



Saltash Town Council

Konsel an Dre Essa

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

2rd September 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 8th September 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/85117791233?pwd=aGVEUIJqeC9GU0puRjQ4Y0MrV0RIUT09>

Meeting ID: 851 1779 1233

Password: 315071

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.

Yours sincerely,

R Lane
Town Clerk

To: Councillors:

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

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

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

Ref Nr.	Details	Decision Agreed	Committee	Sub Committee
REF 39	To increase the overall credit card limit to £7,500 and for the Administration Officer to be provided a credit card	APPROVED	P&F	N/A
REF 42	To split the Mayors allowance over 12 months instead of 10 for the year 20/21	APPROVED	P&F	N/A
REF 50	The purchase of an additional PC and monitor for the Assistant Service Delivery Manager to be situated at Longstone Depot.	APPROVED	P&F	N/A
REF 57	Professional Youth Work tender application opening	APPROVED	P&F	N/A
REF 60	People Safe - Lone working devices for staff. Two year contract for 10 devices	APPROVED	P&F	N/A
REF 62	Guildhall Phase one recovery purchase of signs, IT equipment, phone system and Water dispensers	APPROVED	P&F	N/A
REF63	Annual subscription to Survey Monkey	APPROVED	P&F	N/A

8. All accounts and bank accounts reconciled up to 31st July 2020.

9. Petty cash reconciled up to 31st July 2020.

(Currently no transactions for this financial year due to COVID-19)

10. To receive a report from the Finance Officer.

11. To receive a report on VAT.

12. To receive a report on investments.

13. To receive a COVID-19 impact statement.

14. To receive the current STC and Committee budget statements.

15. 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.
16. Clerks report on delegated authority to spend.
17. To receive and approve amendments to the Financial Regulations.
18. To ratify the Guildhall Recovery Plan as approved by the Chairs and Vice Chairs of Policy and Finance and Personnel Committees.
19. To approve the minutes of the following Sub-Committees and to consider any recommendations: None.
20. To consider eligibility for Cornwall Council's financial support for Town and Parish Councils through the Covid-19 pandemic.
21. To receive a report and recommendation for Commissioning of Professional Youth Work tenders 2020/21.
22. To receive a verbal report from Councillor Phillips regarding the install of the Tapestry at the Guildhall.
23. To consider appointments to the following Working Parties:

Working Party	Current Councillor Representatives
Neighbourhood Plan Steering Group	Cllrs & Yates
Saltash Team for Youth	Cllrs Challen, Martin, Rance and Parker
Section 106 Steering Group	Cllrs Dent & Peggs, Mayor & Deputy Mayor
Strategic Working Party	Cllrs Bickford, Dent, Lennox-Boyd, Martin, Parker, Peggs, Phillips, B Samuels, P Samuels, Yates.

24. Policies:
 - a. To receive and approve the Civic Award Protocol Policy.
(Pursuant to P&F held on 9.06.20 minute no. 36/20/21)
 - b. To receive the policy for Operation London Bridge.
(Pursuant to P&F held on 09.06.20 minute no.33/20/21)
 - c. To receive and approve the changes to the Guildhall booking form.

25. To consider Community Chest and Festival Fund applications:

a. Community Chest:

Application number	Organisation	Amount requested
242	Coombe Woods Regeneration Project	£600.00
243	Saltash Rugby Football Club	£1000.00
244	Saltash 1941 Blitz Committee	£1,000.00

b. Festival Fund:

None.

26. To receive reports from Working Groups:

a. Neighbourhood Plan Steering Group – No report.

b. Saltash Team For Youth – No Report.

c. Section 106 Steering Group – No Report.

d. Strategic Working Party – No Report.

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 10th November 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