



Saltash Town Council

Konsel An Dre Essa

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

29th May 2020

Dear Councillor

I write to summon you to the meeting of Saltash Town Council to be held on the virtual Zoom platform on **Thursday 4th June at 7:00 p.m.**

The meeting is open to members of the public and press. Members of the public and press wishing to attend the meeting require the following details:

Web link:

<https://us02web.zoom.us/j/81566227444?pwd=UUh1Mnk1N3puYVJJEZjFLVjBjXGxhZz09>

Meeting ID: 815 6622 7444

Password: 778883

Dial by your location: 0131 460 1196 United Kingdom

Any member of the public requiring to put a question to the Town Council must do so 24 hours prior to the meeting by email enquiries@saltash.gov.uk

Yours sincerely,

R Lane
Town Clerk

To:

Saltash North	Saltash South	Saltash East	Saltash West
S Gillies	M Fox	R Bickford	G Challen – Chairman
J Peggs	S Lennox-Boyd	M Parker	J Dent
W Phillips	S Martin	J Rance	S Miller
B Samuels	A Pinckney	P Samuels – Vice Chairman	D Yates

Agenda

1. Announcements:
 - a. To confirm that all present can hear the proceedings.
 - b. Roll call of Members, Public and Press present.
 - c. To confirm the meeting is quorate.
 - d. Meeting procedure.
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. Prayers.
4. Apologies.
5. 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.
6. Chairman's Report.
7. 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 email.

8. To ratify the COVID-19 Delegated Decision Register.

Ref Nr.	Details	Decision Agreed	Committee	Sub Committee
REF 03	Acknowledgment of notice to suspend works due to COVID-19 at Saltash Station	APPROVED	P&F /FTC	Station
REF 18	Survey Poll - Re: Support for Power for the People Campaign - Local Electricity Bill	REFUSED	FTC	N/A

9. To receive the Minutes of the Full Town Council Meeting held on the virtual Zoom platform on Thursday 14th May 2020.

10. Finance:

- a. To ratify the following receipts and payments during COVID-19 for the month of April 2020.
- b. Urgent and essential works actioned by the Clerk under Financial Regulations.
- c. To note that bank reconciliations up to 30th April 2020 were reviewed as correct by the Chairman of Policy & Finance Committee and the Town Clerk.
- d. 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.

11. To approve the Annual Governance and Accountability Return Statements for 2019/20:

- a. To approve and sign section 1 of the Annual Governance Statement 2019/20

12. To approve the Annual Governance and Accountability Return Statements for 2019/20:

- a. To approve and sign section 2 Annual Governance Statement 2019/20.

13. To receive end of year budgets for all Committees up to the 31st March 2020.

14. To receive the Internal Auditors Year End Report 31st March 2020.

15. To receive end of year reports from the Finance Officer.

16. To consider the financial impact of the Covid19 virus.

17. To consider Risk Management reports as may be received.

18. Correspondence.

19. To receive the minutes of the following Committees:
 - a. The meeting of the Planning and Licensing Committee held on Tuesday 17th March 2020.
 - b. The meeting of the Services Committee held on Wednesday 11th March 2020.
 - c. The meeting of the Policy and Finance Committee held on the virtual Zoom platform 19th May 2020.
 - d. The meeting of the Personnel Committee held on the virtual Zoom platform Tuesday 26th May 2020.

20. To receive the minutes of the following Sub Committees:
 - a. Christmas Lights and Town Events Sub Committee held on Thursday 12th March 2020.

21. 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.

22. To consider any items referred from the main part of the agenda.

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

24. To consider urgent non-financial items at the discretion of the Chairman.

25. Press and social media releases.

26. Date of next meeting: Thursday 2nd July 2020 at 7:00 p.m. subject to sufficient business.

27. Common Seal:
To Order that the Common Seal of the Council be affixed to all Deeds and Documents necessary to give effect to the foregoing Acts and Proceedings.

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