



# Saltash Town Council

Konsel an Dre Essa



The Guildhall  
12 Lower Fore Street  
Saltash  
PL12 6JX  
Telephone: 01752 844846  
[www.saltash.gov.uk](http://www.saltash.gov.uk)

3<sup>rd</sup> March 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 9<sup>th</sup> March 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/81131394931?pwd=clpsSnYzUHliY3ljb05DODN4OXBtUT09>

**Meeting ID:** 811 3139 4931

**Password:** 869292

**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](mailto: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    | R Bullock    | 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 12<sup>th</sup> January 2021 as a true and correct record.
7. All accounts and bank accounts reconciled up to 31<sup>st</sup> January 2021.
8. Petty cash reconciled up to 31<sup>st</sup> January 2021.
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 approve the three-year appointment of the Internal Auditor.
15. To note a personal injury claim against Saltash Town Council as a result of an accident on Fore Street involving a member of the public.
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.

| <b>Ref Nr.</b> | <b>Details</b>  | <b>Decision Agreed</b> | <b>Committee</b> | <b>Sub Committee</b> |
|----------------|---|------------------------|------------------|----------------------|
| STC84          | Website integration costs to allow for CIVICA Modern.gov application  | APPROVED               | P&F              | N/A                  |
| STC85          | Renewal of CANVA annual subscription  | APPROVED               | P&F              | N/A                  |
| STC86          | The procurement of an additional SSL certificate from April 2022 for two years due to Civica application requirements.                          | APPROVED               | P&F              | N/A                  |
| STC87          | Approve Transfer of £250,000 from Cornwall Council Investment A/c to Barclays Active Saver for operational expenditure up until 31st March 2021 | APPROVED               | P&F              | N/A                  |
| STC88          | To renew the Annual Fleet Motor 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 |
|--------------------|------------------------|------------------|
| 246                | Rotary Club of Saltash | £1,000           |

- b. Festival Fund:

None.

20. To receive a report regarding the purchase of IT equipment for Members – Councillor Bickford.
21. To consider a report for funding for school IT equipment - Brunel Friends Association.
22. To consider the formal adoption and maintenance of the Saltash Ferry Sculpture situated on Tamar Street.
23. To review and approve the following policies:
  - a. Annual Statement of Internal Control
  - b. Annual Business Continuity Plan
  - c. Annual Internal Audit Business Risk Assessment
  - d. Annual Treasury Management Strategy
  - e. Annual Reserves Policy
  - f. Anti Bribery Policy Statement & Anti Fraud & Anti Corruption Strategy
  - g. Finance Schedule and Precept Plan
  - h. Scheme of Delegation
  - i. Financial Regulations
  - j. Risk Management Plan Statement
  - k. Risk Management Strategy
  - l. Receiving Public Questions at Meetings.
24. To adopt the following policies:
  - a. Co-option policy
  - b. Equality and Diversity policy
  - c. Communication policy
  - d. Provision of IT and Acceptable IT Usage Policy.
25. To receive reports from Working Groups and Outside Bodies:
  - a. Neighbourhood Plan Steering Group
  - b. Saltash Team For Youth
  - c. Section 106 Steering Group.

26. 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.
27. As required or if necessary.
28. Public Bodies (Admission to Meetings) Act 1960: To resolve that the public and press be re-admitted to the meeting.
29. Urgent non-financial matters brought forward at the discretion of the Chairman.
30. Press and social media releases.
31. Date of next meeting: Thursday 27<sup>th</sup> May 2021 at 6:30 p.m.