

SALTASH TOWN COUNCIL

Minutes of a Meeting of Saltash Town Council held in The Guildhall on Tuesday 14th May 2013 at 7.00pm

PRESENT: Councillors: M Gee (Chairman), R Austin, R Bickford, J Brady, Mrs G Challen, Mrs J Dent, G Ellison, Mrs H Frank, D Holley, Mrs S Hooper MBE, A Killeya, W Phillips, J Shepherd, D Yates

ALSO PRESENT: L Bradley – CIC Chairman, R Lane – Town Clerk, PCSO Mary Wells. 2 Members of the Press, 4 Members of the Public.

APOLOGIES: Councillors: L Russell, Canon Reverend A Butler,

HEALTH AND SAFETY ANNOUNCEMENTS

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

Election of Chairman

It was **RESOLVED** that Councillor Gee be appointed as Chairman.

Election of Vice Chairman

it was **RESOLVED** that Councillor Yates be appointed as Vice Chairman.

14/13/14 **ELECTION OF MAYOR**

It was proposed by Councillor Gee seconded by Councillor Austin and unanimously **RESOLVED** that Councillor Yates be elected Mayor for the ensuing year.

15/13/14 **ELECTION OF DEPUTY MAYOR**

It was proposed by Councillor Austin seconded by Councillor Holley and following a vote it was **RESOLVED** that Councillor Mrs J Dent be elected Deputy Mayor for the ensuing year.

PRAYERS

Councillor Holley led prayers.

16/13/14 DECLARATIONS OF INTEREST

- a. 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. Declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting
- c. Dispensations required

Councillor	Agenda Item	Pecuniary/Non Pecuniary	Reason
Gee	27	Pecuniary	SWRA Member
Bickford	27	Pecuniary	SWRA Member
Ellison	27	Pecuniary	SWRA Member

CHAIRMAN'S REPORT

Friday 3 rd May	Saltash Video Group May Fair Film Show at Ashtorre Rock.
Saturday 4 th May Field.	Saltash Lions May Fair – Civic Parade at Warfelton
Thursday 9 th May	Sydney Male Voice Choir at Saltash Wesley Church.
Friday 10 th May	Official opening of the Cornish Cross at Elwell Woods.
Friday 10 th May Fleet	Saltash Lions Club 41 st Charter Dinner at The China Club.

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

POLICE REPORT

(a) Police Report

Police Crime Report

Last year's crimes for April were 74

This year is 56, with 45 taking place within Saltash

Crime	Total	Saltash
Theft	8	7 (6 from shops)
Theft from motor vehicle	1	1
Burglaries	8	5
Assualt	12	10
Drugs	7	5
Criminal Damage	5	5
Drink Drive	1	1

There have been a series of break-ins of sheds and outbuildings in the south-east Cornwall area. Between 05/04 and 17/04 there have been 13 with 2 in Saltash. There have been no further break-ins and there are currently no suspects.

Taylor Road. On 04/05/13 between 1500 and 1700 hours an operation was conducted in Taylor Road by Special Constables. 26 tickets were issued to offending drivers. This continues to be a focus for officers.

REPORT BY SALTASH GATEWAY COMMUNITY INTEREST COMPANY (CIC)

(a) Receive Report and consider any actions arising

SALTASH GATEWAY CIC REPORT FOR MAY 2013

Health and Social Network

As reported last month, with the addition that two of the CIC Directors, in conjunction with St Barnabas League of Friends, have commented negatively on the proposals below and have stated "Let's hear from the GPs"!!

Two Directors of the Gateway CIC, representing the Local Health & Social Care Network, attended a meeting of the Saltash and District Health and Wellbeing Strategy group on the 22nd March 2013. The Agenda covered proposed improvements to the basement of St. Barnabas hospital, along with a review of current activity and running costs.

It was made clear that any increase in activity linked to the mentioned improvements would, under present funding, involve the sacrifice of an inpatient capability. The meeting concluded with those attending being asked to seek the opinion of the groups they were representing and to communicate these to the Chairman with special emphasis on Short-term and Long-term views.

Community Transport Project

Bus status :

The bus remains fully compliant with all statutory requirements.

