

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Policy and Resources Committee held at The Guildhall on Tuesday 20th December 2011 upon the rising of Full Council

PRESENT: Councillors: M Gee (Chair), R Austin, D Holley, A Killeya, C Oakes, W Phillips, D Yates.

ALSO PRESENT: Ray Lane - Town Clerk

APOLOGIES: Councillors: Mrs H Frank, Mrs S Hooper MBE, M Killeya, C Riches, P Stephens ISM.

HEALTH AND SAFETY ANNOUNCEMENTS

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

111/11/12 DECLARATIONS OF INTEREST

Name	Agenda Item	Personal/ Prejudicial	Reason
Gee	9 - 137	Personal and Prejudicial	Treasurer of Livewire
Bickford	9 - 136	Personal	Relation a member.
Austin	9 - 136	Personal	Relation a member.

112/11/12 QUESTIONS FROM THE PUBLIC

None.

Prior to the next item the Chairman informed members he would be taking agenda item 16.

113/11/12 TOWN CRIER

(a) Report on consideration of purchase of uniform

(b) Town Crier status

Councillor Ellison spoke to members and requested they give consideration to the Town Criers official status with the council.

Members considered the issues concerned with an official appointment related to that of the Town Sergeant and Macebearer and the purchase of a uniform.

It was **RESOLVED** that the matter be deferred to a future meeting to allow the preparation of a report by Councillor A Killeya and information to be gathered from other councils employing a Town Crier by the Clerk.

114/11/12 CLERK'S REPORT ON DELEGATED AUTHORITY TO SPEND

No report.

115/11/12 FINANCE

(a) Interim audit report year end 31.03.2012

The Chairman presented the Interim audit report year-end 31.03.2012 to members.

It was **RESOLVED** that the report be received and noted and the recommendations therein be adopted.

(b) Report from Finance Officer

The Chairman reported that he had met with the Finance Officer and his report would be covered in amongst the following items.

It was **RESOLVED** that the report be noted.

(c) Current Committee budget statement

The Chairman informed members this item would be covered in section (d).

It was **RESOLVED** that the report be noted.

(d) Budget for 2012/13

The Chairman presented the proposed budget as worked up by committees for member's consideration.

It was **RESOLVED** that the Civic Amenities, Industry, Commerce, Transportation and Tourism and Staffing Committees budgets be referred back to their committees for review of the 2011/12 outturn forecasts and 2012/13 budget.

It was further **RESOLVED** that the Town Clerk and Chairman would bring back a proposal to committee to reduce the net revenue budget by making transfers of approximately £30,000 from the general reserves to specific allocated reserves, where the allocations for those items are likely to be on-off top-ups to earmarked funds and not regularly yearly items.

(e) Update on Guildhall VAT registration

The Clerk reported that the work with the consultants was ongoing and would be finalised following the end of the financial year.

It was **RESOLVED** that the report be noted.

(f) To raise the petty cash level in standing orders from £100 to £200

The Chairman requested members consider increasing the petty cash level from £100 to £200 and amend standing order accordingly.

It was **RESOLVED** that the petty cash level be increased from £100 to £200 and standing order's be amended accordingly.

(g) Fees and charges

The Chairman requested members give consideration to determining the level of fees and charges for 2012/13.

The Chairman reported that bookings for the Guildhall for the year were down by 10% and members should give this due consideration in their deliberations.

It was **RESOLVED** that there be no increase in the fees and charges for 2012/13.

(h) Churchtown cemetery final budget closedown

Councillor Austin reported that the report could not yet be closed due to outstanding payments related to the official contract finalisation.

It was **RESOLVED** that the item be referred to a future meeting at the end of the financial year upon the finalisation of the contract.

116/11/12

INSURANCE

(a) Civic Regalia – different methods of valuation – further details

The Chairman informed members of the opportunity to reduce the insurance premium paid for the regalia cover based on replica valuations as opposed to a reinstatement basis.

