

## SALTASH TOWN COUNCIL

### Minutes of a Meeting of the Policy and Resources Committee held at The Guildhall on Tuesday 23<sup>rd</sup> October 2018 at 6:30 p.m.

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

**ALSO PRESENT:** 9 Members of the Public, H Frank – Cornwall Councillor, R Lane – Town Clerk, S Emmett – Finance Officer, A Chick – Administration Officer.

**APOLOGIES:** Councillors Brady.

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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.

### **118/18/19** RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

Cornwall Councillor H Frank declared that the meeting would be recorded.

### **119/18/19** 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.

Councillor	Agenda Item	Pecuniary/Non-pecuniary	Reason
Challen	17	Non-pecuniary.	Family member. Did not leave the meeting as subject not discussed.

- c. To receive a request from Councillor Bickford as a Saltash Regatta Committee member for dispensation to take part in the discussion but not vote on item 18b of this meeting.

It was **RESOLVED** to approve the dispensation request from Councillor Bickford.

**120/18/19 QUESTIONS FROM THE PUBLIC**

It was **RESOLVED** to defer to item 17 on the agenda.

**121/18/19 TO APPROVE THE MINUTES OF THE FOLLOWING SUB-COMMITTEES**

None.

**122/18/19 ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 30<sup>th</sup> SEPTEMBER 2018**

It was **RESOLVED** to note.

**123/18/19 PETTY CASH RECONCILED UP TO THE 30<sup>TH</sup> SEPTEMBER 2018**

It was **RESOLVED** to note.

**124/18/19 TO RECEIVE A REPORT ON VAT**

It was **RESOLVED** to note.

**125/18/19 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.

**126/18/19 TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS**

It was **RESOLVED** to note.

**127/18/19 AUDIT REPORT INTERIM INTERNAL AUDIT**

All recommendations of the internal auditor had been implemented prior to receipt of his report.

It was **RESOLVED** to note.

**128/18/19 TO CONSIDER COMMITTEE BUDGET VIREMENTS FROM THE DEVOLVED ASSETS AND SERVICES GENERAL RESERVE FOR ADDITIONAL BUDGET COSTS INCURRED FOR DEVOLVED ASSETS AND SERVICES**

These have all previously been agreed and consolidated.

It was **RECOMMENDED** to approve.

**129/18/19 TO RECEIVE A REPORT ON THE DRAFT REVISED COMMITTEE BUDGETS STATEMENT PRESENTATION FOR 2019/20**

The revised committee budget statements will link in with Xero the new finance package. Each committee will have its own allocation enabling the true operating costs to be seen

It was **RESOLVED** to note.

**130/18/19 TO SET THE POLICY AND RESOURCES COMMITTEE BUDGET FOR 2019/10**

It was unanimously **RESOLVED** that the budget (attached) be submitted to Full Town Council subject to the Statutory Contingency being agreed at the precept setting meeting for recommendation to Full Council.

**131/18/19 CLERK'S REPORT ON DELEGATED AUTHORITY TO SPEND**

None.

**132/18/19 TO RECEIVE CODE OF CONDUCT DETERMINATION NOTICES**

- a. Date 16.08.2017 Reference CCN002/17/18 Councillor Brady
- b. Date 04.10.2018 Reference CCN018/18/19 Councillor Brady
- c. Date 20.04.2018 Reference CCN046/17 Councillor Brady

It was **RESOLVED** to:

1. Refer all items under item 17 to the Full Town Council meeting on the 1<sup>st</sup> November 2018.
2. That all future Code of Conduct complaints and breaches received that are public documents and not private and confidential as directed by the Monitoring Officer be received at Full Town Council.

**133/18/19**    **TO CONSIDER COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS**

- a. Community Chest: None.
- b. Festival Fund:
  - i. Application 88 – Saltash Music, Speech and Drama Festival £1,000.00

It was **RESOLVED** to approve a payment of £1,000.00 to the Saltash Music, Speech and Drama Festival.

Councillor Bickford left the meeting.

- ii. Application 89 – Saltash Regatta Committee £2,288.40

It was **RESOLVED** to approve a payment of £2,288.40 to the Saltash Regatta Committee.

Councillor Bickford was invited and returned to the meeting.

**134/18/19**    **TO APPROVE AND ADOPT STC POLICIES**

- a. Grants Policy and Application (**pursuant to minute number 105/18/19 held on 18.09.18**).

It was **RESOLVED** to

1. Defer to the next meeting.
2. Ensure that Councillor Bickford view the document before the next meeting and to liaise with the Office Manager.

**135/18/19**    **TO CONSIDER AUDIO RECORDINGS AND BROADCASTING OF COUNCIL MEETINGS**

The committee considered the report submitted by Councillor Dent.

It was **RESOLVED** that Councillor Dent progress with a view to identifying a scheme and its cost, bring a report to the next meeting to either implement now or precept for next year.

**136/18/19 TO CONSIDER AMENDMENTS TO THE MAYOR'S PROTOCOL GUIDE – COUNCILLOR CHALLEN**

It was **RESOLVED** that

1. The Mayor's Protocol Guide be emailed to all members.
2. Councillor Challen to provide a report to Full Town Council of all proposed changes subject to conformity with the Civic and Ceremonial guide.

**137/18/19 TRANSPORTATION (BUS/TRAIN/ROAD)**

None.

**138/18/19 TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES**

- a. Neighbourhood Plan Steering Group:

Councillor Yates updated members on progress to date.

It was **RESOLVED** to note.

- b. Road Safety Committee: None.

**139/18/19 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.

**140/18/19 AS REQUIRED OR IF NECESSARY**

None.

**141/18/19 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**142/18/19 URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR**

None.

**143/18/19 PRESS RELEASES**

None.

**144/18/19 DATE OF NEXT MEETING**

Tuesday 20<sup>th</sup> November 2018 at 7:00 p.m.

Rising at: 8.35p.m.

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

Chairman

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