1) Routes and Services :

The four weeks since the previous report have again been a period of disappointing service activity. Group bookings are, however, expected to pick up now that Spring (?) is with us.

The Saltash RNLI support group used the Hopper to attend an event at the "Rifle Volunteer" in St. Ann's Chapel, Gunnislake on April 20th.

2) New business :

The Hopper is booked by the "Live at Home" organisation for an outing to the Two Bridges hotel on Dartmoor on April 25th.

It will be used by a local group transporting Saltash people to Trematon Hall on April 27th.

The Hopper will provide shuttle services to & from the Waterfront during Saltash Regatta on June 15th & 16th 2013.

3) Drivers :

Three drivers have now passed their 70th birthdays and will need to have medical examinations to enable them to regain the D1 category on their driving licenses.

Two new drivers have volunteered to take MIDAS training (administered by Volunteer Cornwall)

4) New services

Saltash Gateway CIC are still evaluating the potential for occasional scheduled services transporting people from outlying PL12 areas into Saltash for retail opportunities and medical services, as explained in the March 27th report.

It was noted in the report that CIC had requested a subsidy from Cornwall Council to enable it to offer these services. This request was under Cornwall Council's invitation of January 21st to Community & Voluntary Transport operators to apply for 2013 / 14 funding.

A response is expected shortly from Cornwall Council in these respects.

5) CIC Facilities Enabling Enhanced Operations

Also noted in the March report was that Saltash Gateway CIC have taken over disused shop premises at No 4 Fore Street, Saltash and these will act as the centre for all CIC operations including the Community Transport Project.

As readers will be aware, the centre ("*For Saltash*") was opened on April 20th and advertising material for the Saltash Hopper and its links with Saltash Mobility were prominently displayed.

Saltash Town Council kindly printed off flyers for the Hopper together with forms enabling individuals and organisations to register their interests in using the vehicle, as required under its VOSA Section 19 permit.

The "*For Saltash*" volunteers have been given basic information enabling them to explain the use of the "Hopper" and to initiate procedures when requests for its use are received.

Requests for "*bus management*" volunteers have been placed with the "Do-it" organisation, with Volunteer Cornwall and on the Saltash Hopper's own website, <http://www.saltash-hopper.co.uk> .

Colin Brown is meeting with Brian Smith, Volunteer Cornwall's Transport Contracts Manager, on April 26th to discuss Saltash Gateway CIC's requirements in these respects and the best ways of meeting them. Brian's current advice is that we should recruit a Volunteer Administrator who has an interest in Saltash itself - along with transport and access issues in general - together with the services of a transport specialist for advice and guidance.

Over a period of time the increasing knowledge, experience and confidence of the administrator will mean a reducing need for advice.

6) Total expenditure since March 27th :

Insurance £ 177 – 72

7) Total income since March 27th:

There was a small income in this past month :

- a) A donation of £16-00 from Saltash Sailing Club members in respect of the cancelled booking of March 25th
- b) Invoice of £65 – 00 paid by the RNLI supporters for the April 20th booking.

(Colin Brown)

SALTASH CARD

Saltash Card sales continue in a steady manner with between 15 to 20 cards being sold each month. A total of about 1750 have been sold. Advertising remains a significant activity.

(Richard Bickford)

No 4 Fore Street – Refurbishment Project – FOR SALTASH

For Saltash opened for business on Saturday 20th April 2013, the town Mayor Martin Gee officially opened **For Saltash** at 11:00. The opening event was well attended, early indications show that as far as those people questioned it is a good enterprise for Saltash (24 questionnaires).

All eight (8) tables were booked, with one starting outside (cakes) until it became too hot and the chocolate began to melt!!!

We even had an impromptu stall holder take up the offer of a spare table.

All stall holders reported a profit, some more than others (cakes).

Bookings for the coming weeks are steadily taking shape. Farmers Market ??

Friday 17 May ??

Starting fees are set at £3.00 per table per day but these may well increase as we get more interest and therefore more competition for space.

All monies taken by way of fees are held in the office till, max £50 float, excess will be banked daily, a spreadsheet of income and expenditure is on Sky Drive. A cash box is being sourced.

Items that are bought for use in **For Saltash** are logged into the system and all receipts are duly noted and held in the till.

