

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Policy and Resources Committee held at The Guildhall on Tuesday 6th May 2008 at 7:30pm

PRESENT:- Councillors M Gee (Chairman), D Holley, Mrs S Hooper MBE

ALSO PRESENT:- Councillor R Bickford, P Clements, D Yates
Mrs M Small (Town Clerk)

APOLOGIES:- Councillors R Austin (K2 meeting), N Challen (K2 meeting), A Killeya,
Mrs F Knight, C Riches, P Stephens (K2 meeting)

22/08/09 **DECLARATIONS OF INTEREST**

Councillor Mrs Hooper declared a prejudicial interest in Minute No. 30/08/09(a) regarding Saltash Town Band as she is an honorary Vice President but she will speak for information and leave before the vote. She also declared a personal interest in Minute No. 30/08/09(b) regarding insurance for the piano as Chairperson of the Sue Hooper Charitable Trust.

Councillor P Clements declared a personal interest in Minute No. 31/08/09 as he is a member of the Ramblers Association.

23/08/09 **COMMUNITY CHEST FUNDING**

A letter was reported from U3A regarding the non-reply to their letters and queries regarding their application for Community Chest Funding. The Town Clerk apologised for the lack of replies and stated that their letter had gone to a Committee Meeting although she could find no record of the discussion (this was subsequently found in Minute No. 74/07/08). It was **AGREED** that U3A should make a new application as it was different equipment and that this will be considered at the June meeting of the Committee.

24/08/09 **CEMETERY EXTENSION**

The Clerk stated that she had a report from Mr Cressey on behalf of Anthony Estates and this would be reported in Confidential Part II at the end of the meeting as it referred to finance.

25/08/09 **NEIGHBOURHOOD WATCH**

Councillor Gee reminded Councillors of the request for funding for neighbourhood watch. It was **AGREED** to defer discussion until further information is obtained.

26/08/09 **STANDING ORDERS**

The Clerk reported that she is still awaiting a copy of the latest Standing Orders but this will not include the new declarations of interest. The National Association is currently reviewing Standing Orders but the new version will not be available until September.

27/08/09

ONE CORNWALL

Councillor Holley reported that nothing is finalised regarding the One Stop Shops at the moment and it is a question of waiting for further information. It was **AGREED** that One Cornwall be taken off the Policy and Resources Agenda, as it will be dealt with through the One Cornwall Meetings.

28/08/09

FINANCIAL REPORT

- (a) The Clerk reported on the Audit and circulated copies of the Trial Balance, The Audit Report from Mr Abraham and relevant sections of the Annual Return. The Clerk reported that the main item to note was that there had been an error in processing the sales receipts for the Guildhall in 2006/2007 and this had been corrected in the current Financial Year. She explained how income could be recorded on the Sage system and what had actually been recorded, which left items being shown as still owed, when in fact they had been paid. To overcome this, these payments had been taken from this year's income, so therefore, the income shown for Guildhall receipts was only £3990.50 when in fact the true figure for the year was £12802.50.

It was **AGREED** that the information is noted and that the Annual Governance Statement is signed at the full Council meeting.

- (b) The Clerk submitted details of proposed carry over figures to add to the precept for 2008/2009. It was **AGREED** that the following figures are carried forward for the Committee:-

| | | |
|-----|---------------------------|----------|
| (i) | P & R (Office) | £ |
| | Stationery/printing | 600 |
| | Broadband | 20 |
| | Miscellaneous | 100 |
| | P & R Gen | |
| | Audit | 1535 |
| | Legal Fees | 7670 |
| | Travelling | 500 |
| CAB | 8340 | |
| | Training | 2000 |
| | Robes/Regalia | 1500 |
| | Miscellaneous | 50 |
| | Councillors Allowances | 1656 |
| | Councillors Expenses | 250 |
| | Risk Assessment | 1000 |
| | Crime Reduction | 3845 |
| | Ward Meetings | 400 |
| | Display Boards | 500 |
| | Elections | 3000 |
| | Performing Rights | 305 |
| | Community Chest | 20692 |
| | Web Site | 6000 |

P & R GH

| | |
|------------------------|------|
| Security Alarms | 4500 |
| Repairs | 1700 |
| Maintenance | 6500 |
| Replacement Equipment | 1500 |
| Mayoral Boards | 20 |
| Accoustic Improvements | 1000 |
| Miscellaneous | 200 |
| GH Survey | 1000 |
| 15/17 LFS | |
| Repairs | 3800 |

- (ii) A price is obtained for display boards and considered at the next meeting. The earmarked funds of £1000 for hot cupboards and £650 for China are returned to general reserves.
- (iii) An expert is asked to give an opinion regarding sound improvements in the Long room
- (iv) The Clerk makes enquires regarding the performing rights.

