

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Policy and Resources Committee held at The Guildhall on Tuesday 17th September 2013 at 7.00pm.

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

ALSO PRESENT: Councillors: Mrs H Frank (part), J Ellison, Austin. Miss A James – Finance Officer, Mrs A Thomas – Senior Administration Officer, Ray Lane – Town Clerk

APOLOGIES: Councillor: W Phillips

HEALTH AND SAFETY ANNOUNCEMENTS

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

29/13/14 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 M.B.E.	7/166	Non Pecuniary	STC Rep on committee of PPS.
	7/168	Pecuniary/Non Pecuniary	President of Youngstagers
Ellison Shepherd	7/167	Pecuniary	SWRA Vice Chair
	7/166	Non Pecuniary	Groundwork Application
Mrs H Frank	7/166	Non Pecuniary	Member of Pilgrim Pitch Steering Group
Austin	7/166	Non Pecuniary	Member of Pilgrim

Gee	7/167	Pecuniary	Pitch Group SWRA Treasurer	Steering
Bickford	7/167	Pecuniary	SWRA Member	

30/13/14 **QUESTIONS FROM THE PUBLIC**

None

31/13/14 **FINANCE**

(a) Report from Finance Officer

The Finance Officer updated members on finance activity and work completed to date.

It was **RESOLVED** to note.

(b) Year end budget statements 2012/13

It was **RESOLVED** to note.

(c) Current Committee budget statement

It was **RESOLVED** to note that the income figures for burials and Guildhall lettings were down.

(d) A report on Investments

It was **RESOLVED** to note the report and formally approve the investment of £274,453.

(e) Year end capital statement and analysis

It was **RESOLVED** to note.

(f) VAT

The Finance Officer reported that the council is now registered for VAT and returns were up to date.

It was **RESOLVED** to note.

(g) Annual Return for the year end 31st March 2013

It was **RECOMMENDED** that the Annual Return for year end 31st March 2013 be received.

(h) Letter from the Councils bankers

The Chairman reported that the council's bankers had written to apologise for the council's difficulties experienced with its bank mandate team and had tendered compensation of £500.

It was **RESOLVED** that the apology be noted and compensation be accepted and deposited in the general reserves.

(i) Quotes for the insurance renewal contract (long term)

Members considered renewal quotes (copies on file) for the council insurance for a 3 year term.

It was **RECOMMENDED** to accept the insurance quote from Zurich Town and Parishes.

(j) Staffing Committee staff training budget increase

Members considered an increase in the staff training budget due to unforeseen turnover of finance staff.

It was **RESOLVED** that the item be referred to the Staffing Committee.

(k) Preliminary consideration to the 2014/15 budget process

It was **RESOLVED** that consideration to the budget be considered further following the Priorities Strategy Steering Group meeting.

32/13/14 **CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND**

No report.

33/13/14 **COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS**

Prior to the next item Councillors Mrs H Frank, Mrs S Hooper MBE, Shepherd and Austin declared interests and left the meeting.

COMMUNITY CHEST

It was **RECOMMENDED**:

Application 166. Pilgrim Pitch Saltash. Groundwork South be deferred pending receipt of information on detailed facility management accounts, further clarity of the scheme and user statistics.

Councillors Mrs H Frank, Mrs S Hooper MBE, Shepherd and Austin were invited and returned to the meeting.

Prior to the next item Councillors Gee, Bickford and Ellison declared interests and left the meeting.

Councillor Yates in the chair.

Application 167. SWRA. be declined.

Councillors Gee, Bickford and Ellison were invited and returned to the meeting.

Councillor Gee in the chair.

Councillor Mrs H Frank left the meeting.

Prior to the next item Councillor Mrs S Hooper declared an interest and left the meeting.

Application 168. Youngstagers be awarded £500.

Councillor Mrs S Hooper was invited and returned to the meeting.

Prior to the next item Councillor Mrs H Frank declared a pecuniary interest and left the meeting.

