

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Policy and Resources Committee held at The Guildhall on Tuesday 19th November 2013 at 7.00pm.

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

ALSO PRESENT: Ray Lane – Town Clerk, Mrs A Thomas Senior Administration Officer.

APOLOGIES: Councillor: A Killeya,

HEALTH AND SAFETY ANNOUNCEMENTS

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

49/13/14 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	7B SMDF	Pecuniary	General Secretary SMDF Committee
Mrs S Hooper MBE	8	Pecuniary	Executive Committee

50/13/14 **QUESTIONS FROM THE PUBLIC**

None

51/13/14 **FINANCE**

(a) Report from Finance Officer

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

(b) Current Committee budget statement

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

(c) A report on Investments

It was **RESOLVED** to note the reinvestment of £274,452 for 6 months as of 26th November 2013.

(d) VAT

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

(e) Annual Internal Audit Business Risk Assessment 2013/14

It was **RESOLVED** to approve.

(f) Budget indicator

It was **RESOLVED** that the budget indicator be considered upon the receipt of all committee budgets.

(g) Fees and Charges for 2014/15

It was **RESOLVED** that the following fees and charges be submitted to the P&R Precept meeting for charging as of 1st April 2014.

Minimum booking period 2 hours.

Guildhall

Casual per hour – Weekdays	£15
Casual per hour – Weekends	£20
Regular per hour – Weekdays	£14
Regular per hour – Weekends	£17

Council Chamber

Casual per hour – Weekdays	£10
Casual per hour – Weekends	£14
Regular per hour – Weekdays	£9
Regular per hour – Weekends	£13

Room Hire Extras

Piano	£10.00 per day
Tea/Coffee per cup	25p
Tea/Coffee per cup and biscuit	40p
Photocopying	10p per black and white copy 20p per colour copy.

(h) Budgets for General, Office and Guildhall 2014/15

It was **RECOMMENDED** that the attached budgets be approved.

It was **RESOLVED** to submit to the P&R Precept Meeting that the Guildhall budget be re-titled Property to include all property such as the Maurice Huggins room.

52/13/14 **CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND**

No Report.

53/13/14 **COMMUNITY CHEST AND FESTIVAL FUND**

a. Discuss the terms of reference for applications and frequency of hearing applications

It was **RECOMMENDED** that:

1. Applicants be limited to one award per year, from each fund.
2. Community Chest and Festival Fund be regular agenda items and any applications received be considered at the next available meeting.
3. The Finance Officer and Receptionist to provide an historical application/award record and current budget status to every meeting.
4. Councillor Bickford will investigate a scoring system for the Festival Fund.

b. CHICKS

It was **RESOLVED** that no award be made and that the applicant be requested to sponsor individual children on the basis of nominations by Head Teachers of schools to local charities in town.

Consider Festival Fund applications from:

a. Brunel Quilters

It was **RESOLVED** that no award be made and that the applicant be informed awards will not be made when their surplus funds are donated to charity.

Councillor Mrs S Hooper MBE declared a pecuniary interest in the next two agenda items and left the meeting room.

b. Saltash Music Speech & Drama Festival

It was **RECOMMENDED** that an award be granted of £500 on the condition that:

1. If any excess income is accrued over expenditure and transferred to the charity account then the grant be repaid to the council in full.
2. The applicant inform the council what function and activity the charity account performs.
3. Any future applications be made in advance to the organisation of the event.
4. The council receive appropriate thanks and publicity for any award granted in the events literature and marketing material.

54/13/14 **SALTASH YOUTH COUNCIL ANNUAL GRANT**

It was **RECOMMENDED** that no award be made on the basis the organisation is not utilising its existing funds.

It was **RESOLVED** that the item be referred to the next meeting of Policy and Resources for further consideration.

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

55/13/14 **TOWN MESSENGER**

Members considered a report from the Senior Administration Officer with regard to the distribution and future design format of the publication.

It was **RESOLVED** that:

1. Payment be withheld to the distribution company pending an explanation as to the non-delivery of the publication in areas of the town.
2. The publication continue to be issued four times a year.

3. The publication format now include events, attractions and local commercial advertising on a 12 month trial.

56/13/14 **S106 FUNDING**

No report.

57/13/14 **TRANSPORTATION (BUS/TRAIN/ROAD)**

Councillor Bickford updated members on meetings he had attended and said he would speak to Network Rail to see what celebrations they have planned for the completion of the works on the Royal Albert Bridge.

He requested that he be authorised to send a letter to Cornwall Council Requesting they carry out the station upgrade works relating to the £100k that is allocated for Saltash station improvements being planned, this year, as soon as possible, and not delay them.

He also suggested he include a reference that the council fully fund the Saltash train timetable in all future editions.

It was **RESOLVED** that Councillor Bickford be authorised to write to Cornwall Council regarding the station improvements and that he include reference that the council fully fund the Saltash train timetable in all future editions.

58/13/14 **SERVICE DEVOLUTION AND ASSET TRANSFERS:**

a. Toilets

No Report

59/13/14 **MAURICE HUGGINS ROOM**

No Report

60/13/14 **REQUEST FROM CLARE ASSOCIATES**

Members considered a request from Clare Associates to place an article on their web page featuring the work they undertook for the council in relation to the business risk assessment on Elwell Woods and the Cornish Cross

It was **RESOLVED** to approve subject to the Chairman agreeing the feature content prior to posting by Clare Associates.

61/13/14 REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES

a. Road Safety Committee

No report.

b. Anti-Social Behaviour

No report.

c. Saltash Strategic Transportation Working Party

No report.

62/13/14 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.

63/13/14 AS REQUIRED OR IF NECESSARY

64/13/14 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

65/13/14 URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR

None

66/13/14 PRESS REPORTS OR ARTICLES AS REQUIRED

None

67/13/14 DATE OF NEXT MEETING

Tuesday 21st January 2014 at 7.00pm plus additional Date to consider the precept if required

Rising at 10.20 pm

Signed: _____
Chairman

Dated: 5th December 2013