A licence may well need to be sought to enable piped music to be played during the day, otherwise when it is quiet it is very quiet!!

The TV screen to promote For Saltash needs sourcing ASAP, and a promotion board needs to be sited on the back wall for volunteering.

A suggestions book has been sited at the main door, obviously only those suggestions which can be pursued will be.

We need to seek the way ahead for both the Saltash Hopper and Saltash Mobility to ensure that they are being used to their full potential, more promotion needed by both!

The key situation needs addressing in so far as who will hold keys and do we need to have one stored in the guildhall? If so a key log needs to be kept. Spare key(s) for office needed.

Balance of account:- Wednesday 24th April

Money in	-	£71.00	
Money out	-	£30.66	
Money in till	-	£49.34	(includes coffee boat money + misc)
Misc (coffee boat)	-	£3.20 + £5.80 (unknown) + £0.20p UAE coin	

(John Pickering)

Current Financial Position

4 Fore Street

Knowing that we are all very pleased with the refurbishment, I can now give you the financial picture. Re **capital expenditure**, we have spent £11,320.54 to date on the improvements and basic kit. The major single item was the replacement of the front door (£2,616) but its effect has been a transformation. There is still further expenditure in the pipeline, eg IT and other office equipment, and the signage etc to the front. I envisage that we will have shortly used up all of the STC S106 grant. We have however also benefitted from the generosity of certain individuals who have provided us with a desk, wall coverings, crockery, and even a till – not to mention the tables and chairs on loan from STC.

We now have to face the **running costs**, inc BT (phone and broadband), Water, and Electricity - for which I am setting up Direct Debits. The major unresolved matter is the Business Rates, which may cost us a 3-figure sum for the last financial year, and a maximum of £4435 in the current year. These are not inconsiderable sums. If we are awarded Discretionary Relief by Cornwall Council, we will be in a strong financial position as we develop For Saltash. But if we are not successful in this, the requirement for income generation will be severe. At this stage it is impossible to predict the annual total for overheads, but it will be an important future task.

On the other hand, **income** is being generated from the hire of stalls. I have agreed with John and the management team that they can maintain a cash float of £50 from which they may purchase consumables and small items as necessary, subject to normal accounting. John has established a spreadsheet for this, and there is a receipt book to use. Surplus cash will be paid direct into the For Saltash account at Lloyds. I will retain the cheque book on the account and maintain oversight.

We are hopeful of receiving the Cornwall s106 grant in the near future, which will be our mainstay over the remainder of three years for which we will occupy 4 Fore Street.

Insurance

I have extended our insurance cover to include the contents of 4 Fore Street up to a sum of £2,500. Our total insurance costs for the year were £484.79, arranged by Bluefin with Ecclesiastical Insurance.

Accountancy

I reported last time that our accountant has retired. I have not yet been able to begin the search for a successor, but I will give it priority from now on.

Overall position

We are still in a very secure position, with no immediate threats. Balances at 23 April were:

Current Account: £1,187 Community Transport: £1,331 For
Saltash: £994
Deposit Account (mainly for Community Transport): £18,734
(Peter Thistlethwaite)

Liam Bradley CIC Chairman

27th April 2013

CORNWALL COUNCIL REPORT

(a) CNA report for noting or matters arising

" The main news as you already know is that we now have four dedicated and active Cornwall councillors to deal with the Cornwall Council side of things in the town and county . Previously Brian Preston was very heavily involved with the police administration and Colin Riches has been unwell for a long time

Cornwall Council has not made any substantial decisions for a few weeks pending the formation of a new administration. The situation at the moment on 9 May is that talks are going on between all of the groups of elected members. Technically the elected members have four weeks from the date of the election to form an administration.

The local plan is grinding its way through and at the moment the planning policy department is studying the last round of comments made by people and bodies such as ourselves.

There have been amendments to the Constitution. The ideal behind this was to give ordinary members more say in the running of the council. This was by the way of the formation of an advisory and scrutiny committee of ten members for each portfolio holder. There will still be three major scrutiny committees. However as before the portfolio holder will have the last word but it would be a very brave or foolish portfolio holder who went completely against the advice and wishes of the advisory committee.

