

SALTASH TOWN COUNCIL

Minutes of a Meeting of Saltash Town Council held in The Guildhall on Tuesday 6th June 2013 at 7.00pm

PRESENT: Councillors: D Yates (Chairman), R Bickford, Ms G Donovan, Mrs G Challen, Mrs J Dent, G Ellison, M Gee Mrs H Frank, A Killeya, W Phillips, L Russell.

ALSO PRESENT: Reverend G Cryer, PCSO Cornwell, 45 members of the public, 2 members of the press, R Lane – Town Clerk

APOLOGIES: Councillors: R Austin, J Brady, D Holley, Mrs S Hooper MBE, J Shepherd and L Bradley – CIC Chairman.

HEALTH AND SAFETY ANNOUNCEMENTS

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

PRAYERS

Reverend Gordon Cryer – Mayors Chaplain led prayers.

49/13/14 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
Russell	PA13/02107	Pecuniary	My road where I live
Bickford	PA13/02906	Pecuniary	A colleague
	PA13/03370	Pecuniary	Member of sailing club
Frank	PA13/03433	Pecuniary	Vice Chair of governors at Bishops Cornish
Phillips	PA13/01826	Pecuniary	I was a notified

PA13/02906

Pecuniary

neighbour of this
site
I am acquaintance
with the owner

50/13/14 **CO-OPTION OF A COUNCILLOR FOR THE SALTASH SOUTH WARD**

Members interviewed 3 candidates and following a vote Ms G Donovan was co-opted as councillor for the Saltash South Ward.

It was **RESOLVED** that Ms G Donovan be co-opted as councillor for the Saltash South Ward.

CHAIRMAN'S REPORT

Since the last full Town Council meeting, the Mayor has attended:

Saturday 1st June Ashtorre Rock Community Centre – unveiling of the
Ferry Sculpture.

The Deputy Mayor, Councillor Mrs. Jean Dent, has attended the following:

Friday 31st May Lostwithiel Town Council Mayor Making Ceremony.

Jra
4.6.13

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

POLICE REPORT

(a) Police Report

For the above period we have had 68 crimes in Saltash Town.

This compares to 98 crimes in the same period last year.

An insight into some of these crimes follows:

Criminal Damage to dwellings and vehicles - 11

One of which was Co-op Fore street which had its door window smashed in the middle of the night by a male. Enquiries are ongoing.

Assaults – 9

Burglaries – 3

One of which was Brunel Primary School which had a metal framed go-cart red and blue stolen from a shed. The go-cart is still outstanding.

There was also a theft of cycle from a garage in Deer Park.

Theft from motor vehicles -3

Theft of motor vehicles – 1

This was a scooter stolen from outside Mccolls newsagent on Fore Street.

Dog dangerously out of control

This was a female jogger who was attacked by a Collie Labrador Cross on Callington Road.

Regards

Tom

PCSO 30500 Tom Cornwell

Saltash Neighbourhood Team

REPORT BY SALTASH GATEWAY COMMUNITY INTEREST COMPANY (CIC)

(a) Receive Report and consider any actions arising

SALTASH GATEWAY CIC REPORT FOR JUNE 2013

Health and Social Network

As previously reported, it has been made clear that any increase in activity linked to basement improvements would, under present funding, involve the sacrifice of an inpatient capability. After much discussion it would now seem that a potential compromise has been reached, which would see, subject to formal confirmation:

- A capital improvement programme, starting this summer.
- An increase in Service provision.
- Inpatient beds to remain.

Community Transport Project

Bus status:

The bus remains fully compliant with all statutory requirements.

1) Routes and Services:

Service provision has improved since the arrival of “Spring”, and included the following :

- a) April 25th : “Live at Home” organisation for an outing to the Two Bridges hotel on Dartmoor.
- b) April 27th : Forder group for shuttle service to Trematon Hall.
- c) May 1st : St. Georges’ Day Care Centre shuttle
- d) May 8th : St. Georges’ Day Care Centre shuttle
- e) May 15th : St. Georges’ Day Care Centre shuttle
- f) May 24th : Fourth Forum lunch at Plymouth CFE.

