



Saltash Town Council

Konsel an Dre Essa



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

6th January 2021

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 12th January 2021 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/82683917241?pwd=U3NBTmh1TWRRUEINVmFzUCtRL0xEdz09>

Meeting ID: 826 8391 7241

Password: 750987

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: Councillors:

Saltash North	Saltash South	Saltash East	Saltash West
S Gillies	M Fox - Chairman	R Bickford	G Challen
J Peggs	S Lennox-Boyd	VACANCY	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 note and receive the minutes of the Policy and Finance Committee held on Tuesday 10th November 2020 and the Extraordinary Policy and Finance Committee held on Thursday 26th November 2020 as a true and correct record.
7. All accounts and bank accounts reconciled up to 30th November 2020.
8. Petty cash reconciled up to 30th November 2020.
9. To receive a report on VAT.

10. To receive a report on investments.
11. 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.
12. To receive the current STC and Committee budget statements.
13. To receive a report from the Finance Officer.
14. To receive the recommendation of Virements within the Services Budgets.
15. To receive the interim internal audit report for the year ended 31st March 2021.
16. Clerks report on delegated authority to spend.
17. To consider Risk Management reports as may be received.
18. To ratify the COVID-19 Delegated Decision Register.

Ref Nr.	Details	Decision Agreed	Committee	Sub Committee
STC79	To renew the annual main insurance for the Council with Zurich, 2nd Year of a 3 Year Contract	APPROVED	P&F	N/A
STC80	To renew the annual cyber insurance with Zurich	APPROVED	P&F	N/A
STC81	To renew the annual pontoon insurance with WPS	APPROVED	P&F	N/A

19. To consider Community Chest and Festival Fund applications:
 - a. Community Chest:

Application number	Organisation	Amount requested
245	Bridge View Quilters	£500.00

- b. Festival Fund: None

20. To receive a report from the Finance Assistant for the purchase and annual subscription of software.
21. To consider printing and distribution costs relating to the precept leaflet 2021/22.
22. To receive and approve the response to NALC: Standards Matter 2: Consultation and Public Sector Survey.

23. To consider promotion of a community business website page – Shop Saltash.
24. To adopt statutory declaration forms and to approve the updates to the Guide to Grave Ownership and Deed of Transfer.
25. To receive reports from the Professional Youth Work team:
 - a. Junkyard Skatepark
 - b. Livewire
 - c. The Core
26. To approve and formally note that Full Town Council must approve all policy changes and updates.
27. To approve the updates to the Remote Meeting Procedures and Roles and Virtual Meeting Protocol and Procedure Rules.
28. To receive reports from Working Groups and Outside Bodies:
 - a. Neighbourhood Plan Steering Group.
 - b. Saltash Team For Youth
 - c. Section 106 Steering Group
29. 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.
30. As required or if necessary.
31. Public Bodies (Admission to Meetings) Act 1960: To resolve that the public and press be re-admitted to the meeting.
32. Urgent non-financial matters brought forward at the discretion of the Chairman.
33. Press and social media releases.
34. Date of next meeting: Tuesday 9th March 2021.