

SALTASH TOWN COUNCIL

Minutes of the Meeting of Policy and Finance Committee held on the Virtual Zoom Platform on Tuesday 9th March 2021 at 6.30 pm

PRESENT: Councillors: R Bickford, G Challen, J Dent, M Fox (Chairman), S Gillies, S Miller, J Peggs, B Phillips (Vice-Chairman), A Pinckney, B Samuels, P Samuels and D Yates.

ALSO PRESENT: R Lane (Town Clerk), S Burrows (Assistant Town Clerk), M Thomas (Senior Policy and Data Compliance Officer) and S Emmett (Finance Officer)

APOLOGIES: Councillor: S Martin

151/20/21 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.

152/20/21 RECORDING OF MEETINGS - PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING.

The Senior Policy and Data Compliance Monitoring Officer confirmed that the meeting would be recorded for the purpose of minute taking.

153/20/21 DECLARATIONS OF INTEREST:

- a. To receive any declarations from Members of any registrable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

Councillor	Agenda item	Pecuniary/ Non-Pecuniary	Reason	Left the Meeting	Remained at the Meeting and did not vote
Bickford	22	Non-pecuniary	Worked with Ashtorre on project	Yes	n/a
Phillips	19	Non-pecuniary	Member of Saltash Rotary	Yes	n/a
Samuels B	19	Non-pecuniary	Member of Saltash Rotary	Yes	n/a
Samuels P	19	Non-pecuniary	Member of Saltash Rotary	Yes	n/a

- 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.

It was proposed by Councillor Bickford, seconded by Councillor Fox and **RESOLVED** to issue a dispensation to all Members remaining in the meeting for the consideration of the Community Chest application.

154/20/21 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

155/20/21 TO NOTE AND RECEIVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON TUESDAY 12TH JANUARY 2021 AS A TRUE AND CORRECT RECORD.

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

It was proposed by Councillor Fox and seconded by Councillor Phillips and **RESOLVED** that the minutes of the Policy and Finance Committee held on Tuesday 12th January 2021 were confirmed as a true and correct record.

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

156/20/21 ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 31ST JANUARY 2021.

It was **RESOLVED** to note.

157/20/21 PETTY CASH RECONCILED UP TO 31ST JANUARY 2021.

It was **RESOLVED** to note.

158/20/21 TO RECEIVE A REPORT ON VAT.

It was **RESOLVED** to note.

159/20/21 TO RECEIVE A REPORT ON INVESTMENTS.

It was **RESOLVED** to note.

160/20/21 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.

161/20/21 TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS.

It was **RESOLVED** to note.

162/20/21 TO RECEIVE A REPORT FROM THE FINANCE OFFICER.

It was **RESOLVED** to note.

163/20/21 TO APPROVE THE THREE-YEAR APPOINTMENT OF THE INTERNAL AUDITOR.

The Finance Officer reported that she has carried out research on alternative local council internal auditors in the area and there don't seem to be any alternatives for this sector. CALC have also carried out research and have been unable to provide any other alternatives. It is a very niche area for auditing and there are not many auditors who are experienced to be able to undertake the work. Cornwall Council with CALC are currently putting an offer together for an internal audit service.

It was proposed by Councillor Fox, seconded by Councillor Phillips and **RESOLVED** to approve the three-year appointment of the Internal Auditor at a cost of £1,200 per annum.

164/20/21 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.

It was **RESOLVED** to note.

165/20/21 CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND.

None.

166/20/21 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

None.

167/20/21 TO RATIFY THE COVID-19 DELEGATED DECISION REGISTER.

Ref Nr.	Details	Decision Agreed	Committee
STC84	Website integration costs to allow for CIVICA Modern.gov application	APPROVED	P&F
STC85	Renewal of CANVA subscription	APPROVED	P&F
STC86	The procurement of an additional SSL certificate from April 2022 for two years due to CIVICA application requirements	APPROVED	P&F
STC87	Approve Transfer of £250,000 from Cornwall Council Investment A/C to Barclays Active Saver for operational expenditure up to 31 st March 2021	APPROVED	P&F
STC88	To renew Annual Fleet Motor Insurance with WPS	APPROVED	P&F

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

Councillors Phillips, B Samuels and P Samuels declared an interest in the next item and left the meeting.

168/20/21 TO CONSIDER COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS:

a. Community Chest

Application number.	Organisation	Amount requested
246	Rotary Club of Saltash	£1,000

It was proposed by Councillor Challen, seconded by Councillor Dent and **RESOLVED** to award £1,000.

b. Festival Fund

None.

169/20/21 TO RECEIVE A REPORT REGARDING THE PURCHASE OF IT EQUIPMENT FOR MEMBERS - COUNCILLOR BICKFORD.

Councillor Bickford gave a verbal report updating Members on the status of this item.

It was **RESOLVED** to note.

170/20/21 TO CONSIDER A REPORT FOR FUNDING FOR SCHOOL IT EQUIPMENT - BRUNEL FRIENDS ASSOCIATION.

It was proposed by Councillor Phillips, seconded by Councillor Miller and **RESOLVED** to refuse the application for funding.

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

171/20/21 TO CONSIDER THE FORMAL ADOPTION AND MAINTENANCE OF THE SALTASH FERRY SCULPTURE SITUATED ON TAMAR STREET.

It was proposed by Councillor Fox, seconded by Councillor Phillips and **RESOLVED** to formally adopt and maintain the Saltash Ferry Sculpture situated on Tamar Street.

Councillor Bickford was invited and returned to the meeting.

172/20/21 POLICIES:

a. Annual Statement of Internal Control

It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL.**

b. Annual Business Continuity Plan

It was **RESOLVED** to defer this item to the next Full Council meeting.

c. Annual Internal Audit Business Risk Assessment

It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL.**

d. Annual Treasury Management Strategy

It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL** subject to the document being reformatted.

e. Annual Reserves Policy

It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL**.

f. Anti Bribery Policy Statement & Anti Fraud & Anti-Corruption Strategy

It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL**.

g. Finance Schedule and Precept Plan

It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL**.

h. Scheme of Delegation

It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL**.

i. Financial Regulations

It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL**.

j. Risk Management Plan Statement

It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL**.

k. Risk Management Strategy

It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL**.

l. Receiving Public Questions at Meetings

It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL**.

173/20/21 TO ADOPT THE FOLLOWING POLICIES:

a. Co-option Policy

It was proposed by Councillor Miller, seconded by Councillor P Samuels and resolved to **RECOMMEND APPROVAL** subject to the removal of the requirement for a Proposer and Secunder on page 5 of the policy.

b. Equality and Diversity Policy

It was proposed by Councillor P Samuels, seconded by Councillor Peggs and resolved to **RECOMMEND APPROVAL**.

c. Communication Policy

It was **RESOLVED** to defer this item to the next Full Council Meeting.

d. Provision of IT and Acceptable Use Policy

It was proposed by Councillor Fox, seconded by Councillor Bickford and resolved to **RECOMMEND APPROVAL**.

174/20/21 TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:

a. Neighbourhood Plan Steering Group

Councillor Yates reported that the Neighbourhood Plan Steering Group is in the process of identifying an examiner.

b. Saltash Team for Youth

No report

c. Section 106 Steering Group

No report

175/20/21 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.

176/20/21 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

177/20/21 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

178/20/21 URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN.

None.

179/20/21 PRESS AND SOCIAL MEDIA RELEASES.

None.

DATE OF NEXT MEETING

Thursday 27 May 2021 at 6.30 pm

Rising at: 7.40 pm

Signed: _____
Chairman

Dated: _____