2) New business :

Bookings made for June so far :

- a) June 5th : St. Georges’ Day Care Centre shuttle
- b) June 15th & 16th : Shuttle services to & from the Waterfront during Saltash Regatta.
- c) June 21st : Fourth Forum Dartmoor outing

3) New Services :

On May 9th Colin Brown attended a “Cornwall Council Contractor Forum” meeting in Liskeard, organised by Cornwall Council’s Passenger Transport Unit and aimed at rationalising passenger transport contracts throughout the County. CIC’s specific interests, identified during that meeting, lie in the need areas of ad-hoc journeys, education, social care, special education and non-emergency opportunities for health organisations.

a) Saltash Gateway CIC is applying for to Cornwall Council for a suitable contract in line with its current activities and those for which it has previously declared interests.

b) The Council has stated, in its letter of May 28th, that it would consider financial assistance, payable through its Community Bus Grant process, for the routes and services suggested in the CIC’s Community & Voluntary Transport operators 2013 / 14 funding bid of March 18th, mentioned below.

4) CIC Facilities Enabling Enhanced Operations

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

We are pleased to announce that Cornwall Council has approved our bid for the purchase of capital equipment to the sum of £ 885 – 08

Cornwall Council will also provide Passenger Assistant Training for those CIC volunteers who need to have this instruction.

b) Volunteer Cornwall’s Transport Contracts Manager, Brian Smith, spoke with CIC directors and No 4 volunteers at “For Saltash” on May 21st. This meeting largely concerned the allocation of duties after Colin Brown relinquishes his role as Community Transport Project Leader at the end of July.

In the absence of a single volunteer project leader, Peter Thistlethwaite and Tony Parry would pick up major administrative and operational roles concerning “Saltash Hopper” activities. Discussion with drivers is on going with respect to various practical aspects of the “Hopper” operations. (Requests for “*bus management*” volunteers placed with the “Do-it” organisation, with Volunteer Cornwall and on the Saltash Hopper’s own website, <http://www.saltash-hopper.co.uk> are still extant.)

c) During that meeting Volunteer Cornwall agreed to set up passenger registration and booking software for use with the system to be purchased by the Cornwall Council funds mentioned above.

d) Volunteer Cornwall (Truro) are also to produce “Saltash Hopper” publicity leaflets for distribution as required.

e) Two new drivers are to take MIDAS training and undergo Enhanced Criminal Records Bureau (CRB) Disclosure.

5) Total expenditure since April 24th :

Insurance :	£ 177- 72
Diesel :	£ 50 – 00 (April 25 th)
Bungee straps	£ 7 – 38

Total expenditure = £ 235 - 10

6) Total income since April 24th

Live at Home Scheme	£ 60 – 00
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Forder Group		£ 60 - 00
St. George's DCC		£ 180 – 00
Fourth Forum		£ 50 – 00
Total income	=	£ 350 - 00
(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

In summary:

1. The retail side has gone better than anyone expected. Plenty of people want to have stalls, some very regularly. The number of customers has been particularly good on Friday and Saturday, but there is trade at other times too.
2. The first special event, the Local Food Market, was a notable success, and this has proved a good model for further such events. We are grateful to Dave Pemberton for his efforts and support.
3. The volunteering/community side is establishing itself, but has been rather put into the shade by the excitement of the markets. Management of Community Transport has yet to be transferred in.
4. Sadly, and partly because of the above, we have lost Saltash Mobility from the project, and will need to find a new partner if our mobility scheme is to be developed.

We are thinking about managing the retail and community functions separately. Rosie Waters attends with her stall daily, and is a committed member of the team. She is willing to take responsibility for opening and closing the project each day and supervising the stall holders, and hopes to be able to organise cover from another regular stall holder during any absence.

This leaves a small team of other volunteers –Lynda, Sue and Jane – who can work with Penny Steventon of Volunteer Cornwall to develop the community side. We are thinking of reserving the rear part of the shop around the desk to be the dedicated community area.

We also currently also have the active support of John Pickering in the management process.

These management and organisational issues can be explored together at our meeting this week. To assist, there will be a presentation by Rosie's sister, Helen, who offered to use her expertise to draw up ideas for the next steps, and, in particular, to get the look of the project right.

(Peter Thistlethwaite)

No 4 Managers Report to CIC

Since For Saltash opened for business on 20th April 2013 we have had a steady uptake of tables / stalls.

On average on days that we are open there are at least 5 tables / stalls in use. All stall holders are still reporting a profit overall, there are occasions when the business is slow.

