

## **SALTASH TOWN COUNCIL**

### **Minutes of a Meeting of the Policy and Finance Committee held at The Guildhall on Tuesday 12<sup>th</sup> January 2021 at 6.30 p.m.**

**PRESENT:** Councillors R Bickford, G Challen, J Dent, M Fox - Chairman, S Gillies, S Lennox-Boyd, S Miller, 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, J Hingley – Finance Assistant.

**APOLOGIES:** Councillors S Martin, S Miller (early departure), J Rance.

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### **ANNOUNCEMENTS**

The Chairman confirmed that all present could hear the proceedings.

The Chairman confirmed all person's present.

The Chairman confirmed the meeting was quorate.

The Chairman informed all attendees of the meetings procedures.

### **119/20/21 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.

**120/20/21     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>
Bickford	22	Non Pecuniary	CIC member – website company is tenant in Belle Vue office	No	
Challen	21	Non- Pecuniary	Member of Standards Committee	Yes	N/A
Lennox-Boyd	22	Non- Pecuniary	Chamber of Commerce member – website company also a member	No	
Peggs	22	Non- Pecuniary	CIC member – website company is tenant in Belle Vue office	No	

- c. To consider dispensations required.

None.

**121/20/21     QUESTIONS FROM THE PUBLIC**

None.

**122/20/21     TO NOTE AND RECEIVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON TUESDAY 10<sup>TH</sup> NOVEMBER 2020 AND THE EXTRAORDINARY POLICY AND FINANCE COMMITTEE HELD ON THURSDAY 26<sup>TH</sup> NOVEMBER 2020 AS A TRUE AND CORRECT RECORD**

Please see a copy of the minutes on the STC website.

It was proposed by Councillor Fox, seconded by Councillor Phillips and **RESOLVED** that the minutes of the Policy and Finance Committee held on Tuesday 10<sup>th</sup> November 2020 were confirmed as a true and correct record.

It was proposed by Councillor Fox, seconded by Councillor Phillips and **RESOLVED** that the minutes of the Extraordinary Policy and Finance Committee held on Thursday 26<sup>th</sup> November 2020 were confirmed as a true and correct record.

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

**123/20/21     ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 30<sup>TH</sup> NOVEMBER 2020**

It was **RESOLVED** to note.

**124/20/21     PETTY CASH RECONCILED UP TO 30<sup>TH</sup> NOVEMBER 2020**

It was **RESOLVED** to note.

**125/20/21     TO RECEIVE A REPORT ON VAT**

It was **RESOLVED** to note.

**126/20/21     TO RECEIVE A REPORT ON INVESTMENTS**

It was **RESOLVED** to note.

**127/20/21     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.

**128/20/21     TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS**

It was **RESOLVED** to note.

**129/20/21     TO RECEIVE A REPORT FROM THE FINANCE OFFICER**

It was proposed by Councillor Fox, seconded by Councillor Phillips and **RESOLVED** to approve the Finance Officers report.

**115/20/21     TO RECEIVE THE RECOMMENDATION OF VIREMENTS WITHIN THE SERVICES BUDGETS**

It was proposed by Councillor Fox, seconded by Councillor Yates and **RESOLVED** to approve the virements within the Services budget.

**116/20/21     TO RECEIVE THE INTERIM INTERNAL AUDIT REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2021**

It was proposed by Councillor Fox, seconded by Councillor Challen and **RESOLVED** to receive and note the interim internal audit report for the year ended 31<sup>st</sup> March 2021.

**117/20/21     CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND**

None.

**118/20/21     TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

None.

**119/20/21     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

It was proposed by Councillor Fox, seconded by Councillor B Samuels and **RESOLVED** to ratify the Covid-19 Delegated Decision Register.

**120/20/21    TO CONSIDER COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS**

a. Community Chest:

Application number	Organisation	Amount requested
245	Bridge View Quilters	£500.00

It was proposed by Councillor Fox, seconded by Councillor Challen and **RESOLVED** to refuse the application on the basis that the application does not qualify within the terms of the Grants Policy.

b. Festival Fund

None.

**121/20/21    TO RECEIVE A REPORT FROM THE FINANCE ASSISTANT FOR THE PURCHASE AND ANNUAL SUBSCRIPTION OF SOFTWARE**

It was proposed by Councillor Fox, seconded by Councillor Dent and **RESOLVED** to approve:

1. The annual subscription of the software at a cost of £1,351.50
2. The annual OCR invoice scanning up to 1,200 invoices at a cost of £306.00
3. The training and implementation costs at a cost of £850.00
4. Allocation of costings to budget code 6661 Finance Consultancy Fees.

