

## SALTASH TOWN COUNCIL

### **Minutes of a Meeting of the Policy and Finance Committee held on the virtual platform Zoom on Tuesday 9<sup>th</sup> June 2020 at 6.30 p.m.**

**PRESENT:** Councillors: R Bickford, G Challen, M Fox, S Gillies, S Lennox-Boyd, S Martin, S Miller, J Peggs, W Phillips Chairman, A Pinckney, J Rance, B Samuels, P Samuels – Vice Chairman, D Yates.

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

**APOLOGIES:** Councillors: J Dent, M Parker, S Miller (early departure)

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### **ANNOUNCEMENTS**

The Chairman confirmed that all present could hear the proceedings.

The Chairman confirmed all persons present.

The Chairman confirmed the meeting was quorate.

The Chairman informed all attendees of the procedure for the meeting.

### **20/20/21 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.

**21/20/21**      **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.

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

- c. To consider dispensations required.  
None.

**22/20/21**      **QUESTIONS FROM THE PUBLIC**

None.

**23/20/21**      **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

None.

**24/20/21**      **TO RATIFY THE COVID-19 DELEGATED DECISION REGISTER**

It was **RESOLVED** to approve all decisions taken under delegated authority.

Councillor Rance joined the meeting.

**25/20/21**      **ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 30<sup>TH</sup> APRIL 2020**

It was **RESOLVED** to note.

**26/20/21**      **PETTY CASH RECONCILED UP TO 30<sup>TH</sup> APRIL 2020**

It was **RESOLVED** to note.

**27/20/21**      **TO RECEIVE A REPORT ON VAT**

The Finance Officer reported that the next VAT return is due for the 01/04/20 – 30/06/20 on the 7th August.

It was **RESOLVED** to note.

**28/20/21**      **TO RECEIVE A REPORT ON INVESTMENTS**

The Finance Officer reported the following investments:

- £200,000 with Public Sector Deposit Fund (Variable Interest Current Average 0.3%)
- £404,233 with Barclays Active Saver. (Interest Rate 0.01%)
- £280,650 with Nationwide on a 95 Days' Notice. (Interest Rate 0.6%)
- £504,690 with Cornwall Council instant Access Account. (Interest Rate Variable currently between 0.90% - 0.98%)

It was **RESOLVED** to note.

**29/20/21**      **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.**

It was **RESOLVED** to note.

**30/20/21**      **TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS UP TO 31<sup>ST</sup> MAY 2020**

It was **RESOLVED** to note.

**31/20/21**      **TO RECEIVE A REPORT FROM THE FINANCE OFFICER**

1. The interest rate on the Active Saver is now 0.01% from 0.2% Nationwide from the 1st June is 0.4% from 0.6%

It was **RESOLVED** to note.

2. The internal audit took place on 27th May 2020 via Zoom. The internal auditor's report was presented at Full Council on the 4th June 2020 with no further recommendations made. The Annual Governance and Accountability Return (AGAR) was signed off on the 4th June at Full Council and submitted.

It was **RESOLVED** to note.

3. The current Mayor's Charity Account is currently a separate bank account which cost around £5 per month. I have checked with the internal auditor and these funds can be operated through the main council's current a/c and accounts which will then save this monthly fee. A decision needs to be made to approve the Mayor's Charity Account to be closed.

It was **RESOLVED** to defer and that the Finance Officer investigates alternative bank account options that do not incur a fee.

**32/20/21**      **CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND**

None.

**33/20/21**      **TO CONSIDER OPERATION LONDON BRIDGE AND COSTINGS**

The Town Clerk briefed Members on the background to Operation London Bridge.

It was **RESOLVED** to:

1. Approve and adopt the protocol and budget up to £750.
2. Appoint Councillor Gillies to liaise with the Mayor's Secretary to progress the detailed measures that will need to be put in place.

