

## **SALTASH TOWN COUNCIL**

### **Minutes of a Meeting of the Policy and Finance Committee held on the virtual platform Zoom on Tuesday 8<sup>th</sup> September 2020 at 6.30 p.m.**

**PRESENT:** Councillors: J Dent, M Fox - Chairman, S Gillies, S Martin, S Miller, J Peggs, W Phillips – Vice Chairman, A Pinckney, J Rance, B Samuels, P Samuels, D Yates.

**ALSO PRESENT:** 2 Members of the Public, R Lane – Town Clerk, S Burrows – Assistant Town Clerk, D Joyce – Administration Officer, S Emmett – Finance Officer.

**APOLOGIES:** Councillors: R Bickford, G Challen, S Lennox-Boyd, M Parker.

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### **ANNOUNCEMENTS**

The Chairman confirmed that all present could hear the proceedings.

The Chairman confirmed all persons present.

The Chairman confirmed the meeting was quorate.

The Chairman informed all attendees of the procedure for the meeting.

**55/20/21      RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

None.

**56/20/21      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.

Councillor	Agenda Item	Pecuniary/ Non-Pecuniary	Reason	Left the Meeting	Remained at the Meeting and did not Vote
Fox	25 - 242	Pecuniary	Member of Saltash Lions	Yes	
Fox	25 – 244	Pecuniary	Blitz Committee Member	Yes	
Pinckney	25 – 242	Non-Pecuniary	Member of Saltash Lions	Yes	

- c. To consider dispensations required.

It was **RESOLVED** to note that a dispensation was in place for Councillor Rance which was awarded at Full Council on 6<sup>th</sup> July 2017 minute no. 168/17/18 for Full Council and all associated Committees in relation to her role as a Professional Youth Worker until the 5<sup>th</sup> May 2021.

Councillor Rance informed Members she would like to exercise her right to remain in the room and answer any questions relating to agenda item 21 and leave prior to a vote taking place.

**57/20/21      QUESTIONS FROM THE PUBLIC**

None.

**58/20/21      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

None.

**59/20/21      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>
REF 39	To increase the overall credit card limit to £7,500 and for the Administration Officer to be provided a credit card	APPROVED	P&F	N/A
REF 42	To split the Mayors allowance over 12 months instead of 10 for the year 20/21	APPROVED	P&F	N/A
REF 50	The purchase of an additional PC and monitor for the Assistant Service Delivery Manager to be situated at Longstone Depot.	APPROVED	P&F	N/A
REF 57	Professional Youth Work tender application opening	APPROVED	P&F	N/A
REF 60	People Safe - Lone working devices for staff. Two year contract for 10 devices	APPROVED	P&F	N/A
REF 62	Guildhall Phase one recovery purchase of signs, IT equipment, phone system and Water dispensers	APPROVED	P&F	N/A
REF63	Annual subscription to Survey Monkey	APPROVED	P&F	N/A

It was **RESOLVED** to approve the items listed on the COVID-19 Delegated Decision Register.

**60/20/21      ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 31<sup>ST</sup> JULY 2020**

It was **RESOLVED** to note.

**61/20/21      PETTY CASH RECONCILED UP TO 31<sup>ST</sup> JULY 2020.  
(Currently no transactions for this financial year due to COVID-19)**

It was **RESOLVED** to note.

**TO RECEIVE A REPORT FROM THE FINANCE OFFICER**

The Finance Officer briefed Members on the report provided:

**Covid 19 Budget Virement**

The need to purchase H&S materials and equipment to make council premises Covid 19 safe and to assist members of staff working from home. The total spend to date is £8,000. The Finance Officer recommended a transfer of £10,000 from general reserves to cover this and future purchases for Covid 19 H&S materials and equipment. The Finance Officer stated these were an accumulation of costs across all sites and have been previously approved.

It was **RESOLVED** to approve the virement transfer of £10,000 from General Reserves to budget code 6219 Covid 19 - H&S materials and equipment.

Members requested the Finance Officer provide a detailed and current list of all items purchased so far relating to COVID-19.

**ERDF Claim**

Following a successful submission for ERDF funding for the reopening of the town centre following government guidelines. The Finance Officer stated she was compiling the submission for the ERDF claim for the costs of this which includes all the extra measures that have been put in place to make the town centre Covid 19 safe. This has to be submitted in one claim. The Finance Officer has been informed by Cornwall Council the submission deadline will be towards the end of the year. The total spend so far is £2352 + extra staffing costs.

Comprising of:

Sanitiser Stations

Sanitiser

Publicity Materials

Street Signage

Extra cleaning of public toilets

It was **RESOLVED** to note.