Potholes are slowly being filled but there remain many around the town. Cormack have agreed to resurface properly between the traffic lights and the fire station by the end of the year.

It would be fair to say that the financial situation in county is very , very difficult and will remain so for probably three future administrations , by which time ,if reasonable council tax rises take place, then some of the lost ground may be regained. The biggest uncertainty lies with the government's position as regards local authorities support grants after the July comprehensive spending review. The fairly well leaked information is that the support grant will be reduced by between 100 and £130 million within two years. If this does happen then there could, probably will be substantial and wide-ranging cuts to services. This is because ,as you know , many service's budgets have already been reduced year on year for three years and most of the efficiency savings have already been made. Essentially the county will be in uncharted waters at that point. Even at the moment the talk along senior officers is not positive and is more on the lines of how to manage a decline. The only bright spot on the horizon and really it is as bright as Alpha Centauri on a cloudy night is that county from 1 April retains about 50% of the

business rates. However this is not extra money as the support grant is reduced accordingly. The bright aspect is that if Cornwall can grow its economy and this includes building more houses and the council tax income as well then the income from the business rates clawback will eventually overtake the support grant levels and this becomes extra cash.

The less than bright cloud , which hangs over the council now and which is set to darken substantially , is the social care budget , already the council's biggest area of spend, and which because of the large numbers of older people in Cornwall is on an inexorable rise. This rising costs in theory will reverse income from council tax up to 2018. The only hope here is that the government will produce some help mechanism.

Cornwall Council desperately needs a 5% rise in income tax next April. However to do that there has to be a countywide referendum under the governments recent laws. The biggest council tax rise that does not trigger a referendum is about 1.97% which simply will not help the county financial situation. A countywide referendum will cost £700,000 we are told.

There is a very important issue for Saltash Town Council to start thinking aboutit is very likely that town and parishes will also have a tax cap imposed. When? This is the question."

Derek

Derek Holley
Cornwall Councillor
Saltash Pill Division

QUESTIONS

Mrs M Marnell enquired if it would be feasible to provide a footpath across the football field for disabled carriages and prams.

The Chairman responded that the land was in the ownership of Cornwall Council and the request would need to be considered by them.

It was **RESOLVED** that Councillor Holley would register the request with Cornwall Council.

17/13/14 MINUTES

The minutes of the meetings held on 4th April and 16th April 2013 were confirmed and signed as a correct record

18/13/14 MATTERS ARISING FROM THE MINUTES

None.

19/13/14 FINANCE:

a. The following receipts in March/April 2013 were **NOTED**:

Guildhall Hire	1626.90	Guildhall hire
Burial Board	880.00	Burial fees
Cornwall Council	140677.50	Precept (first instalment)
Cornwall Council	14173.55	Council Tax Support Scheme (first instalment)

b. The following payments in March/April 2013 were **NOTED**:

	Gross	Excl. VAT	
Staff Salaries	9708.72		Staff salaries – March
Staff	130.00		Expenses re CPD
Staff	38.78		Expenses re CPD
Staff	41.20		Expenses re CPD
UK Fuels Ltd	50.08	41.73	Cemetery fuel card
Savills	1.00		Rent – Oyster beds
Mrs S Hooper MBE	12.00		Expenses - conference
Staff	15.90		Expenses - conference
R Bickford	497.58		Reimbursement – leaflets
S Libby Builders	546.35	455.29	Retention works
Devon & Cornwall Probation	576.00	480.00	Cleaning services – Fore Street
Hine Brothers	1040.00		Grounds Maintenance
Sage UK Ltd	204.29	170.24	Training
British Gas Business	538.92	449.10	Gas bill
IRQ Systems Ltd	142.79	118.99	IT support & broadband
CC Pensions Fund	1076.65		Superannuation
HMRC	2341.21		PAYE/NIC
Aviva	1135.17		Insurance
EDF	17.79	16.94	Christmas lights SP3
EDF	34.69	31.93	Christmas lights SP5
EDF	32.09	29.70	Christmas light SP2
EDF	31.48	29.98	Christmas lights
EDF	23.58	21.84	Christmas lights SP1
EDF	19.79	18.32	Christmas lights SP4
S Cook	150.00		Community Chest Grant
Archer Signs	157.55	131.29	Signage
ICOM SW	66.47	55.39	Telephone bill
G Ellison	160.00		Councillor - Allowance
P Clements	160.00		Councillor - Allowance
A Killeya	160.00		Councillor - Allowance
R Austin	160.00		Councillor - Allowance
B Reid	200.00		Councillor - Allowance
C Oakes	200.00		Councillor - Allowance
H Frank	200.00		Councillor - Allowance
C Riches	160.00		Councillor – Allowance
Rexel UK Ltd	263.88	219.90	Cones/signs
The Consortium	315.58	262.98	Desk & pedestal
HM Gee	531.68		Mayor's Allowance