Councillor Peggs joined the meeting.

**122/20/21     TO CONSIDER PRINTING AND DISTRIBUTION COSTS RELATING TO THE PRECEPT LEAFLET 2021/22**

Councillor Challen briefly lost connection and re-joined the meeting prior to the vote.

It was proposed by Councillor Fox, seconded by Councillor P Samuels and **RESOLVED** to approve:

1. The appointment of Company A for the distribution of leaflets at a cost of £925.00 plus VAT
2. The allocation of costs to budget code 6301 Stationary and Printing.

It was proposed by Councillor Fox, seconded by Councillor Dent and **RESOLVED** to approve:

1. Delegation to the Chairman, Vice-Chairman and Assistant Town Clerk to determine the number of leaflets to be printed and appointment of a printing company
2. Allocation of costs to budget code 6301 Stationary and Printing.

Councillor Challen declared an interest in the next agenda item and left the meeting.

**123/20/21     TO RECEIVE AND APPROVE THE RESPONSE TO NALC: STANDARDS MATTER 2: CONSULTATION AND PUBLIC SECTOR SURVEY**

It was proposed by Councillor B Samuels, seconded by Councillor Fox and **RESOLVED** that the council submits Councillor Yates responses as a corporate response.

Councillor Challen was invited and returned to the meeting.

Councillors Bickford, Lennox-Boyd and Peggs declared an interest in the next agenda item but remained in the meeting.

**124/20/21     TO CONSIDER PROMOTION OF A COMMUNITY BUSINESS WEBSITE PAGE – SHOP SALTASH**

It was proposed by Councillor Fox, seconded by Councillor Gillies and **RESOLVED** to approve the promotion of the website page to enable all businesses in Saltash to be promoted as widely as possible.

Councillor Miller left the meeting.

**125/20/21     TO ADOPT STATUTORY DECLARATION FORMS AND TO APPROVE THE UPDATES TO THE GUIDE TO GRAVE OWNERSHIP AND DEEDS OF TRANSFER**

It was proposed by Councillor Fox, seconded by Councillor Dent and **RESOLVED** to approve and adopt the statutory declaration forms and updates to the Guide to Grave Ownership and Deeds of Transfer.

**126/20/21     TO RECIVE REPORTS FROM THE PROFESSIONAL YOUTH WORK TEAM:**

a.     Junkyard Skatepark

It was **RESOLVED** to note.

b.     Livewire

It was **RESOLVED** to note.

c.     The Core

It was **RESOLVED** to note.

**127/20/21     TO APPROVE AND FORMALLY NOTE THAT FULL TOWN COUNCIL MUST APPROVE ALL POLICY CHANGES AND UPDATES**

It was proposed by Councillor Fox, seconded by Councillor B Samuels and **RESOLVED** to approve and note that Full Town Council must approve all policy changes and updates.

**128/20/21     TO APPROVE THE UPDATES TO THE REMOTE MEETING PROCEDURES AND ROLES AND VIRTUAL MEETING PROTOCOL AND PROCEDURE RULES**

It was proposed by Councillor Fox, seconded by Councillor Dent and **RESOLVED** to approve the updates to the Remote Meeting Procedures and Roles and Virtual Meeting Protocol and Procedure Rules.

**129/20/21     TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES**

- a.     Neighbourhood Plan Steering Group

It was **RESOLVED** to note that the document is now with Cornwall Council but it is not known how long the review will take.

- b.     Saltash Team for Youth

Previously covered under minute number 126/20/21 as above.

- c.     Section 106 Steering Group

No report.

**130/20/21     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.

**131/20/21     AS REQUIRED OR IF NECESSARY**

None.

**132/20/21     PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**133/20/21     URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN**

None.

**134/20/21     PRESS AND SOCIAL MEDIA RELEASES**

It was proposed by Councillor Fox, seconded by Councillor Yates and **RESOLVED** to issue press and social media releases on:

1. Supporting local businesses with the promotion of the Shop Saltash website.
2. Publicising the date (when known) of the delivery of the Precept leaflet 2021-22.

**135/20/21     DATE OF NEXT MEETING**

Tuesday 9<sup>th</sup> March 2021 at 6.30 p.m.

Rising at 7.30 p.m.

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

Chairman

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