



# Saltash Town Council

Konsel an Dre Essa

The Guildhall  
12 Lower Fore Street  
Saltash  
PL12 6JX  
Telephone: 01752 844846  
[www.saltash.gov.uk](http://www.saltash.gov.uk)

3<sup>rd</sup> June 2020

Dear Councillor,

I write to summon you to a meeting of the **Policy and Finance Committee** to be held on the virtual Zoom platform on **Tuesday 9<sup>th</sup> June 2020 at 6:30 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/82875951287?pwd=R21CUnV0RGQrSXRmaGNPQkk4M0tPZz09>

**Meeting ID:** 828 7595 1287

**Password:** 416900

**Dial by your location:** 0203 481 5240

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](mailto: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. 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. 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 ratify the COVID-19 Delegated Decision Register.

<b>Ref Nr.</b>	<b>Details</b>	<b>Decision Agreed</b>	<b>Committee</b>	<b>Sub Committee</b>
REF 01	Increase all business credit cards (X3) limits during the pandemic to allow supplier continuity.	APPROVED	P&F	N/A
REF 02	To approve that we pause the sending out of invoices for Allotment rental and pontoon berth fees for 2020/21 until further notice	APPROVED	P&F	N/A
REF 05	Precept funds to be placed with Cornwall & Barclays Saver which will take balances above the £500,000 Risk Threshold	APPROVED	P&F	N/A
REF 24	To approve the evaluation process for consultant applications received for Saltash Waterside:Proposed Public Realm and Flood Protection Improvements	APPROVED	P&F / SERVICES	N/A
REF 30	Mayor and Deputy Mayor to remain in post as well as all Chairs and Vice Chairs of each Committee and Sub Committees until such time as Council can resume full operations.	APPROVED	P&F / FTC	N/A
REF 31	Agreed to send out Pontoon & allotment Invoices on a pro rata basis from the 1st June 20 - 31st March 21	APPROVED	SERVICES / P&F	N/A

8. All accounts and bank accounts reconciled up to 30<sup>th</sup> April 2020.

9. Petty cash reconciled up to 30<sup>th</sup> April 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 current Committee Budgets statements up to 31<sup>st</sup> May 2020

14. To receive a report from the Finance Officer.

15. Clerks report on delegated authority to spend.

16. To consider Operation London Bridge and costings.

17. To consider Community Chest and Festival Fund applications:

a. Community Chest:

Application number	Organisation	Amount requested
241	Cornwall Air Ambulance Trust	£1,000

b. Festival Fund: None.

18. To review the Committee Terms of Reference (Pursuant to P&F held on 25.02.20 minute no. 157/19/20)

19. Policies:

a. To note the update to the Annual Business Continuity Plan 2020-2021.

b. To receive and approve the Civic Award Protocol Policy.

c. To review the annual renewal of the Anti-Bribery Policy Statement and Anti-Fraud and Anti-Corruption Strategy.

20. To receive a GDPR annual audit report.

21. To receive amendments to Standing Orders.

22. To receive amendments to Financial Regulations.

23. To consider the transfer of parking area to rear of Callington Road.

24. To receive an update report from the Coastal Communities' Team on the tender process and appointment.

25. To receive reports from Working Groups and Outside Bodies:

a. Neighbourhood Plan Steering Group

b. Saltash Team For Youth

26. Town Funding.

27. 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.
28. As required or if necessary.
29. Public Bodies (Admission to Meetings) Act 1960: To resolve that the public and press be re-admitted to the meeting.
30. Urgent non-financial matters brought forward at the discretion of the Chairman.
31. Press and social media releases.
32. Date of next meeting: Tuesday 8<sup>th</sup> September 2020 at 6.30 p.m. Subject to sufficient business

**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.

<b>Agenda Item</b>	<b>Pecuniary/Non-Pecuniary</b>	<b>Reason</b>	<b>Left the Meeting</b>	<b>Remained at Meeting and did not Vote</b>	<b>Ongoing Dispensation</b>	<b>Dispensation Requested</b>	<b>No Interest Declared</b>