

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Policy and Resources Committee held at The Guildhall on Tuesday 20th November 2012 upon the rising of Full Council

PRESENT: Councillors: M Gee (Chair - part), R Austin, D Holley, A Killeya, W Phillips (Chair - part), J Shepherd, D Yates

ALSO PRESENT: Councillor Mrs J Dent, Anna Pearce – Finance Officer, Ray Lane – Town Clerk

APOLOGIES: Councillors: Mrs S Hooper MBE, C Riches.

HEALTH AND SAFETY ANNOUNCEMENTS

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

54/12/13 DECLARATIONS OF INTEREST

1. Declarations of Interest:
 - a. To receive any declarations from Members of any registerable (5A of the Interim 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
 - c. To consider dispensations required

Councillor	Item	Pecuniary/Non-pecuniary	Reason
None			

55/12/13 ELECTION OF CHAIRMAN OF THE COMMITTEE

The Mayor requested proposals for the vacancy of the Chair.

Councillor W Phillips was proposed, seconded and duly elected as Chairman.

It was **RESOLVED** Councillor W Phillips be elected as Chairman.

Councillor Phillips in the Chair.

56/12/13 **QUESTIONS FROM THE PUBLIC**

None.

57/12/13 **CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND**

No report.

58/12/13 **FINANCE**

(a) Report from Finance Officer

Members considered the report of the Finance Officer and statement of funds.

It was **RESOLVED** that the statement of funds would be revised to detail S106 fund sources.

(b) Current Committee Budget Statement

(c) End of year budget outturn figures for 2012/13

(d) Overall precept direction of 5% in relation to precept correspondence received from Cornwall Council

(e) Budget 2013/14

It was **RESOLVED** that finance items b, c, d, and e, be deferred to a meeting to be held on Tuesday 4th December 2012 at 7 pm.

(f) VAT

The Vice Chairman reported VAT returns were up to date

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

(g) Interim Audit Report

Members received the report (previously emailed to all members) and the Vice Chairman reported that the recommendations contained in the report were being addressed.

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

(h) Fees and charges

It was **RESOLVED** that the item be deferred to a meeting to be held on Tuesday 4th December 2012 at 7 pm.

59/12/13 **UPDATE REVISION OF STANDING ORDERS AND FINANCIAL REGULATIONS**

The Vice Chairman reported that following work by Councillor Killeya and himself standing orders and financial regulations had been updated and reviewed by the internal auditor who had recommended one minor update.

It was **RESOLVED** that the finalised documents be put to the next meeting for consideration and recommendation for adoption at full council.

60/12/13 **LAND TO ACCOMMODATE THE PROPOSED ASHTORRE FERRY MONUMENT**

The Vice Chairman and Councillor Holley updated members on progress to date stating that the lease completion was imminent.

It was **RESOLVED** to note.

61/12/13 **USE OF S106 MONEY TO PROVIDE A LASTING LEGACY (Councillor Gee)**

The Vice Chairman reported that the item was on-going.

It was **RESOLVED** to note.

62/12/13 **REVIEW OF ASSET REGISTER**

The Clerk reported that work was on-going.

It was **RESOLVED** to note.

63/12/13 **APPROVAL OF WORKS TO RECTIFY THE PROBLEM OF PIGEONS FOULING – SALASH HERITAGE BUILDING**

Members considered a quote to conduct work at the Heritage building to the value of £500.

It was **RECOMMENDED** that Full Council consider:

1. The establishment of an EMF budget for the repair and maintenance of the Heritage building.
2. The sum of £2000 be drawn down from general reserves with immediate effect and put into the EMF.
3. The remedial works required be conducted up to a value of £500

64/12/13 **ASSEST TRANSFERS**

(a) Toilets

Councillor Austin reported that Cornwall Council were working up an offer for members consideration.

It was **RESOLVED** that Councillor Austin would progress.

(b) Other land

No report.

65/12/13 **LAND AT GRENFELL AVENUE – UPDATE**

The Chairman informed members that a lease proposal had been received from Cornwall Council's Legal Services Department requesting the contact details of the councils solicitor.

Members expressed concern at the potential legal costs in relation to the lease on the basis that the original request for the land transfer being at no cost.

It was **RESOLVED** that the Clerk contact the CNA Manager and Town Centre Manager to determine opportunities for avoiding unnecessary cost and bureaucracy in relation to the transfer.

66/12/13 **MAURICE HUGGINS ROOM – UPDATE**

The Vice Chairman reported that no further information had been received from Cornwall Council.

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

67/12/13 **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.

68/12/13 **AS REQUIRED OR IF NECESSARY**

None.

69/12/13 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

70/12/13 **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR**

CAR PARKING CHARGES

Councillor Holley reported that Councillor Austin and himself would be attending a meeting at Cornwall Council.

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

COUNCIL CREDIT CARD

The Vice Chairman informed members of difficulties being encountered in relation to online procurement and that a council credit card would enable the council to have the ability to procure goods at best value.

It was **RECOMMENDED** that:

Deferred for decision until after the revised delegated authority policy is considered for approval by Full Council at its next meeting.

1. A council credit card be established.
2. That the limit be £1000 to be paid off in full each month.
3. The card only be used for corporate procurement and no personal use.
4. The authorisation to use be delegated to the Chairman, Vice Chairman of Policy and Resources and the Clerk.
5. The Scheme of Delegation and the Anti-Fraud and Corruption Policy be updated to include the use of a credit card.

71/12/13

PRESS REPORTS OR ARTICLES AS REQUIRED

Councillor Killeya requested members consider that authority be delegated to the Mayor, Committee Chairmen and Clerk to authorise press releases as required between council meetings.

Deferred for decision until after the revised delegated authority policy is considered for approval by Full Council at its next meeting.

It was **RECOMMENDED** that:

1. Delegated authority be given to the Mayor, Committee Chairmen and Clerk to authorise press releases as required between meetings.
2. The Scheme of Delegation be updated to include the delegated process.

72/12/13

DATE OF NEXT MEETING

Tuesday 4th December 2012 and
15th January 2013

Rising at 9.50 pm

Signed: _____
Chairman

Dated: _____ 6th December 2012