Bookings for the coming weeks are steadily taking shape.

The Saltash Local Food (Farmers) Market took place on Friday 17 May, this was a great success, we had nine stall holders selling a range of good from meats to cakes as well as fish, honey and cider. Also include was a flower stall. For the next one we need more vegetable sellers. This is booked for Friday June 14th 2013. Starting fees are set at £5.00 per table for the Food Market days 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 being banked, a spreadsheet of income and expenditure is kept. A cash box has been sourced, petty cash is held in here to buy misc items.

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.

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 which has been sited at the main door is used to enable the staff to possibly source different stall holders. We still need more items to sell to the male population!!

We need to seek the way ahead with regards to the Saltash Hopper and Mobility to ensure that we are using them to their full potential, more promotion needed, especially in local press.

The spare key is held in the Guildhall. A key log is kept in the office of the Guildhall. Balance of account:- Wednesday 29th May 2013.

Money in	£512.50	-	£ (includes future bookings)
Money out	£53.80	-	£ (misc items bought for use in No 4)
Money Banked	£394.00	-	£ (Includes monies paid in direct by stall holders)
Money in till	£64.70	-	£ (Cash Float)
Misc (coffee boat)	£14.00	-	£ (Included in money in cash float)

John N Pickering

For Saltash Manager

Current Financial Position

The main expenditure in the last month has been on the laptop, printer and signage for For Saltash. The refurbishment has run to budget, although some final expenditure on additional signage and branding etc is expected.

Running costs for For Saltash are still not fully known, although we can make reasonable estimates on electricity, phone and broadband now. There is no news from Cornwall Council about our application for Discretionary Rate Relief from March onwards (we have paid full Business Rates for the period of refurbishment). Rental of stalls has produced over £300 of income so far which is very encouraging. We would seem to have a viable business model, so long as we get some Rate Relief.

In the last month, there was also a small surplus of income over expenditure on the Saltash Hopper. It is hoped that the management of all bus operations will be

included within For Saltash during the next eight weeks and that use of the bus will increase given wider publicity.

Balances at 30 May:

Current Account: £606.29

Community Transport: £1454.94

For Saltash: £1006.54

Deposit Account: £17735

(Peter Thistlethwaite)

Liam Bradley CIC Chairman

1st June 2013

CORNWALL COUNCIL REPORT

(a) CNA report for noting or matters arising

Report on Cornwall Council for Saltash Town Council meeting on 6th June 2013

COMPOSITION OF THE NEW ADMINISTRATION

'May you live in interesting times' is the old curse, supposedly Chinese. Times have certainly been interesting at Cornwall Council. With 36 seats held by the Independent Group, 36 by the Lib Dem Group and 30 by the Conservative Group, there was no clear overall control of the council immediately after the election. Several groups were keen to set up a 'One and All' coalition, to put aside group interests and work for Cornwall as a whole. Regrettably, this turned out to be impossible despite weeks of negotiations.

At the Council meeting on 21st May, the first full meeting of the new administration, the Independent councillor for Hayle John Pollard was elected as Leader of the Council. 4 Independents and 5 Lib Dems were then chosen to take up the remaining 9 Cabinet posts.

John Pollard became Cabinet member with responsibility for Localism towards the end of the last administration. In this role, he attended the final CNA (Community Network Area) meeting of the last administration and gave a convincing, honest appraisal of the state of play. At the meeting, he stressed the need for better communication with town and parish councils. I feel that John will guide this administration to becoming a more listening council. In fact, as a 'new kid on the block', I have been impressed with the way officers and councillors have all stressed the need for better communication on all levels: between Cabinet and non-Cabinet councillors, between officers and councillors, between Cornwall and town & parish councils, and between national government and Cornwall.

NEW GOVERNANCE MODEL

One way in which Cornwall Council is seeking to improve communications is by establishing PACs (Portfolio Advisory Committees), each linked to a Cabinet portfolio. Previously, a great deal of power was concentrated in the 10-member Cabinet, and the establishment of PACs is designed so that policy development will be better informed and more representative.