29/08/09

WEB-SITE

The Clerk reported that the Web-site sub committee had met to look at the new site and discussions had been held on a Policy on what should be accepted for the web-site and this will be brought to a future meeting for confirmation.

It was **AGREED** that:-

- (i) an article on Footpath Walks, should be added to the web-site.
- (ii) all newsletters should remain on the web-site.
- (iii) an article is included on the front of the Town Messenger, referring to the new web-site and asking that Parishioners add it to their favourites.

30/08/09

INSURANCE

- (a) Councillor Mrs Hooper spoke for information and stated that she had been to a meeting of the Saltash Town Band Ensemble. One of their largest out-goings is insurance and Councillor Mrs Hooper enquired if the Town Council could help with this. The Town Clerk stated that it was not possible to insure the liabilities of other organisations. There was no recommendation, as Councillor Mrs Hooper had declared a prejudicial interest and spoke for information only and the meeting would not be quorate if she left the meeting. However, Councillor Mrs Hooper will have further discussions with the Band.
- (b) Councillor Mrs Hooper was seeking clarification on the insurance of the baby grand piano and asked if the piano was to be insured in place of the existing piano. The insurance value of the new piano would be £2,000. It was **AGREED** that if it can be included in place of the existing piano, then the Town Council would meet the insurance costs.

31/08/09 **MEMBERSHIP OF RAMBLERS ASSOCIATION**

Councillor Clements stated that it was possible for Town and Parish Councils to be affiliated members of the Ramblers Association and asked if the Town Council would consider joining.

It was **AGREED** that whilst the Town Council considers the Ramblers Association to be a very laudable organisation, if they were to join it could take away the powers of voting and it is felt that the Town Council and the Ramblers could serve the people of Saltash better by having separate views on footpath issues.

32/08/09 **TITHE MAP AND APPORTIONMENT**

The Town Clerk is still to follow up the details regarding copyright.

33/08/09 **MINUTES**

- (a) There was a detailed discussion on the recording of meetings of the Town Council and whether more information should be included and also statements made by members of the public. It was **AGREED** that the Town Council minutes are currently appropriately recorded as they are not verbatim minutes.
- (b) It was **AGREED** that the Standing Order Sub-Committee look at the possibility of a limited period for report by County and District Councils.

34/08/09 **FORE STREET REGENERATION**

Councillor Bickford reported that the final brief is now available and it was **AGREED** that a copy be sent to each Councillor.

35/08/09 **STAFFING**

- (a) The Clerk reported that a new Caretaker, Phillip Brooks has been appointed.
- (b) It was **RECOMMENDED** that Mrs Angear and Mrs Alexander had both completed their three month probationary period satisfactorily and that their permanent appointment be confirmed and entry to the Council's superannuation scheme, with effect from 1st May 2008.
- (c) The Clerk reported that ninety nine applications had been received for the Grounds Person position and short listing had taken place. Interviews are to be held on Friday 9th May.

36/08/09 **CONFIDENTIAL PART II**

It was **RESOLVED** to move into Confidential Part II to consider nomination for Freedom of the Town and to report on the extension to the Cemetery.

37/08/09 **FREEDOM OF THE TOWN**

In Confidential Part II nominations were submitted for consideration for Freedom of the Town. It was **AGREED** that:-

- (i) as there were only three members of the Committee present, consideration is deferred to the full Council Meeting.
- (ii) a discussion is held at the next meeting on how the Freedom of the Town, Citizen of the Year and Young Citizen of the Year are awarded.

38/08/09 **EXTENSION TO CEMETERY**

In Confidential Part II the Chairman reported on proposed costs for purchase of the land for the cemetery extension. It was **AGREED** to seek clarification regarding the statement, that a joint application is made for planning permission for the cemetery and housing and that this is considered at the full Town Council Meeting.

39/08/09 **PRESS REPORTS**

It was **AGREED** that no press reports were required.

40/08/09 **DATE OF NEXT MEETING**

Tuesday 3rd June 2008 at 7:30pm