

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Policy and Resources Committee held at The Guildhall on Tuesday 18th June 2013 at 7.00pm.

PRESENT: Councillors: W Phillips (Chair), R Bickford, Mrs G Challen, Mrs J Dent, Mrs S Hooper MBE, A Killeya, J Shepherd, D Yates

ALSO PRESENT: 1 Member of Public
Mrs J Angear – Receptionist
Mrs A Thomas – Senior Administration Officer
Ray Lane – Town Clerk
Councillor Ellison in the public gallery as Vice Chairman of SWRA and Elwell Project Leader (part of meeting)

APOLOGIES: Councillor: M Gee.

Mayor in the Chair

HEALTH AND SAFETY ANNOUNCEMENTS

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

01/13/14 APPOINT A CHAIRMAN AND VICE-CHAIRMAN OF THE COMMITTEE

It was **RESOLVED** following a vote that Councillor Phillips be unanimously elected Chairman.

Councillor Phillips in the Chair.

It was **RESOLVED** following a vote that Councillor Gee be unanimously elected Vice Chairman.

02/13/14 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
Mrs S Hooper MBE	10 Application 164	Pecuniary	My husband is Honorary President

03/13/14 **CONSIDER HOW THE COMMITTEE WILL FUNCTION AND ITS MEETING CYCLE**

It was **RESOLVED** that the meetings would remain bi-monthly unless an urgent meeting was required.

04/13/14 **QUESTIONS FROM THE PUBLIC**

None

05/13/14 **FINANCE**

(a) Report from Finance Officer

In the absence of the Finance Officer the Chairman read out a report from the Finance Officer detailing:

- Vat returns are all up to date
- Improved Payroll and basic finance Procedures to be written before my departure
- Can we have authorisation to invest 50-100k for a longer term?
- Credit received from Cornwall Council for £67,950 reference STIG and Maurice Huggins room funding.

It was **RESOLVED** that the report be noted and longer term investments of up to 100k be approved subject to investment liaison with the Chairman.

(b) Year end budget statements 2012/13

It was **RESOLVED** that report be deferred to next meeting and be emailed to members in the interim.

(c) Current Committee budget statement

It was **RESOLVED** that the report be noted and that Committee budget statements be emailed to all members prior to meetings.

(d) Year end capital statement and analysis

It was **RESOLVED** that report be deferred to next meeting and be emailed to members in the interim.

(e) VAT

The Clerk reported that the Finance Officer was finalising VAT registration.

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

06/13/14 **INTERNAL AUDIT REPORT FOR THE YEAR ENDING 31st MARCH 2013**

It was **RESOLVED** that the report be accepted and all recommendations be actioned.

07/13/14 **CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND**

None.

08/13/14 **COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS (FOLLOWING COMMITTEE RESTRUCTURING FESTIVAL FUND APPLICATIONS WILL BE HEARD BY THE SERVICES COMMITTEE AT THE JUNE MEETING ONLY)**

It was **RECOMMENDED** that:

Saltash Breathers Group be awarded £200

Prior to the next application Councillor Mrs S Hooper MBE declared a pecuniary interest and left the meeting.

Saltash & District Amateur Radio Club be awarded £400

Councillor Mrs S Hooper MBE was invited and re-joined the meeting.

Saltash Maritime Cadets be awarded £1,000

09/13/14 **S106 FUNDING**

S106 Waitrose

Members considered notification from Cornwall Council that deductions of £1,120 (for co-ordination and accounting and expenses for expert advice/support) had been made to the Town Centre Re-generation Phase III funding payment.

It was **RESOLVED** that a meeting take place with Cornwall Council to determine the issue.

S106 Lidl

Members considered a request from Cornwall Council to discuss potential schemes for the funds relating to sustainable transport.

It was **RESOLVED** that a meeting be arranged and that a Sustainable Transport Working Party be established members being Councillors Killea, Bickford, Mrs G Challen and Yates.

10/13/14 **POLICY ON AREAS PREVIOUSLY COVERED BY OTHER COMMITTEES**

- a. Transport
- b. Tourism
- c. Any other matters

It was noted that these policy items would now be considered by the committee.

11/13/14 **TRANSPORTATION (BUS/TRAIN/ROAD POLICY ISSUES)**

Councillor Bickford spoke with regard to a letter received from the Department of Transport in response to a letter sent regarding the Rail Service Franchise implications for Saltash users.

It was **RESOLVED** to note.