It was **RESOLVED** that:

1. The insurers report be referred to the regalia valuer for further evaluation.
2. A quote be obtained from a professional photographer to create a detailed photographic record of the regalia.
3. The regalia repair company be contacted to determine the level of detail required for the restoration/replacement of regalia.

4. Councillor Holley determine the potential for an in-house photographic record.

117/11/12 GUILDHALL

(a) Report from Working Group

No report.

(b) Quotation for fixed projector in Council Chamber

Members considered the installation of a projector in the Council Chamber and associated costs.

It was **RESOLVED** that no further action be taken.

118/11/12 COMMUNITY CHEST APPLICATIONS

134 Spectrum

It was **RECOMMENDED** that

1. the application does not meet the application criteria and cannot be considered.
2. Councillor A Killeya will provide an options report on establishing a fund for charities for future consideration by Full Council
3. A letter be sent explaining the circumstances for non-consideration of the application.

135 Cornwall Council Playing Fields Association

It was **RECOMMENDED** that

1. the application does not meet the application criteria and cannot be considered.
2. A letter be sent explaining the circumstances for non-consideration of the application.

136 Saltash Blind and Partially Sighted Club

It was **RECOMMENDED** that

1. The application does not meet the application criteria and cannot be considered.
2. A letter be sent explaining the circumstances for non-consideration of the application.

Prior to the next application the Chairman declared a personal and private interest and left the meeting.

Mayor in the Chair.

137 Livewire Youth Project

It was **RECOMMENDED** that £1000 be awarded.

119/11/12 **UPDATE ON POLICY FOR ADDITIONAL PROCEDURES**
(Councillors Gee and M Killeya)

It was **RESOLVED** that the item be referred to a future meeting.

120/11/12 **UPDATE ON OFFER FROM CORNWALL COUNCIL TO LEASE A**
PIECE OF LAND TO THE TOWN COUNCIL TO ACCOMODATE
THE PROPOSED ASHTORRE FERRY MONUMENT

The Clerk reported that progress was being made between Ashtorre and Cornwall Council and that the Town Council would be involved upon the completion of their arrangements.

It was **RESOLVED** that the report be noted.

121/11/12 **CIVIC REGALIA**

(a) Security – Report from Insurers

The Clerk reported that the requirements of the insurance company were being met within the Guildhall works related to the installation of the safe.

It was **RESOLVED** that the report be noted.

(b) Cleaning and refurbishment of Civic Regalia (chains and medallions)

The Chairman reported that arrangements had been made for the cleaning and refurbishment of the civic regalia starting in January.

It was **RESOLVED** that the report be noted.

122/11/12 **POLICY FOR ASSET TRANSFER FROM CORNWALL COUNCIL**

(a) Public Toilets – Report from Working Party

Members considered the current status of the situation with Cornwall Council.

It was **RESOLVED** that Councillor Austin will progress a report.

123/11/12 **USE OF S106 MONEY TO HAVE A LASTING LEGACY – REPORT**
FROM WORKING PARTY

The Chairman reported that the initiative was ongoing.

It was **RESOLVED** that the report be noted.

124/11/12 **SOCIAL ENTERPRISE LOCAL COUNCILLOR FORUM – Councillor Austin**

Members considered the opportunity to take up membership.

It was **RESOLVED** that no further action be taken.

125/11/12 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 and having regard to the confidential nature of the business to be discussed, it was **RESOLVED** that the press/public be excluded from the meeting for the following item of business.

126/11/12 **AS REQUIRED OR IF NECESSARY**

YELLOW TOR – UPDATE

Members considered an update report from the Clerk.

It was **RESOLVED** that no further action be taken

127/11/12 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was **RESOLVED** that the public and press be re-admitted to the Meeting.

128/11/12 **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR**

Site Visits

It was **RESOLVED** that an item “Protocol for site visits by councillors” be put on the next agenda.

129/11/12 **PRESS REPORTS**

None

130/11/12 **DATE OF NEXT MEETING**

24TH January 2012 (Precept setting)

Rising at 9.35 p.m.

Signed: _____
Chairman

Dated: _____
5th January 2012

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