S Libby Builders	1074.00	895.00	Repairs re bench & work to Heritage centre
BNP Paribas Leasing	513.84		Photocopier
Cormac Ltd	80.18	66.82	Maintenance - tractor
Cramleigh	120.00	100.00	Advertising
Mr Sticker	132.00	110.00	Banners
Staff	178.52		Expenses re CPD
G Peggs	252.00	210.00	Professional fees
Deltor	329.00		Town Messenger
Hine Brothers	1040.00		Grounds Maintenance
Saltash Regatta Committee	1445.00		Festival Fund Grant
Petty cash	129.06		Petty cash
CALC	1964.73	1772.30	Annual subscription
Saltash Window Cleaning	45.00		Guildhall windows
Saltash May Fair Committee	15.00		Stall space
Liskeard Town Team	20.00		CPD
D C Ryland	580.00		Hanging baskets watering & removal
Petty cash	132.60		Petty cash
Cornish Times	261.00	217.50	Leaflet delivery
Tamar Protection Society	15.00		Room hire
Saltash Rugby Club	500.00		Community Chest Grant
Petty cash	46.30		Petty cash

c. Urgent and essential works actioned by the Clerk under Financial Regulation 3.4 of the Town Council's Standing Orders

None.

20/13/14 PLANNING:

- a. It was noted that Cornwall Councillors will vote upon the information before them at this meeting but in the light of subsequent information received at Cornwall Council, Councillors may vote differently at that meeting.
- b. It was noted that in the event that the Cornwall Council officer wishes to recommend opposite to the Town Council's view they will contact the Town Council by email. In light of time constraints the Town Council will then hold an online poll of Councillors to determine whether to accept the officers' view or to ask for the application to be called into committee. The results of these polls will be read into the record at the next town council meeting. Members of the public may request, via the clerk, to be copied into any correspondence.
- c. Applications for consideration:

PA13/02379

Mr M Porter – Land adjacent to Cumble Tor Quarry, Broad Lane, Trematon

A new general purpose shed and attached aquaponic greenhouse and poly-tunnel.

Town Council Ward: St Stephens

Cornwall Council Ward: Saltash St Stephens

Date received: 15.04.2013

It was resolved to RECOMMEND APPROVAL SUBJECT TO THE GALVANISED METAL SECTION BEING TREATED TO DULL SO AS NOT TO SHINE.

PA13/02662

Lidl UK - **Lidl UK Gmbh, Gilston Road, Carkeel**

Re-cladding the remaining gable and soffit/fascia areas.

Town Council Ward: Burraton

Cornwall Council Ward: Saltash St Stephens

Date received: 17.04.2013

It was resolved to RECOMMEND APPROVAL

PA13/02709

Mr M Nasar - **33 Lower Fore Street**

Change of use from retail to B1(a) office.

Town Council Ward: Pill

Cornwall Council Ward: Saltash Pill

Date received: 19.04.2013

It was resolved to RECOMMEND REFUSAL DUE TO THE LOSS OF RETAIL SPACE TO A FUNCTION THAT WILL NOT CONTRIBUTE SUBSTANTIALLY TO FOOTFALL IN THIS LOCATION.

PA13/02731

Mr R Fursier – **Castle Hill, Forder**

Notification of proposed works to trees in a conservation area. Removal of ash, birch and elder, removal of numerous trunks of 3 further ash trees, coppicing of 3 ash trees, removal of 2 trunks to Holm Oaks and coppicing of hazel tree.