FESTIVAL FUND

It was **RECOMMENDED** that:

Application Saltash Town Council Lantern Parade be awarded £3600.

At the 3rd October 2013 Town Council meeting Councillor Ellison proposed an amendment to reduce the award from £3600 to £3000 on the basis of the cost for the Christmas event and requested a recorded vote.

Vote for the amendment Councillors: Mrs G Challen, Ellison, Mrs S Hooper MBE, Gee, Bickford, Phillips.

Vote against the amendment Councillors: Ms G Donovan, Brady, Russell, Mrs J Dent, Holley, Austin, Killeya.

The Chairman abstained from voting.

Amendment defeated 7 votes to 6.

34/13/14 S106 FUNDING

No report.

35/13/14 **TRANSPORTATION (BUS/TRAIN/ROAD)**

Councillor Bickford reported he had attended a meeting in Exeter regarding a number of proposals affecting the Saltash services despite the franchise not being awarded to date.

It was **RESOLVED** Councillor Bickford write to Network Rail regarding the proposals affecting Saltash.

Councillor Bickford requested the Saltash Town Council train timetable be continued at an approximate cost of £350-£400 every 6 months for production and distribution.

It was **RESOLVED** that on-going production and distribution of the timetable be approved until further notice.

Councillor Bickford updated members on the Cornwall and Isles of Scilly Local Transport Scheme.

It was **RESOLVED** to note.

36/13/14 **UPDATE ON REVIEW OF ASSET REGISTER**

The Town Clerk reported that subject to some final minor details the review had been completed.

It was **RESOLVED** to note.

37/13/14 **SERVICE DEVOLUTION AND ASSET TRANSFERS:**

a. Toilets – update

Ongoing.

b. Land at Grenfell Avenue (allotments)

Ongoing.

38/13/14 **MAURICE HUGGINS ROOM**

a. Contracts and Works Consultants tender report and appoint a contractor

Members considered the works consultants tender report.

It was **RESOLVED** that the tender from Shaun Libby be approved and works to the value of up to £6000 as budgeted be conducted.

39/13/14 **IT**

- a. Report from IT consultant regarding replacement server and computers

It was **RESOLVED** that the item be referred to Full Council.

40/13/14 **TOWN MESSENGER**

The Senior Administration Officer reported that an issue was due and that it was necessary to produce an edition to comply with Quality Council Status.

It was **RESOLVED** that members will submit articles for the edition by 27th September 2013.

She further reported that delivery problems were being experienced with a substantial number of residents not receiving a copy.

It was **RESOLVED** that Councillor Austin and the Senior Administration Officer will meet with the distribution agents to investigate and determine a solution.

41/13/14 **POLICY FOR FUTURE JOINT PROJECTS**

Members considered the policy presented by Councillor Killeya.

It was **RECOMMENDED** that the policy be put to Full Council for adoption.

42/13/14 **REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES**

- a. Neighbourhood Plan Steering Group

Councillor Yates informed members that the Saltash Framework Update Report was now available and that it will be posted on the council web page.

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

- b. Road Safety Committee

No report.

- c. Anti-Social Behaviour

Councillor Austin updated members on activity to date and requested more councillors attend the meetings.

- d. Saltash Strategic Transportation Working Party

Councillor Killeya gave a summary of recent meetings held including the cycle way consultation meeting in response to the transport consultation document.

It was **RESOLVED** that the report be noted and that the working parties responses to the transport consultation document be submitted to Cornwall Council

e. Guildhall Property Maintenance and Marketing Working Party – report on Heritage Centre

The Chairman reported that an asbestos survey report had now been completed to comply with health and safety requirements.

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

43/13/14 **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.

44/13/14 **AS REQUIRED OR IF NECESSARY**

45/13/14 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

46/13/14 **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR**

None.

47/12/14 **PRESS REPORTS OR ARTICLES AS REQUIRED**

None.

48/13/14 **DATE OF NEXT MEETING**

Tuesday 19th November 2013

Rising at 8.55 pm

Signed: _____
Chairman

Dated: 3rd October 2013