

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Policy and Finance Committee held on the virtual platform Zoom on Tuesday 10th November 2020 at 6.30 p.m.

PRESENT: Councillors R Bickford, J Dent, M Fox - Chairman, S Gillies, S Lennox-Boyd, S Miller, M Parker, J Peggs, W Phillips – Vice Chairman, A Pinckney, J Rance, B Samuels, P Samuels, 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, D Joyce – Administration Officer.

APOLOGIES: Councillors: G Challen, S Martin, S Miller (early departure), J Rance (late arrival).

HEALTH AND SAFETY ANNOUNCEMENTS

The Chairman informed those present of the actions required in the event of a fire or emergency.

85/20/21 **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.

86/20/21 **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.

None.

- c. To consider dispensations required.

None.

87/20/21 **QUESTIONS FROM THE PUBLIC**

None.

88/20/21 **TO APPROVE THE MINUTES OF THE TOWN CENTRE VISION SUB-COMMITTEE HELD ON 29TH OCTOBER 2020**

It was **RESOLVED** that the minutes of the Town Centre Vision Sub Committee meeting held on Thursday 29th October 2020 were confirmed as a correct record.

The minutes will be signed upon the return to the Guildhall and made available upon request.

89/20/21 **ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 30TH SEPTEMBER 2020**

It was **RESOLVED** to note.

90/20/21 **PETTY CASH RECONCILED UP TO 30TH SEPTEMBER 2020**
(Currently no transactions for this financial year due to Covid-19)

It was **RESOLVED** to note.

91/20/21 **TO RECEIVE A REPORT ON VAT**

It was **RESOLVED** to note.

92/20/21 **TO RECEIVE VAT PARTIAL EXEMPTION CALCULATION FOR THE YEAR ENDED 31ST MARCH 2020**

It was **RESOLVED** to note.

93/20/21 TO RECEIVE A REPORT ON INVESTMENTS

It was **RESOLVED** to note.

94/20/21 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.

It was **RESOLVED** to note.

95/20/21 TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS

It was **RESOLVED** to note.

96/20/21 TO RECEIVE A REPORT FROM THE FINANCE OFFICER

It was **RESOLVED** to note.

97/20/21 CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND

None.

98/20/21 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

It was proposed by Councillor Fox, seconded by Councillor Phillips and unanimously **RESOLVED** to ratify the COVID-19 Delegated Decision Register.

99/20/21 TO CONSIDER THE PRECEPT INCOME AND EXPENDITURE FOR THE YEAR 2021/22 IN RELATION TO COVID-19 IMPACT

It was proposed by Councillor Fox, seconded by Councillor Phillips and unanimously **RESOLVED** that all Committees take into account a forecasted further six months' loss of income due to the Covid-19 impact. This will also impact on the forecast expenditure when setting budgets.

100/20/21 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

It was proposed by Councillor Parker, seconded by Councillor Peggs and unanimously **RESOLVED** to increase the level of delegated authority of the Service Delivery Manager for procurement from £200 to £1,000.

101/20/21 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED

None.

102/20/21 TO CONSIDER COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS

- a. Community Chest: None
- b. Festival Fund: None

103/20/21 POLICIES

- a. To consider a proposed correspondence policy.

The Chairman reported that this item will be deferred to the next meeting of the Committee.

- b. To review the Scheme of Delegation Covid-19 updates.

It was proposed by Councillor Phillips, seconded by Councillor Fox and unanimously **RESOLVED** to approve the updated Scheme of Delegation.

Councillor Rance joined the meeting.

104/20/21 TO RECEIVE A REPORT REGARDING THE PURCHASE OF IT EQUIPMENT FOR MEMBERS – COUNCILLOR BICKFORD

It was proposed by Councillor Dent, seconded by Councillor Bickford and **RESOLVED** that:

1. Option 1 is the preferred choice with the Council operating a loan system providing IT for those Members that request it.
2. Councillor Bickford reports back to the next meeting with costed options to include IT support for Members.

105/20/21 TO NOTE DISCONTINUING OF DECLARATION OF INTEREST FORMS

The Town Clerk reminded Members that it is their responsibility to declare any interest and confirm the details in an agenda item at the start of a meeting or at the agenda item if an interest becomes apparent at that time and leave the meeting as may be required to allow the minute taker to include the members details in the minutes.

It was proposed by Councillor Dent, seconded by Councillor Peggs and unanimously **RESOLVED** to discontinue the use of Declaration of Interest forms with immediate effect as they are not required under the code.

Councillor Miller left the meeting.

106/20/21 TO RECEIVE A REPORT AND CONSIDER THE PURCHASE AND ANNUAL SUBSCRIPTION OF THE MODERN.GOV CIVICA GOVERNANCE APPLICATION

It was proposed by Councillor Phillips, seconded by Councillor Dent and unanimously **RESOLVED**:

1. To purchase and annually subscribe to the Modern.Gov Civica Governance Application on an initial three-year contract.
2. To allocate the cost of £900 per month for the first year and £725 per month for the second and third year to budget code EMF Internet Redevelopment.

107/20/21 **WEBSITE**

- a. To review and consider the practice and process of uploading correspondence and reports for committee meetings including GDPR compliance.

The Clerk advised Members of advice received from the Information Commissioner's Office.

It was **RESOLVED** to note.

108/20/21 **TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES**

- a. Neighbourhood Plan Steering Group – No report
- b. Saltash Team for Youth

It was **RESOLVED** to note.

- c. Section 106 Steering Group – No report.

109/20/21 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

It was proposed by Councillor Fox, seconded by Councillor Dent and unanimously **RESOLVED** 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.

110/20/21 **TO CONSIDER CORNWALL COUNCIL ACTING ON BEHALF OF SALTASH TOWN COUNCIL FOR ANY COMPLAINTS RECEIVED FROM PERSISTENT COMPLAINANT NUMBER PC001 UNDER THE CODE**

The Chairman requested that all those present confirm that that no other person was able to witness or hear the business to be conducted due to the confidential nature of the item.

Due to the confidential nature of this item and being unable to confirm that no other person was able to witness the discussion, Councillor Rance left the meeting and did not vote.

It was proposed by Councillor Fox, seconded by Councillor P Samuels and **RESOLVED** that Cornwall Council continue to act on behalf of and as the single point of contact for Saltash Town Council for any complaint received from persistent complainant number PC001.

111/20/21 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

It was proposed by Councillor Fox, seconded by Councillor Dent and unanimously **RESOLVED** that the public and press be re-admitted to the meeting.

112/20/21 URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN

Councillor P Samuels reported that he had received a letter from Liskeard Town Council asking for the support of the Town Council for a letter to Cornwall Council asking for additional free parking for all Councils in Cornwall in the lead up to Christmas.

It was proposed by Councillor P Samuels, seconded by Councillor Peggs and unanimously **RESOLVED** to support the letter.

113/20/21 PRESS AND SOCIAL MEDIA RELEASES

None.

114/20/21 DATE OF NEXT MEETING

Thursday 26th November 2020 at 6.30 p.m. Precept meeting.

Rising at 8.05 p.m.

Signed: _____

Chairman

Dated: _____