Town Council Ward: St Stephens

Cornwall Council Ward: Saltash Burraton

Date received: 07.05.2013

NO OBJECTION SUBJECT TO APPROVAL OF THE TREE OFFICER.

PA13/02937

Mr R Young, Roger Young Land Rover - **1B Woodacre Court, Wood Acre, Carkeel**

Application for consent to display an advertisement namely siting of 3 internally illuminated fascia signs and 1 internally illuminated free standing pylon.

Town Council Ward: Burraton

Cornwall Council Ward: Saltash St Stephens

Date received: 18.04.2013

It was resolved to RECOMMEND APPROVAL

PA13/02969

MHA Care Group - **Janeva Court , Liskeard Road**

Advertisement consent to display one post mounted sign

Town Council Ward: Burraton

Cornwall Council Ward: Saltash St Stephens

Date received: 25.04.2013

It was resolved to RECOMMEND APPROVAL

PA13/02977

Mr and Mrs R Kingsnorth - **Cronick, Trehan**

Conversion of existing barn to a 4 bedroom house previously approved under E2/08/01831 (and the two existing barns within the application site to be used as ancillary).

Town Council Ward: St Stephens

Cornwall Council Ward: Saltash Burraton

Date received: 22.04.2013

It was resolved to RECOMMEND APPROVAL

PA13/03010

Mr and Mrs C Bray – **Trematon View, Spire Hill Park, Lower Burraton**

Construction of lean-to greenhouse to rear of garage.

Town Council Ward: St Stephens

Cornwall Council Ward: Saltash Burraton

Date received: 29.04.2013

It was resolved to RECOMMEND APPROVAL

PA13/03390

Mr D Heard - **20 Brookdown Terrace**

Construction of first floor rear extension.

Town Council Ward: Pill

Cornwall Council Ward: Saltash St Stephens

Date received: 02.05.2013

It was resolved to DELEGATE AUTHORITY TO THE WARD COUNCILLORS (SALTASH NORTH) AND TOWN CLERK TO MAKE A RECOMMENDATION AND SUBMIT IT BY THE DEADLINE.

- d. Notice of Tree Preservation Order
30 Callington Road
- e. Notice of appeal
PA12/07217 – land adjacent to 17 Essa Road – construction of detached dwelling

- f. Decisions taken by Cornwall Council where the decisions reached were contrary to the recommendations made at the Town Council meeting:

PA13/00103 and PA13/00104 – Waterside Inn

Having held a poll on this planning application the result is:

Stick with our original position and request call-in	1 VOTE
Accept the officer's position	10 VOTES
Abstain	1 VOTE

Therefore the council has voted to accept the officer's position.

Cornwall Council sent decision: **REFUSAL** on 28th March 2013

PA12/07217 – Land Adjacent to 17 Essa Road

STC recommended **REFUSAL** on 06.09.2012

On 03.05.2013 CC sent decision: **FAILED TO DETERMINE**

It was resolved to NOTIFY THE PLANNING OFFICER TO INFORM THE PLANNING INSPECTOR THAT SALTASH TOWN COUNCIL REITERATES ITS PREVIOUS COMMENTS.

21/13/14

SALTASH LOCAL PLAN

Councillor Yates updated members on progress regarding moving the plan into the public domain which had included a promotional exhibition at Mayfair.

Members considered a booking in the Guildhall that had been taken for a public consultation with implications related to the plan by a commercial developer.

It was **RESOLVED** that the Scheme of Delegation include authority for declining Guildhall bookings that might be perceived as prejudicing the neutrality of the town council on future developments.

22/13/14

ARRANGEMENTS FOR MEETINGS (INCLUDING ANNUAL MEETING WITH PARISHIONERS)

It was **RESOLVED** to provisionally approve the calendar of meetings.

23/13/14

CONFIRMATION OF APPOINTMENT OF ALL COUNCILLORS AS BANK SIGNATORIES

It was **RESOLVED** to confirm the appointment of all councillors as bank signatories.

24/13/14

APPROVAL OF REVISED STANDING ORDERS AND FINANCIAL REGULATIONS

It was **RESOLVED** to approve and adopt the revised Standing Orders and Financial Regulations.