**34/20/21**     **TO CONSIDER COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS**

a.     Community Chest

241     Cornwall Air Ambulance Trust     £1,000

It was **RESOLVED** to award £1,000.

b.     Festival Fund

None.

**35/20/21**     **TO REVIEW THE COMMITTEE TERMS OF REFERENCE (PURSUANT TO P&F 25.02.2020 MINUTE NO 157/19/20)**

It was **RESOLVED** to approve the Committee Terms of Reference.

**36/20/21**     **POLICIES**

a.     To note the update to the Annual Business Continuity Plan.

It was **RESOLVED** to note.

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

It was **RESOLVED** to defer this item and appoint Councillors Peggs and Rance to review the policy.

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

It was **RESOLVED** to note.

**37/20/21**      **TO RECEIVE A GDPR ANNUAL AUDIT REPORT**

The Senior Policy and Data Compliance Monitoring Officer reported that the Annual Audit of the Town Council for compliance with GDPR should be undertaken at this time of year but will be delayed due to the current situation.

When work resumes in all offices, and it is safe to do so, the full audit will be undertaken and reported to the Policy and Finance Committee. All members of staff are working in accordance with the regulations and Councillors have been reminded of their responsibility regarding Data Protection.

It was **RESOLVED** to note.

**38/20/21**      **TO RECEIVE AMENDMENTS TO STANDING ORDERS**

It was **RESOLVED** to approve the amendments.

**39/20/21**      **TO RECEIVE AMENDMENTS TO FINANCIAL REGULATIONS**

It was **RESOLVED** to approve the amendments.

**40/20/21**      **TO CONSIDER THE TRANSFER OF PARKING AREA TO THE REAR OF CALLINGTON ROAD**

Following a vote, it was **RESOLVED** to decline the offer of the transfer of the land from Cornwall Council.  
Councillor Miller left the meeting.

**41/20/21**      **TO RECEIVE AN UPDATE REPORT FROM THE COASTAL COMMUNITIES' TEAM ON THE TENDER PROCESS AND APPOINTMENT**

It was **RESOLVED** to note.

**42/20/21**      **TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES**

- a.    Neighbourhood Plan Steering Group

It was **RESOLVED** to note.

- b.    Saltash Team for Youth

It was **RESOLVED** to note.

**43/20/21**      **TOWN FUNDING**

Councillor Challen reported that the government has made funding available for the safe reopening of high streets.

The funding is being distributed by Cornwall Council to towns and she has been attending meetings and liaising with Cornwall Councillor Holley to establish a joint group to secure the funding that STC will become the accountable body for.

The funding is intended to support local businesses and secure confidence in the re-opening of high streets for the community in a timely manner following Government Covid 19 guidelines.

Applications for funding must be made by the Town Council working in partnership as a joint group with organisations such as the Chamber of Commerce, CIC and town centre retailers.

Agreed costed plans for use of the allocated funds will need to be worked up and put in place by the group.

It was **RESOLVED** that:

- a.    The Town Clerk be authorised to apply for funding.
- b.    The joint partnership group consist of a maximum of 12 members comprising of:

STC: Councillors B. Samuels, G Challen, M Fox and J Rance.

Cornwall Council: Councillors Holley and Lennox Boyd.

Plus up to a total of 6 representatives to be determined from the Chamber of Commerce, CIC and town centre retailers.

Councillor Fox will report back to the Town Centre Vision Sub Committee on behalf of the joint partnership.

**44/20/21**      **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.

**45/20/21**      **AS REQUIRED OR IF NECESSARY**

None.

**46/20/21**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**47/20/21**      **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN**

None.

**48/20/21**      **PRESS AND SOCIAL MEDIA RELEASES**

It was **RESOLVED** to issue the following Press and Social Media releases:

1. Cornwall Air Ambulance support.
2. Funding to support the safe reopening of the high street.

**49/20/21**      **DATE OF NEXT MEETING**

Tuesday 8th September 2020 at 6.30 p.m. subject to sufficient business.

Rising at 7.45 p.m.

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

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