

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Policy and Resources Committee held at The Guildhall on Tuesday 17th April 2012 upon the rising of Full Council

PRESENT: Councillors: M Gee (Chair), R Austin, Mrs H Frank, Mrs S Hooper MBE, A Killeya (part), M Killeya (part), C Oakes, W Phillips, C Riches, D Yates.

ALSO PRESENT: 3 members of the public (part), Ray Lane - Town Clerk

APOLOGIES: Councillor: D Holley.

HEALTH AND SAFETY ANNOUNCEMENTS

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

1/12/13 DECLARATIONS OF INTEREST

Name	Agenda Item	Personal/Prejudicial	Reason
Oakes	8/147	Personal/Prejudicial	Chairman of District Scouts
Austin	8/142	Personal/Prejudicial	Chair of Churchtown Farm Nature Reserve
	8/146	Personal	Negotiating with Cornwall Council on SEA behalf
	8/147	Personal	Negotiating with Cornwall Council on letting proceedings
Hooper	8/143	Personal/Prejudicial	President of S.L.C.
	8/144	Personal/Prejudicial	Chair of Consortium Fund Raising Committee
Yates	8/146	Personal	Member of SEA
A Killeya & M Killeya	8/141 8/142 8/144 8/146 8/147	Personal	Members of SEA, Heritage, Churchtown, acquainted with applicants for Scouts and Air Cadets.
Frank	8/139 8/140	Personal	Personally acquainted with members of groups.

8/144
8/145
8/147

02/12/13 **QUESTIONS FROM THE PUBLIC**

None.

The Chairman informed members that he would be amending the agenda order and taking item 8 next.

03/12/13 **COMMUNITY CHEST**

(a) Principal of Community Chest Funds being used for payment of employees and/or contractors by the applicant

It was **RESOLVED** that applications which meet the funding criteria and are ongoing long term would be eligible for funding of employees and/or contractors in the first year only.

(b) Community Chest applications

It was **RECOMMENDED** that:

1. Tamar Protection Society Elliott's Store/Saltash Museum application be returned for more information and detail.
2. Saltash Camera Club be awarded £400
3. Saltash Sailing Club Cadets be awarded £600
4. Saltash Air Training Corps be awarded £500

Prior to the next application Councillor Austin declared a prejudicial interest and left the meeting.

5. Friends of Churchtown Farm Community Nature Reserve be awarded £1000

Councillor Austin was invited and rejoined the meeting.

Prior to the next item Councillor Mrs S Hooper MBE declared a prejudicial interest in the next 2 applications and left the meeting.

6. Saltash Ladies Choir be awarded £250

7. Saltash Ferry Telegraph Fund be awarded £1500

Councillor Mrs S Hooper MBE was invited and rejoined the meeting.

8. Ferry 50 Festival – Ashtorre Rock be awarded £1000 providing they maintain the monument.
9. Saltash Environmental Action be awarded £500

Prior to the next item Councillor Oakes declared a personal and prejudicial interest and left the meeting.

10. 2nd Saltash Scout Latchbrook Community Centre be awarded £480

Councillor Oakes was invited and rejoined the meeting.

04/12/13 **CLERK’S REPORT ON DELEGATED AUTHORITY TO SPEND**

No report.

05/12/13 **FINANCE**

(a) Report from Finance Officer

The Chairman reported he had met with the Finance Officer who was currently working up the yearend statement of accounts for external audit.

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

(b) Current Committee budget statement

Members considered the year end accounts for 2011/12.

It was **RESOLVED** that the accounts be received and accepted.

(c) Churchtown cemetery final budget closedown

The Chairman reported on the budget closedown stating that subject to £9000 of committed expenditure consisting of:

- £5000 contract management fee
- £2000 contractual works for a water supply
- £2000 completion of entrance works

The project had been completed within budget.

It was **RESOLVED** that £9000 be retained in the capital accounts for the committed expenditure.

(d) Interest on Lidl money and Saltash Town Council deposit account

Members considered the issue of investing the Lidl S106 funds in an annual investment bond and the allocation of interest accrued.

It was **RECOMMENDED** that:

1. The Lidl S106 funds to the value of £205,000 be invested in a savings bond for a period of 12 months.

It was **RECOMMENDED** that Full Council consider forming a sub-committee to establish a strategic spending plan for reserves and S106 funds to include a policy for the investment of funds and ownership of interest accrued.