25/13/14 **RE-APPROVE THE SCHEME OF DELEGATION**

It was **RESOLVED** to re-approve the Scheme of Delegation subject to the inclusion of:

1. Authority for declining Guildhall bookings that might be perceived as prejudicing the neutrality of the town council on future developments.
2. Authority to commence the election or co-option procedure for vacancies in the town council, and set dates, in accordance with legislation and council procedures

26/13/14 **APPROVAL OF THE ANNUAL HEALTH AND SAFETY POLICY**

It was **RESOLVED** the Health and Safety Policy be approved and adopted.

27/13/14 **APPROVAL OF ALL POLICIES**

- a. Adverse Weather Working Policy
Anti-Bribery Policy Statement & Anti-Fraud & Corruption
- b. Strategy
- c. Bereavement Leave Policy
- d. Capability Procedure
- e. Disciplinary Procedure
- f. End of Employment Policy
- g. Equality & Diversity Policy
- h. Grievance Procedure
- i. Health & Safety Policy
- j. Leave Policy
- k. Lone Working Policy
- l. Policy on use of Saltash Town Council Seals
- m. Recruitment Policy
- n. Saltash Town Council Audit Business Risk Assessment
- o. Saltash Town Council Investment Strategy
- p. Sickness & Return to Work Policy
- q. Staff Data Policy
- r. Staff Health & Wellbeing Policy
- s. Staff/Member Relations Policy
- t. Statement on Internal Control Policy
- u. Training & Development Policy

It was **RESOLVED** that the policies be approved and adopted.

28/13/14 **CONSIDER ELIGIBILITY FOR THE POWER OF COMPETENCE TO REMAIN IN PLACE**

It was **RESOLVED** that the Council meets the eligibility conditions for the Power of Competence to remain in place.

29/13/14 **CONSIDER CO-OPTION OF A COUNCILLOR FOR THE SALTASH SOUTH WARD**

It was **RESOLVED** to progress the co-option of a councillor for the Saltash South Ward.

30/13/14 **ARRANGEMENTS FOR MAYOR CHOOSING**

It was **RESOLVED** that:

The Mayor propose and Councillor Holley second that Councillor Yates be elected Mayor of the Town for the ensuing year.

Councillor Austin propose and Councillor Brady second that Councillor Mrs J Dent be elected Deputy Mayor of the Town for the ensuing year.

Councillor Yates propose and Councillor Killeya second the best of thanks of the council be offered to the retiring Mayor.

Councillor Shepherd propose and Councillor Mrs G Challen second the Common Seal.

31/13/14 **CORRESPONDENCE**

None.

32/13/14 **STAFFING**

The minutes of the meeting held on 16th April 2013 were confirmed and signed as a correct record subject to the date of the next meeting to read 16th July 2013.

Prior to the next item Councillors Gee, Bickford and Ellison declared a pecuniary interest and left the meeting.

Councillor Yates in the Chair.

33/13/14 **REQUEST FOR THE MAINTENANCE OF THE CORNISH CROSS**

It was **RESOLVED** that SWRA submit a written fully costed budget plan for the current and future funding and maintenance requirements of the Cornish Cross for consideration by the Policy and Resources Committee at its next meeting.

Councillors Gee, Bickford and Ellison were invited and re-joined the meeting.

Councillor Gee in the Chair.

34/13/14 MEET THE PEOPLE

(a) Arrangements for future meetings

It was **RESOLVED** that the next meeting be held on Saturday 18th May 2013.

Councillors Killeya, Yates and Bickford to attend.

35/13/14 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 items of business.

36/13/14 ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA

37/13/14 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

38/13/14 URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN

None.

39/13/14 PRESS RELEASES AND FUTURE ARTICLES REQUIRED

It was **RESOLVED** that a press release be issued to thank former members for their council service.

40/13/14 DATE OF NEXT MEETING

Thursday 30th May 2013 – Mayor Choosing
Thursday 6th June 2013 at 7.00pm
Tuesday 18th June 2013 at 5.30pm (Planning)

41/13/14 COMMON SEAL

It was **RESOLVED** that the Common Seal of the Council be affixed to all Deeds and Documents necessary to give effect to the foregoing Acts and Proceedings.

Rising at 8.35 pm

Signed: _____
Chairman

Dated: _____ 6th June 2013