approved and the Chairman signs the Annual Internal Audit Business Risk Assessment 2020/21 and the Annual Governance Statement 2020/21.

Policy Updates:

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

It was **RESOLVED** to approve the policy updates.

**156/19/20 CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND**

None.

**157/19/20 TO REVISIT THE TERMS OF REFERENCE FOR ALL COMMITTEE AND SUB COMMITTEE MEETINGS.**

It was **RESOLVED** to:

- a. Reduce the quorum for Committee meetings from 9 Members to 7 Members;
- b. Increase the quorum for Full Town Council Meetings from 6 Members to 7 Members;
- c. Note the amendment of the name of the Burial Board to Joint Burial Board;
- d. Amend the Terms of Reference for the Burial Authority from quarterly meetings to meetings to be held as required;
- e. To update the Terms of Reference for all Sub Committees to include delegated authority for expenditure up to £20,000 on any separate occasion within budget;
- f. To request that all Sub Committees draft their Terms of Reference to be included in the document;
- g. Further review the Terms of Reference for all Committees and Sub Committees in the new administrative year.

**158/19/20 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)**

It was **RESOLVED** that any Member having any connection with an organisation cannot be the Council Representative for that organisation.

**159/19/20 TO REVIEW AND APPROVE THE MAYOR AND DEPUTY MAYOR PROTOCOL GUIDE.**

**(Pursuant to P&F 29th October 2019 minute no. 98/19/20)**

It was **RESOLVED** to:

- a. Approve the amendments to the Mayor's Protocol Guide;
- b. Amend the Protocol to permit the Deputy Mayor to wear the Deputy Mayor medallion at Full Town Council meetings in the absence of the Mayor.

**160/19/20** **TO RECEIVE A REPORT TO REVIEW THE ADVERTISING OF THE TOWN MESSENGER.**

(Pursuant to P&F 29<sup>th</sup> October 2019 minute no. 100/19/20 & P&F 10<sup>th</sup> December 2019 minute no. 133/19/20)

It was **RESOLVED** to:

- a. Continue to publish the Town Messenger in the Saltash Observer;
- b. Promote events and activities in Love Saltash.

**161/19/20** **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)

It was **RESOLVED** to delegate authority to the Chairman and Vice Chairman for Policy and Finance and the Chairman of the Property Maintenance Sub Committee to review applicants and let the building on behalf of the Town Council.

**162/19/20** **TO NOTE AMENDMENTS TO THE SCHEDULE OF MEETINGS 2020/21.**

(Pursuant to FTC held on 9th January 2020 Minute no. 287/19/20)

It was **RESOLVED** to note.

**163/19/20** **TO CONSIDER COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS**

a. Community Chest:

239	Saltash United Football Club	£1,000.00
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It was **RESOLVED** to award £1000.00

240	iSight Cornwall	£400.00
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It was **RESOLVED** to refuse the application.

b. Festival Fund:

None.

**164/19/20** **TO RECEIVE REPORTS FOR DETACHED YOUTH WORK FROM MARCH 2019 TO MARCH 2020:**

a. The Core

It was **RESOLVED** to note.

b. Livewire

It was **RESOLVED** to note.

c. Junkyard Skate Park

It was **RESOLVED** to note.

Councillor Rance advised Members that future agendas would refer to Professional Youth Work in place of Detached Youth Work.

It was **RESOLVED** to note.

**165/19/20**    **TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES**

a. Neighbourhood Plan Steering Group

Councillor Yates reported that the Consultant has now reviewed the comments from the responses received in the latest consultation. The Steering Group will go through this at the next meeting and amend the plan where felt necessary.

A section is being added to the plan to acknowledge the current climate emergency.

It was **RESOLVED** to note.

b. Coastal Communities Team

Councillor Bickford updated Members on the recent meeting minutes and requested members consider the recommendations below as detailed in the report.

The CCT: Saltash recommend to Saltash Town Council :

1. That the principle of preparing a design feasibility study utilising Coastal Revival Funding for a public realm and flood protection improvement scheme for the Waterside area be approved.
2. That the scope of such a design feasibility study be prepared in conjunction with the Environment Agency and Cornwall Council as the basis for inviting proposals from suitably qualified and experienced engineering consultants.
3. That the list of engineering consultants presented in Appendix A be approved.
4. That a Saltash Flood Forum and Waterside resident's representative be invited to join the CCT: Saltash.

It was **RESOLVED** to:

- a. Note the minutes.
- b. Note the report and support the recommendations of the Coastal Communities Team.

**166/19/20 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.

**167/19/20 AS REQUIRED OR IF NECESSARY.**

None.

**168/19/20 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

To resolve that the public and press be re-admitted to the meeting.

**169/19/20 URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN.**

None.

**170/19/20 PRESS AND SOCIAL MEDIA RELEASES.**

None.

**171/19/20 DATE OF NEXT MEETING**

Tuesday 14<sup>th</sup> April 2020 at 6.30p.m.

Rising at 8.05 p.m.

Signed: \_\_\_\_\_

Chairman

Dated: \_\_\_\_\_