The 4 Cornwall Councillors from Saltash will be sitting on the following committees:

Bob Austin: Devolution and Localism PAC, Planning East Committee, Tamar Bridge Committee

Joe Ellison: Partnerships PAC (Cormac, Newquay Airport etc), Planning East Committee, Licensing Committee, Tamar Bridge Committee

Hilary Frank: Children & Young People PAC, Economy & Culture PAC

Derek Holley: Pensions Committee, Planning East Committee, Tamar Bridge Committee.

LOOKING FORWARD

So with a new, 'listening' Cabinet in place and with a newly-designed governance structure councillors, councils and the people of Cornwall should feel better informed and better consulted. Of course, there are still plenty of challenges ahead, especially considering the financial difficulties of the current economy. But the four Cornwall Councillors from Saltash are determined to work hard to achieve the best possible deal. Our first battle will be to ensure that each councillor will continue to receive money to carry out the minor changes necessary to the highways. This Highways Allowance has been under threat of being cut, but we feel it is absolutely vital for our town. Times may be 'interesting', but we are ready to take on the challenge.

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

51/13/14 QUESTIONS FROM THE PUBLIC

Mrs Andrea Gilbert spoke as a representative of residents with regard to their opposition of PA 13/02906

52/13/14 MINUTES

The minutes of the meetings held on 14th May and 30th May 2013 were confirmed and signed as a correct record

53/13/14 MATTERS ARISING FROM THE MINUTES

(a) Response received from Cornwall Council regarding Chief Executives Post (Councillor Gee)

Councillor Gee reported that a reply had been received from Cornwall Council in response to his letter regarding abolishing the Chief Executive post.

The response from Cornwall Council stated the matter had been brought to the Chief Executives attention.

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

54/13/14 **FINANCE:**

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

Guildhall Hire	807.00	Guildhall hire
Burial Board	1380.00	Burial fees
Fire Cadets	460.00	Donation – Christmas event

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

	Gross	Excl. VAT
Petty Cash	81.33	Petty Cash
Saltash Neighbourhood Plan	237.95	May Fair costs
Saltash Window Cleaning	45.00	Window cleaning
Sue Hooper Charitable Foundation	1000.00	Festival fund grant
Petty Cash	120.31	Petty Cash
Royal British Legion	30.00	Wreath

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

None.

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

55/13/14 **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:

PRIOR TO THE NEXT ITEM COUNCILLOR PHILLIPS DECLARED A PECUNIARY INTEREST AND LEFT THE MEETING.

PA13/01826

Mr S Tibbs – **Land to rear of 43 Homer Park**

Retention of 1.8m high close boarded timber fence constructed along southern boundary built without planning permission.

Ward: North

Date received: 13.05.2013

It was resolved to RECOMMEND REFUSAL due to height of fencing and negotiations to take place with owner to change format of fencing.

COUNCILLOR PHILLIPS WAS INVITED AND RETURNED TO THE MEETING.

PRIOR TO THE NEXT 2 ITEMS COUNCILLOR RUSSELL DECLARED A PECUNIARY INTEREST AND LEFT THE MEETING.

PA13/02107

Mr C Cutler - **4 Lyndon Court, Pillmere**

To site a bicycle storage pod to the rear of my block of flats adjacent to my designated car parking space. There are no permitted development rights available so planning permission is required. The committee of owners of Lyndon Court – Celtic Downs Management Company Ltd – are aware of this application and have expressed their support and approval.

Ward: North

Date received: 09.05.2013

It was resolved to RECOMMEND APPROVAL.

PA13/02906

Mr P McHale - **116 North Road**

Construction of apartment block containing six units.

Ward: East

Date received: 16.05.2013

It was resolved to RECOMMEND REFUSAL due to

- 1) Overdevelopment of the site**
- 2) The height and massing are out of scale to the area**
- 3) Poor design, including a flat roof, which is not in keeping with the street scene or the character of the area**
- 4) Overbearing and overlooking leading to loss of privacy**
- 5) The additional traffic and limited access would present an unacceptable highways risk**

COUNCILLOR RUSSELL WAS INVITED AND RETURNED TO THE MEETING

PA13/03126

Mr T and Mrs S Arnold - **Crooked Inn, Liskeard Road, Trematon**
Alterations and variations to extant consented managers dwelling
(under construction) and associated works.

Ward: West

Date received: 22.05.2013

It was resolved to RECOMMEND APPROVAL

PRIOR TO THE NEXT ITEM COUNCILLOR BICKFORD DECLARED
A PECUNIARY INTEREST AND LEFT THE MEETING.

