



Saltash Town Council

Konsel an Dre Essa

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

4th November 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 10th November 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/81665595613?pwd=UytadWJmcEdCSUhsVHd3VDZfcmtCZz09>

Meeting ID: 816 6559 5613

Password: 344320

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 - 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 writing or email.
6. To approve the minutes of the Town Centre Vision Sub-Committee held on Thursday 29th October 2020.
7. All accounts and bank accounts reconciled up to 30th September 2020.
8. Petty cash reconciled up to 30th September 2020.
(Currently no transactions for this financial year due to COVID-19)
9. To receive a report on VAT.
10. To receive VAT partial exemption calculation for the year ended 31st March 2020.

11. To receive a report on investments.
12. 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.
13. To receive the current STC and Committee budget statements.
14. To receive a report from the Finance Officer.
15. Clerks report on delegated authority to spend.
16. To ratify the COVID-19 Delegated Decision Register.

Ref Nr.	Details	Decision Agreed	Committee	Sub Committee
STC69	To approve the transfer of £220,000 of the precept funds to Nationwide	APPROVED	P&F	N/A
STC70	To approve the transfer of £100,000 to the Active Saver which will take the balance above the approved investment limit of £500,000	APPROVED	P&F	N/A
STC73	To approve additional expenditure for Operation London Bridge Town Seal Badge	APPROVED	P&F	N/A

17. To consider the precept income and expenditure for the year 2021/22 in relation to Covid-19 impact.
18. Scheme of Delegation - to consider facilitating the Service Delivery Manager a delegated amount of authority to procure items for the Service Delivery Department – Councillor Parker.
19. To consider Risk Management reports as may be received.
20. To consider Community Chest and Festival Fund applications:
 - a. Community Chest: None
 - b. Festival Fund: None

21. Policies
 - a. To consider a proposed correspondence policy.
 - b. To review the Scheme of Delegation Covid-19 updates.
22. To receive a report regarding the purchase of IT equipment for Members – Councillor Bickford.
23. To note discontinuing of Declaration of Interest forms.
24. To receive a report and consider the purchase and annual subscription of the Modern.gov Civica Governance Application.
25. Website:
 - a. To review and consider the practice and process of uploading correspondence and reports for committee meetings including GDPR compliance.
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.
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. To consider Cornwall Council acting on behalf of Saltash Town Council for any complaints received from persistent complainant number PC001 under the Code.
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: Thursday 26th November 2020 at 6.30 p.m. Precept Meeting.

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