It was **RESOLVED** that £150,000 S106 of the Lidl fund and £50,000 council funds be deposited in a 12 month bond.

It was **RESOLVED** that a sub-committee be established consisting of the Mayor, Deputy Mayor, Chairman of Committees and Clerk.

(e) The writing off of unpaid invoices

Members considered writing off a sundry debtors list of 5 to the value of £422.62 for unpaid hall hire fees.

It was **RESOLVED** that 4 outstanding debts to the value of £352.62 be written off and the debt to the value of £70 be pursued.

06/12/13

INSURANCE

Civic Regalia – different methods of valuation – update

The Clerk reported that there is no cost benefit in considering alternative insurance cover on the regalia at this stage and that the opportunity should be reviewed again when the regalia are required to be valued for insurance purposes.

It was **RESOLVED** that the report be noted and methods of updating the regalia photographic records are considered at the next meeting.

07/12/13

UPDATE ON POLICY FOR ADDITIONAL PROCEDURES AND REVISED STANDING ORDERS (Councillors Gee and M Killeva)

The Chairman reported that the work was ongoing.

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

08/12/13

LAND TO ACCOMMODATE THE PROPOSED ASHTORRE FERRY MONUMENT

Draft Heads of Terms Agreement from Cornwall Council

Members considered the draft heads of terms received from Cornwall Council for the transfer of land at The Waterside, Tamar Street, Saltash.

It was **RESOLVED** that a site meeting be held on Saturday 21st April 2012 at 9 am to further consider the proposed site location area and monument.

09/12/13 CIVIC REGALIA – UPDATE ON CLEANING AND REPAIR

The Chairman reported that the cleaning and repair work had now been satisfactorily completed.

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

10/12/13 USE OF S106 MONEY TO PROVIDE A LASTING LEGACY

The Chairman reported that work was ongoing.

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

11/12/13 NOMINATIONS FOR THE FREEDOM OF THE TOWN

Members considered the issue of nominations for the freedom of the town.

It was **RESOLVED** that no nominations would be made and the item be removed from the agenda.

12/12/13 UPDATE ON AGENDA ITEMS FOR TOWN COUNCIL MEETINGS

The Chairman updated members on the Mayor choosing arrangements and protocols.

It was **RESOLVED** that the Mayor and Mayor Elect would progress the arrangements.

13/12/13 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.

14/12/13 AS REQUIRED OR IF NECESSARY

None.

15/12/13 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

16/12/13

URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR

Torch Relay Arrangements

Councillor Frank raised the issue of the potential need for a park and ride scheme for the event to accommodate potentially high visitor numbers and alleviate traffic congestion in town on the day of the event.

Members considered sites at Wharfelton, Roger Young's, Focus, Granada Services and surrounding land and Saltash.net as potential park and ride car parks.

It was **RESOLVED** that Councillors Frank and Austin would progress the scheme.

Guildhall Bookings

The Chairman raised the issue and members considered the introduction of a policy for Guildhall booking requests that may not be considered appropriate to be held in a public building.

It was **RESOLVED** that the booking form terms and conditions include a ruling that 'The Town Council reserves the right to refuse bookings for whatever reason at its own discretion'.

It was **RECOMMENDED** that any booking application requests of an usual nature will be brought before Full Council for a decision.

It was **RESOLVED** that booking applications of an unusual nature will be considered for a decision by the Town Clerk in consultation with the Mayor and Chairman of Policy and Resources.

Town Crier

The Chairman updated members on the status of the Town Crier and a recent meeting held with him whereby he had agreed to accept the post on the terms offered.

It was **RECOMMENDED** that the Town Crier's acceptance of post be received and that financial issues relating to the post be considered by Full Council.

Guildhall Security

The Chairman updated members on security issues regarding the Guildhall following the reception refurbishment works.

It was **RESOLVED** that the Chairman and Clerk progress security matters.

17/12/13 PRESS REPORTS OR ARTICLES AS REQUIRED

None

18/12/13 DATE OF NEXT MEETING

19th June 2012

Rising at 10 pm.

Signed: _____
Chairman

Dated: _____ 3rd May 2012