12/13/14 **UPDATE ON USE OF S106 MONEY TO PROVIDE A LASTING LEGACY (COUNCILLOR GEE)**

No report.

It was **RESOLVED** that the item be removed from the agenda.

13/13/14 **UPDATE ON REVIEW OF ASSEST REGISTER**

The Clerk reported that the Finance Officer was implementing final changes as recommended by internal audit prior to completion.

It was **RESOLVED** that upon completion of the register a copy be emailed to all members.

14/13/14 **SERVICE DEVOLUTION AND ASSET TRANSFERS:**

- a. Toilets – update

The Chairman reported no update on the transfer and it was noted that the toilets at Waterside had overflowed during the Regatta.

It was **RESOLVED** that Cornwall Council members would progress the matter.

b. Land at Grenfell Avenue (allotments)

The Clerk reported that the lease was nearing completion for signing and that the Services Committee are arranging for the land to be prepared for use.

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

15/13/14 **MAURICE HUGGINS ROOM**

The Chairman reported that Councillor Gee was progressing matters and that tenders were currently being sought for the refurbishment of the room.

It was **RESOLVED** that the Chairman progress the issue with Councillor Gee.

16/13/14 **PLANNING POLICY**

a. Policy with regard to PA13/02709

It was **RESOLVED** that the item be referred to STIG for further consideration.

17/13/14 **IT**

a. Report from IT Consultant regarding replacement server and computers

It was **RESOLVED** that the item be referred to the next meeting.

b. Policy for Town Council social media accounts (deferred from last meeting)

It was **RESOLVED** that a Social Media Working Party be established comprising Councillors Killeya, Ms Gina Donovan, Bickford and Gee to determine the policy details.

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

18/13/14 **REQUEST FROM SALTASH WATERSIDE RESIDENTS ASSOCIATION FOR MAINTENANCE OF THE CORNISH CROSS (REFERRED FROM TOWN COUNCIL 140513)**

It was noted Councillor Ellison was present in the public gallery as Vice Chairman of SWRA and Elwell Project Leader to answer any members' questions on the item.

Prior to member's discussion and decision on the item Councillor Ellison attending as Vice Chairman of SWRA and Elwell Project Leader declared a personal and pecuniary interest and left the room.

It was **RECOMMENDED** to approve taking ownership of the cross and woods subject to:

1. A full detailed transfer document being in place.
2. A business risk assessment report being conducted.
3. A £1500 budget head being established from reserves for maintenance and insurance costs of the cross and woods.

At the Town Council meeting of 4th July 2013 a fourth recommendation was added:

4. A meeting be held with the Chairman of SWRA to clarify and identify issues relating to the surrender of the sub-lease to Saltash Town Council.

It was **RESOLVED** that up to £1000 be approved from the legal fees budget for costs relating to legal fees and to conduct the business risk assessment report.

19/13/14 **GUILDHALL BOOKING POLICY**

Due to an incident relating to a booking of the Guildhall members reviewed the booking conditions and policy.

It was **RESOLVED** that:

1. All bookings must be signed by persons over 18 years of age (acknowledging liability for the booking) on the premises and in the presence of a member of staff.
2. At least one adult must be present and remain on the premises for the duration of the booking.
3. The Town Clerk to have authority to require a damages and additional costs deposit bond whenever considered appropriate.

20/13/14 **CORRESPONDENCE:**

- a. Withdrawal of bus service

Members considered a letter received from a resident regarding the withdrawal of bus services in Saltash.

It was **RESOLVED** that the Chairman will respond to the letter and refer it to Cornwall Council.

21/13/14 **TOWN MESSENGER**

Councillor Killeya spoke to members with regard to the feasibility of issuing a special edition containing a public consultation article on the Town Strategy and Priorities.

It was **RESOLVED** that a special edition be worked up and delivered within 2-3 weeks containing a public consultation for the Town Strategy and Priorities.

22/13/14 **REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES**

a. Neighbourhood Plan Steering Group

The Chairman reported on a recent meeting that had been held and that the constitution was being progressed.

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

b. Road Safety Committee

No report

c. Anti-social Behaviour

No report.

23/13/14 **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 item of business.

24/13/14 **AS REQUIRED OR IF NECESSARY**

25/13/14 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

26/13/14 **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR**

None

27/13/14 **PRESS REPORTS OR ARTICLES AS REQUIRED**

None

28/13/14 **DATE OF NEXT MEETING**

To be confirmed

Rising at 9.15 pm

Signed: _____

Chairman

Dated: _____ 4th July 2013 _____