**Annual Governance and Accountability Return 2019/20**

To note the external audit was completed and returned with no areas of concern. This is to be received at the next Full Council on the 1st October 2020.

It was **RESOLVED** to note.

**63/20/21      TO RECEIVE A REPORT ON VAT.**

The Finance Officer reported that the VAT return for the period 01/04/20 – 30/06/20 was submitted and a refund of £9,634 was received.

The Finance Officer informed Members the next VAT return is due on 7th November for the period 01/07/20 - 30/09/20.

It was **RESOLVED** to note.

**64/20/21      TO RECEIVE A REPORT ON INVESTMENTS.**

The Finance Officer reported the following investments:

- £200,000 with Public Sector Deposit Fund (Variable Interest Current Average 0.15%)  
The Finance Officer stated the updated variable interest figure is now 0.125%.
- £311,233 with Barclays Active Saver. (Interest Rate 0.01%)
- £280,650 with Nationwide on a 95 Days' Notice. (Interest Rate 0.4%)
- £506,029 with Cornwall Council instant Access Account. (Interest Rate Variable currently between 0.75%-0.80%)

It was **RESOLVED** to note.

**65/20/21      TO RECEIVE A COVID-19 IMPACT STATEMENT.**

It was **RESOLVED** to note.

**66/20/21      TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS.**

It was **RESOLVED** to note.

**67/20/21      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.

**68/20/21      CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND.**

None.

**69/20/21      TO RECEIVE AND APPROVE AMENDMENTS TO THE FINANCIAL REGULATIONS.**

The Finance Officer informed Members of the sections which required amending.

It was **RESOLVED** to approve the amendments to the Financial Regulations.

**70/20/21      TO RATIFY THE GUILDHALL RECOVERY PLAN AS APPROVED BY THE CHAIRS AND VICE CHAIRS OF POLICY AND FINANCE AND PERSONNEL COMMITTEES.**

Members discussed the Guildhall recovery plan and the option of hybrid meetings.

It was **RESOLVED** to approve the Guildhall Recovery Plan version 1.2 and that the document be received at all future Full Council meetings until further notice.

**71/20/21      TO APPROVE THE MINUTES OF THE FOLLOWING SUB-COMMITTEES AND TO CONSIDER ANY RECOMMENDATIONS**

None.

**72/20/21      TO CONSIDER ELIGIBILITY FOR CORNWALL COUNCIL'S FINANCIAL SUPPORT FOR TOWN AND PARISH COUNCILS THROUGH THE COVID-19 PANDEMIC.**

The Finance Officer reported that due to contingency levels currently held and the amount of loss predicted Saltash Town Council are not eligible for additional funding from Cornwall Council.

It was **RESOLVED** to note.

73/20/21 **TO RECEIVE A REPORT AND RECOMMENDATION FOR COMMISSIONING OF PROFESSIONAL YOUTH WORK TENDERS 2020/21.**

Councillor Rance read the report:

On Wednesday 29<sup>th</sup> July 2020 Saltash Team for Youth Working Party met on the virtual platform of Zoom to open and score the tenders received for the Professional Youth Work funding for the year 2020/2021.

**Attendees:** Councillors J Rance G Challen M Parker and P Samuels who attended as the Deputy Mayor (as agreed by the Working Party) to score any bids that Members declared an interest in so that the tenders would not be at a disadvantage.

**Apologies:** Councillor S Martin.

Tenders received are as follows:

1. Whitehead Ross Education and Consulting - Wales
2. The Core - Saltash
3. Junkyard Skatepark - Saltash
4. Livewire – Saltash

Whitehead Ross Education and Consulting did not fulfil the criteria.

The Working Party scored three tenders and unanimously agreed to recommend to Policy and Finance that:

Funding for the year 2020-21 be awarded as follows:

- Junkyard Skatepark £10,000
- The Core £15,000
- Livewire £15,000

Councillor Rance declared an interest and left the meeting.

It was **RESOLVED** to note and that the Commissioning Youth Work funding for 2020-21 be awarded to:

1. Livewire - £15,000
2. The Core - £15,000
3. Junkyard Skatepark - £10,000

Councillor Rance was invited back into the meeting and returned.

**74/20/21      TO RECEIVE A VERBAL REPORT FROM COUNCILLOR PHILLIPS REGARDING THE INSTALL OF THE TAPESTRY AT THE GUILDHALL.**

Councillor Phillips informed Members that the tapestry is now displayed in the Guildhall long room.

It was **RESOLVED** to note.

