

## SALTASH TOWN COUNCIL

### Minutes of a Meeting of the Policy and Resources Committee held at The Guildhall on Tuesday 21<sup>st</sup> February 2012 upon the rising of Full Council

**PRESENT:** Councillors: M Gee (Chair), R Austin, Mrs H Frank, D Holley, Mrs S Hooper MBE, M Killeya, C Oakes, W Phillips, P Stephens ISM, D Yates.

**ALSO PRESENT:** Ray Lane - Town Clerk

**APOLOGIES:** Councillors: A Killeya, C Riches.

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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.

#### **139/11/12     DECLARATIONS OF INTEREST**

<b>Name</b>	<b>Agenda Item</b>	<b>Personal/ Prejudicial</b>	<b>Reason</b>
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None

#### **140/11/12     QUESTIONS FROM THE PUBLIC**

None

#### **141/11/12     CLERK'S REPORT ON DELEGATED AUTHORITY TO SPEND**

No report.

#### **142/11/12     FINANCE**

(a) Report from Finance Officer

The Chairman reported that the monthly bank reconciliation had been completed and VAT receipts were up to date.

He further reported that there were a number of bad debtors relating to hall hires that would need to be considered for write off at the next meeting and as a result of this the contract conditions for hall hire would need to be re-evaluated.

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

**(b) Current Committee budget statement**

The Chairman presented the current committee budget statement to the 31.1.12. and reported that from 1<sup>st</sup> April the report will contain an overall statement of all committee budgets, emf and reserve balances.

He further reported that the sum of £100,000 had been transferred for investment with the bank.

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

**(c) Churchtown cemetery final budget closedown**

The Chairman reported that the budget would be finalised by the 31<sup>st</sup> March 2012.

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

**143/11/12      INSURANCE**

**(a) Civic Regalia – different methods of valuation – update**

The Chairman reported that the issue was awaiting further information from the insurance company and valuers.

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

**144/11/12      COMMUNITY CHEST APPLICATIONS**

None

**145/11/12      UPDATE ON POLICY FOR ADDITIONAL PROCEDURES  
(Councillors Gee and M Killeya)**

The Chairman reported that work was ongoing.

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

**146/11/12      UPDATE ON OFFER FROM CORNWALL COUNCIL TO LEASE A  
PIECE OF LAND TO ACCOMODATE THE PROPOSED ASHTORRE  
FERRY MONUMENT**

The Clerk reported that he was awaiting documents from Cornwall Council pending the agreement between Cornwall Council and Ashtorre to progress the matter.

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

**147/11/12**      **UPDATE ON POLICY FOR ASSET TRANSFER FROM CORNWALL COUNCIL**

(a) Public Toilets – report from Councillor Austin

Councillor Austin presented his asset transfer report and recommendations for Members consideration.

It was **RECOMMENDED** that the report be considered for approval at the meeting of the Full Council on 1<sup>st</sup> March 2012.

It was **RESOLVED** that:

1. Option 2 be the preferred option to take over 4 car parks and return any surplus funds to Cornwall Council.
2. An invitation be sent to Julian German – Cabinet Member for Localism, Sustainability and Devolution to attend the next meeting of Full Council on 5<sup>th</sup> April 2012 and forward all previous correspondence to him.

**148/11/12**      **CIVIC REGALIA**

(a) Update on cleaning/repair

The Chairman reported that work had now been completed subject to readjustment of ribbon lengths.

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

**149/11/12**      **USE OF S106 MONEY TO HAVE A LASTING LEGACY**

The Chairman reported that report was ongoing.

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

**150/11/12**      **HEALTH AND SAFETY WALL REPAIRS AT ST STEPHENS CEMETERY (REFERRED FROM TOWN COUNCIL MEETING 17<sup>TH</sup> JANUARY 2012)**

The Chairman and Clerk updated members on the current condition of the wall and informed members that it had been taped and cordoned off for public safety.

It was further reported that following consultation with Cornwall Council as to the walls ownership it had been identified that it was this councils responsibility to repair the wall.

It was **RESOLVED** that:

1. The repairs as identified in the contract managers report be conducted up to a value of £5000 financed from general reserves and that an emf be established for future ongoing repairs.
2. That each committee establish a futures schedule for recording emf budget work requirements as identified through the year for the following years budget.

**151/11/12**      **PAPER FROM THE STAFFING COMMITTEE ON THE STATUS OF THE TOWN CRIER**

Members considered Councillor A Killeya's paper on the status of the Town Crier.

It was **RECOMMENDED** that the paper be put to Full Council for adoption subject to:

Section C Outside Employment paragraph x to read:

The Crier to be permitted to participate in any Town Crier competitions agreed by prior approval of the Staffing Committee and to wear the town seals and receive a remuneration.

It was **RESOLVED** that the item be referred to agenda item 19.

**152/11/12**      **NOMINATIONS FOR THE FREEDOM OF THE TOWN**

It was **RESOLVED** to refer the item to a future meeting.

**153/11/12**      **CIVIC EVENT ORDER OF PRECEDENCE PROTOCOL**

Members considered a proposed protocol (copy on file) for all civic events.

It was **RESOLVED** that:

1. The protocol be adopted subject to the inclusion of the May Queen and Princesses lining up with the Town Crier.
2. The Town Sergeant to instruct and form up the parade as per the protocol at all civic events.
3. Truro Town Council be contacted to obtain a charter list.

**154/11/12**      **PROTOCOL FOR CONSIDERING PLANNING APPLICATIONS**

It was **RESOLVED** to refer the item to a future meeting.

**155/11/12**      **PROTOCOL FOR SITE VISITS BY COUNCILLORS**

It was **RESOLVED** to refer the item to a future meeting.

**156/11/12**      **MAKING A DONATION TO THE CITIZENS ADVICE BUREAU**

Members considered a request for funding by the Citizens Advice Bureau.

It was **RESOLVED** that a CAB representative be invited to attend a future meeting of Council to provide members with information with regard to their work particularly in Saltash.

**157/11/12**      **TOC H BUILDING**

Councillor Austin informed members Cornwall Council were in the process of selling the building if this council had no other use for it and requested members submit any ideas for the use of the building.

The Chairman requested that any suggestions for its use put forward were cognisant of funding and budget requirements.

It was **RESOLVED** to note the report.

**158/11/12**      **AGENDA ITEMS FOR TOWN COUNCIL MEETINGS**

The Chairman referred to the subject of prayers at Full Council meetings.

It was **RESOLVED** that a prayer session would be held prior to and not form any part of a meeting.

**159/11/12**      **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.

**160/11/12**      **AS REQUIRED OR IF NECESSARY**

None

**161/11/12**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**162/11/12**      **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR**

None

**163/11/12**      **PRESS REPORTS**

