

## SALTASH TOWN COUNCIL

### Minutes of a Meeting of the Policy and Resources Committee held at The Guildhall on Tuesday 18<sup>th</sup> September 2018 at 7:30 p.m.

**PRESENT:** Councillors: R Bickford, J Brady (Mayor, ex-officio voting), G Challen (Deputy Mayor, ex-officio voting), J Dent, S Miller, B Phillips - Chairman, M Parker, J Rance, B Samuels, P Samuels - Vice Chair, D Yates.

**ALSO PRESENT:** R Lane – Town Clerk, S Emmett – Finance Officer, A Chick – Administration Officer.

**APOLOGIES:** Councillors: G Taylor.

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#### **HEALTH AND SAFETY ANNOUNCEMENTS**

The Chairman informed those present of the actions required in the event of a fire or emergency.

#### **89/18/19 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

None.

#### **90/18/19 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>
Bickford	None.		
Brady	None.		
Dent	19b	Non-pecuniary.	Member of committees that may be affected by changes.
Miller	None.		
Parker	None.		
B Samuels	None.		
Yates	None.		

**91/18/19**      **QUESTIONS FROM THE PUBLIC**

None.

**92/18/19**      **TO APPROVE THE MINUTES OF THE FOLLOWING SUB-COMMITTEES**

a. Property Maintenance held on 20<sup>th</sup> July 2018.

It was **RESOLVED** to note and that the minutes of the Property Maintenance Sub Committee were approved at Full Council held on the 2<sup>nd</sup> August 2018.

**93/18/19**      **ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 31<sup>ST</sup> AUGUST 2018.**

It was **RESOLVED** to note.

**94/18/19**      **PETTY CASH RECONCILED UP TO THE 31<sup>ST</sup> AUGUST 2018**

It was **RESOLVED** to note.

**95/18/19**      **TO NOTE THAT AN AUDIT ON RECENT SUPPLIER PAYMENTS WAS CONDUCTED BY THE CHAIRMAN OF POLICY & RESOURCES IN LINE WITH THE COUNCIL'S FINANCIAL REGULATIONS. IT WAS NOTED THAT THERE ARE NO DISCREPANCIES TO REPORT**

It was **RESOLVED** to note.

**96/18/19**      **TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS**

It was **RESOLVED** to note.

**97/18/19**      **TO RECEIVE A REPORT ON INVESTMENTS**

It was **RESOLVED** to note.

**98/18/19**      **TO CONSIDER COMMITTEE BUDGET VIREMENTS FROM THE DEVOLVED ASSETS AND SERVICES GENERAL RESERVE FOR ADDITIONAL BUDGET COSTS INCURRED FOR DEVOLVED ASSETS AND SERVICES**

It was **RESOLVED** to defer this and agenda item 13 based on agenda item 14 as these two items are dependent on the decision of item 14 which also has a synergy with agenda item 23.

**99/18/19**      **TO RECEIVE A REPORT ON THE DRAFT REVISED COMMITTEE BUDGETS 2019/20**  
**(Pursuant to minute nr. 71/18/19 held on 28.08.18)**

It was **RESOLVED** to defer as per minute 98/18/19.

**100/18/19**      **TO RECEIVE A REPORT ON A PROPOSED FINANCE PACKAGE**  
**(Pursuant to minute nr. 75/18/18 held on 28.08.18)**

It was **RESOLVED** to approve the purchase of the new finance package Xero, staff training and set up assistance allocating costs to budget - SAGE Accounts.

**101/18/19**      **CLERK'S REPORT ON DELEGATED AUTHORITY TO SPEND**

None.

**102/18/19**      **TO RECEIVE CODE OF CONDUCT DETERMINATION NOTICES**

None.

**103/18/19**      **TO CONSIDER COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS**

None.

**104/18/19**      **TO CONSIDER THE APPOINTMENT OF A DATA PROTECTION OFFICER**  
**(Pursuant to minute nr 81/18/19 held on 28.08.18)**

It was **RESOLVED** to defer pending a report from the Senior Policy and Data Compliance Monitoring Officer who will attend the next meeting to explain how preparing the work in readiness for the Data Protection Officer will affect the level of staff time.

**105/18/19 TO APPROVE AND ADOPT STC POLICIES**

a. Information Security Policy.

It was **RESOLVED** to defer until the next meeting, so the Senior Policy and Data Compliance Monitoring Officer can produce a summary and forecast of future policies; also, to attend the next meeting to go through the policies and answer any queries from members.

Councillor Dent left the meeting.

b. Grants Policy & Application  
(pursuant to minute nr 82/18/19 held on 28.08.18).

It was **RESOLVED** that:

1. The Grants Policy & Application be re-submitted to the next meeting with amendments.
2. Any amendments to be emailed to the Chairman and Vice-Chairman.

Councillor Dent was invited and returned to the meeting.

c. Annual Governance Statement 2018/19

It was **RECOMMENDED** that the Annual Governance Statement 2018/19 be approved at the next Full Council meeting.

**106/18/19 FUTURE INSURANCE PROPOSALS (WPS)**

It was **RESOLVED** to defer until the next financial year.

**107/18/19 TO CONSIDER THE PROCESS FOR THE DELIVERY OF YOUTH WORK BID PROPOSALS 2018/19 FUNDING**

It was **RESOLVED** that the existing members of the working party Councillors Challen, Rance, Taylor and Warrington remain on the working party reporting to Full Council.

**108/18/19**    **TO CONSIDER CCTV OPTIONS**

Councillor Challen informed members that Devon & Cornwall Police will be contacting her again and they do support STC, and Cornwall Council have confirmed the scheme could be appropriate to attract S106 funding.

It was **RESOLVED** that:

1. Councillor Challen put together a report with costings, maps and other scheme information for the next meeting.
2. Councillor Challen to ask her consultant to attend the next meeting to present a CCTV scheme for the town.

**109/18/19**    **TO CONSIDER COMMITTEE RE-STRUCTURE PROPOSALS**

Proposal that the main full council will meet once a month to receive statutory undertakings, urgent matters, any urgent planning applications and committee minutes.

Committees will consist of P and R, Services, Burial Authority and Planning (names may change) with a membership of all councillors with voting rights except for Staffing and Burial Board that will remain the same.

The committees will have detailed terms of reference, staffing budgets and full delegated authority to resolve all business bar any items required to be taken by FC under statute and any major items outside of its terms of reference or budget that will be recommended to Full Council enabling a more timely efficient and effective process for the council to conduct its business.

The restructuring of committees will also link into the new financial package efficiently.

It was unanimously **RECOMMENDED** that:

1. Subject to Calc confirming that STC will be honouring statutory duties, the new structure to start from 2019/20.
2. The Town Clerk to inform members that this will be happening and will be discussed at Full Council.

**110/18/19**    **TO CONSIDER AUDIO RECORDINGS OF COUNCIL MEETINGS**

Item taken under 111/18/19

**111/18/19 TO CONSIDER BROADCASTING OF COUNCIL MEETINGS**

It was **RECOMMENDED** that:

1. Full Council and all committee meetings be recorded and live streamed.
2. Councillor Dent progress the project and investigate GDPR, Data Protection and FOI implications.

**112/18/19 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.

**113/18/19 AS REQUIRED OR IF NECESSARY**

None.

**114/18/19 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**115/18/19 URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR**

None.

**116/18/19 PRESS RELEASES**

None.

**117/18/19 DATE OF NEXT MEETING**

Tuesday 16<sup>th</sup> October 2018 at 7:00 p.m.

Rising at: 9.35p.m.

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

Chairman

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