PA13/03370

Mr B Brimble, Hon. Secretary, Saltash Sailing Club - **Saltash Sailing
Club, Tamar Street**

Single storey extension, erection of conservatory over the existing
balcony and new balcony.

Ward: East

Date received: 10.05.2013

It was resolved to RECOMMEND APPROVAL

COUNCILLOR BICKFORD WAS INVITED AND RETURNED TO THE
MEETING.

PRIOR TO THE NEXT ITEM COUNCILLOR Mrs H FRANK
DECLARED A PECUNIARY INTEREST AND LEFT THE MEETING.

PA13/03433

Mrs J Thomas, Bishop Cornish School – **Bishop Cornish C of E VA
Primary School, Lynher Drive**

Erection of a Biomass Boiler House and Waste Storage Unit.

Ward: South

Date received 22.05.2013

It was resolved to RECOMMEND APPROVAL

COUNCILLOR Mrs H FRANK WAS INVITED AND RETURNED TO
THE MEETING.

PA13/03711

Project Management Southwest Ltd – **Plot 2 Land rear of
Parkesway, Parkesway, St Stephens**

Construction of detached dwelling with associated works.

Ward: South

Date received: 22.05.2013

It was resolved to RECOMMEND REFUSAL due to

- 1) Overdevelopment of the site given total units of four**
- 2) Overlooking and overbearing to neighbours leading to a loss
of privacy to St Stephens Road (plot 2) Parkesway (plots 3
and 4)**

- 3) **Insufficient access onto a busy road used for the school run and commuters**
- 4) **Insufficient amenity space (especially plot 4)**

Note:

- 1) **Agreement for widened access is yet to be completed and therefore cannot be assumed**
- 2) **If minded to approve request a site meeting**
- 3) **If still minded to approve request a condition that work cannot commence until widening of the access is complete**

PA13/03713

Project Management Southwest Ltd - Plot 3 Land rear of Parkesway, Parkesway, St Stephens

Construction of detached dwelling and associated works.

Ward: South

Date received: 22.05.2013

It was resolved to RECOMMEND REFUSAL due to

- 1) **Overdevelopment of the site given total units of four**
- 2) **Overlooking and overbearing to neighbours leading to a loss of privacy to St Stephens Road (plot 2) Parkesway (plots 3 and 4)**
- 3) **Insufficient access onto a busy road used for the school run and commuters**
- 4) **Insufficient amenity space (especially plot 4)**

Note:

- 1) **Agreement for widened access is yet to be completed and therefore cannot be assumed**
- 2) **If minded to approve request a site meeting**
- 3) **If still minded to approve request a condition that work cannot commence until widening of the access is complete**

PA13/03715

Project Management Southwest Ltd - Plot 4 Land rear of Parkesway, Parkesway, St Stephens

Construction of detached dwelling and associated works.

Ward: South

Date received: 22.05.2013

It was resolved to RECOMMEND REFUSAL due to

- 1) **Overdevelopment of the site given total units of four**
- 2) **Overlooking and overbearing to neighbours leading to a loss of privacy to St Stephens Road (plot 2) Parkesway (plots 3 and 4)**
- 3) **Insufficient access onto a busy road used for the school run and commuters**
- 4) **Insufficient amenity space (especially plot 4)**

Note:

- 1) Agreement for widened access is yet to be completed and therefore cannot be assumed
- 2) If minded to approve request a site meeting
- 3) If still minded to approve request a condition that work cannot commence until widening of the access is complete

PA13/03932

Mr and Mrs G Taylor - **177A Callington Road**

Construction of single storey front and rear extensions (revised to previously approved application PA12/11051).

Ward: North

Date received: 13.05.2013

It was resolved to RECOMMEND APPROVAL

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

PA13/00615 – Land to the rear of 416 New Road

STC recommended REFUSAL on 16.04.2013

CC sent decision: WITHDRAWN on 17.05.2013

PA13/02731 – Castle Hill, Forder

STC recommended: NO OBJECTION SUBJECT TO APPROVAL OF THE TREE OFFICER on 14.05.2013

CC sent decision: Decided not to make a TPO (TCA apps) on 17.05.2013

56/13/14 **SALTASH LOCAL PLAN**

The Chairman updated members on progress to date and that monthly meetings were now taking place.