**75/20/21      TO CONSIDER APPOINTMENTS TO THE FOLLOWING WORKING PARTIES:**

<b>Working Party</b>	<b>Current Councillor Representatives</b>
Neighbourhood Plan Steering Group	Cllrs & Yates
Saltash Team for Youth	Cllrs Challen, Martin, Rance and Parker
Section 106 Steering Group	Cllrs Dent & Peggs, Mayor & Deputy Mayor
Strategic Working Party	Cllrs Bickford, Dent, Lennox-Boyd, Martin, Parker, Peggs, Phillips, B Samuels, P Samuels, Yates.

Neighbourhood Plan Steering Group

Following a vote, it was **RESOLVED** to appoint all Councillors as representatives with Councillors Dent and Yates reporting to Council on matters regarding the Neighbourhood Plan Steering Group.

Saltash Team for Youth

Following a vote, it was **RESOLVED** to appoint the existing Members Councillors Challen, Martin, Rance and Parker to the Saltash Team for Youth Working Party.

Section 106 Steering Group

Following a vote, it was **RESOLVED** to appoint the existing Members and the Section 106 Steering Group be recategorized under an appropriate heading as the group is a Partnership and does not reflect a Working Party.

Strategic Working Party

Following a vote, it was **RESOLVED** to appoint the existing Members Cllrs Bickford, Dent, Lennox-Boyd, Martin, Parker, Peggs, Phillips, B Samuels, P Samuels, Yates to the Strategic Working Party.



76/20/21

**POLICIES:**

- a. To receive and approve the Civic Award Protocol Policy.  
(Pursuant to P&F held on 9.06.20 minute no. 36/20/21)

It was **RESOLVED** to:

1. Clarify the age eligibility of the Youth Citizen Award to state the applicant must be under the age of 21 at the start of an academic school year.
2. Approve and adopt the Civic Award Protocol Policy.

- b. To receive the policy for Operation London Bridge.  
(Pursuant to P&F held on 09.06.20 minute no.33/20/21)

**Book of Condolences**

It was **RESOLVED** to hold the book of condolences at the Library for a period of two years and then transfer and display in the Guildhall Chamber display cabinet.

**Town Seal Badge**

It was **RESOLVED** to approve delegated authority to the Chair and Vice Chair for the procurement of a Town Seal badge within budget to be worn upon the death of a Royal and at a Town Council Civic Funeral.

Councillor Dent proposed the Council approve and adopt the policy Operation London Bridge. Cllr Phillips seconded Cllr Dent's proposal.

It was **RESOLVED** to approve and adopt the Operation London Bridge policy.

- c. To receive and approve the changes to the Guildhall booking form.

It was **RESOLVED** to approve subject to:

1. An amendment to include a refund will be issued in any event and not just in the event of a pandemic.
2. Refunds include either a credit note or monies returned to the hirer.
3. Final approval from the Chair and Vice Chair.

77/20/21      **TO CONSIDER COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS**

a. Community Chest:

Councillor Miller left the meeting.

Councillors Fox and Pinckney declared an interest in the next agenda item and left the meeting.

Vice Chair in the Chair.

242    Coombe Woods Regeneration Project    £600.00

Cllr Rance proposed the Council award the whole amount to Coombe Woods Regeneration Project. Cllr Phillips seconded Cllr Rance's proposal.

It was **RESOLVED** to award £600.00

Councillors Fox and Pinckney were invited and returned to the meeting.

The Chair returned to the Chair.

243    Saltash Rugby Football Club                      £1,000.00

Cllr Fox proposed the Council award the whole amount to Saltash Rugby Football Club. Cllr Rance seconded Cllr Fox's proposal.

It was **RESOLVED** to award £1,000.00

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

Vice Chair in the Chair.

244    Saltash 1941 Blitz Committee                      £1,000.00

Cllr Phillips proposed the Council award the whole amount to Saltash 1941 Blitz Committee. Cllr Peggs seconded Cllr Phillip's proposal.

It was **RESOLVED** to award £1,000.00

Councillors Fox and Pinckney were invited and returned to the meeting.

The Chair returned to the Chair.

b. Festival Fund:

None.

**78/20/21      TO RECEIVE REPORTS FROM WORKING GROUPS**

None.

**79/20/21      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.

**80/20/21      AS REQUIRED OR IF NECESSARY**

None.

**81/20/21      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**82/20/21      URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN.**

None.

**83/20/21      PRESS AND SOCIAL MEDIA RELEASES**

It was **RESOLVED** to issue the following Press and Social Media releases:

1. Community Chest Awarded funds.
2. Saltash Chronicles Tapestry displayed at the Guildhall.

**84/20/21      DATE OF NEXT MEETING**

Tuesday 10th November 2020 at 6.30 p.m.

Rising at 8:04 p.m.

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

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