It was **RESOLVED** that the report be noted and that the plan now be referred to and known as the “Saltash Neighbourhood Plan”.

57/13/14 **CORRESPONDENCE**

None

58/13/14

APPOINTMENTS TO COMMITTEES

Burial Board	Staffing
Mayor	Mayor
Deputy Mayor	Deputy Mayor
Austin	Gee
Brady	Hooper
Holley	Killeya
Phillips	Phillips
Policy & Resources Committee	Services
Mayor	Mayor
Deputy Mayor	Deputy Mayor
Challen	Brady
Gee	Donovan
Hooper	Ellison
Killeya	Frank
Phillips	Holley
Shepherd	Russell
	Shepherd

It was **RESOLVED** that the following appointments be approved.

59/13/14

APPOINTMENTS TO OUTSIDE BODIES

Age Concern	Dent
K3	Donovan
Road Safety Cttee	Holley
Saltash Heritage	Dent
Livewire	Phillips
Youth Council	Hooper
May Fair	Yates
Cornwall Association of Larger Local Councils	Hooper, Town Clerk
Saltash Gateway CIC	Yates
Saltash Gateway CNA	Dent, Yates
Section 106 Steering Group	Dent, Yates
Governor, saltash.net	Yates
Section 106 Steering Group, reserve Councillors	Gee, Killeya
Saltash Publicity Local Action Team	Bickford
Regatta Committee	Challen
TAVATA	Ellison (Reserve – Frank)
CATS	Frank, Hooper
Mabbot Trust	Gee, Hooper

It was **RESOLVED** that the following appointments be approved.

60/13/14 APPROVE THE ANNUAL ACCOUNTS AND SIGN OFF THE ANNUAL RETURN

It was **RESOLVED** that:

1. the Annual Accounts be approved and the Annual Return be signed off subject to the approval and scrutiny of the Vice Chairman of Policy and Resources.
2. A capital balance analysis including major capital spends for 2012/13 be reported the next meeting of Policy and Resources Committee.

61/13/14 EXTENSION TO THE TOWN CONSERVATION AREA

It was **RESOLVED** to defer the item to a future meeting subject to Councillor Holley conducting an informal consultation with residents.

62/13/14 USE OF THE MAURICE HUGGINS ROOM (DEFERRED FROM TOWN COUNCIL MEETING HELD ON 16th APRIL 2013)

Councillor Gee updated members on progress to date and requested the establishment of a working party.

It was **RESOLVED** that a working party be established.

63/13/14 OPTION PAPER ON COMMITTEE STRUCTURE (COUNCILLOR KILLEYA)

Councillor Killeya presented a paper to members on committee structure options.

It was **RESOLVED** that option appendix B (copy on file) be approved subject to review in 12 months or earlier if necessary.

64/13/14 PROCESS FOR PRIORITY SETTING (COUNCILLOR KILLEYA)

Councillor Killeya presented a paper to members on a strategic plan process for priority setting.

It was **RESOLVED** that the strategic plan priority setting process (copy on file) be adopted and conducted by the Strategic Monitoring Group.

65/13/14 APPROVAL OF THE APPOINTMENT PROCESS TO APPOINT A FINANCE OFFICER AND ADMINISTRATION OFFICER (PM)

It was **RESOLVED** that the process to appoint be approved.

66/13/14 MEET THE PEOPLE

It was **RESOLVED** that the next meeting be held on Saturday 8th June 2013 and that Councillors Yates, Russell and Killeya will attend.

67/13/14 **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.

68/13/14 **ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None

69/13/14 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

70/13/14 **URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN**

Councillor Ellison informed members about the Regatta 5 towns gig race challenge and requested 5 volunteers to crew the Saltash gig.

It was **RESOLVED** that Councillors Bickford, Ellison, Russell, Town Clerk and Neil Challen crew the Saltash gig.

71/13/14 **PRESS RELEASES AND FUTURE ARTICLES REQUIRED**

It was **RESOLVED** to issue a press release regarding the co-option of Councillor Gina Donovan.

72/13/14 **DATE OF NEXT MEETING**

Tuesday 18th June 2013 at 5.30pm (Planning)
Thursday 4th July 2013

73/13/14 **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 9.30 pm

Signed: _____
Chairman

Dated: _____ 4th July 2013