

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Policy and Resources Committee held at The Guildhall on Tuesday 20th May 2014 at 7.00pm.

PRESENT: Councillors: W Phillips (Chair), Mrs G Challen, Mrs J Dent, M Gee, Mrs S Hooper MBE, A Killeya,

ALSO PRESENT: Councillors: Mrs H Frank, D Yates, Mrs A Browne – Finance Officer, Ray Lane – Town Clerk

APOLOGIES: Councillors: R Bickford, J Shepherd

HEALTH AND SAFETY ANNOUNCEMENTS

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

01/14/15 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
None			

02/14/15 **QUESTIONS FROM THE PUBLIC**

None

03/14/15 **FINANCE:**

a. Report from Finance Officer

Members received the report of the Finance Officer (copy on file).

It was **RESOLVED** to note the report

b. The current Committee budget statements

Members received and considered committee budget statements as at 30th April 2014. (copies on file).

It was **RESOLVED** to note the statements as at 30th April 2014.

c. Report on investments

Members received a report on matured and maturing funds. (copy on file).

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

d. Long term capital investment

Members considered the management and investment of matured and maturing invested funds.

It was **RESOLVED** subject to approval by the Chairman that available funds be suitably invested in two tranches to achieve maximum return and flexibility of access as may be required.

e. VAT

Members received the VAT report up to 31st March 2014 (copy on file).

It was **RESOLVED** to note the report

f. The internal audit report year ended 31st March 2014 (copy on file)

Members received the report and noted the recommendations of the internal auditor.

It was **NOTED** that there is no requirement to separately code every earmarked reserve, this could be more easily managed by way of a spreadsheet and one nominal code on the Sage system. This would eliminate the issues that have arisen at the last three year-ends.

It was **RESOLVED**:

1. That Financial Regulations will be reviewed with particular reference to electronic payment controls in relation to updated legislation and reported to the next meeting for recommendation of approval by Full Council.
2. Given staff turnover in recent years, particularly around the finance function, procedure notes should be completed.

04/14/15 **CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND**

No report.

05/14/15 **COMMUNITY CHEST AND FESTIVAL FUND**

- a. To consider Community Chest applications (subject to receipt of required paperwork) from:

177 Pilgrim Pitch Saltmill
To furnish new community training facility and purchase IT equipment

It was **RESOLVED** that application be deferred and the applicant be requested to submit an application for specific items.

178 Saltmill Skatepark Committee
Request for funding towards launch event publicising new extension

It was **RESOLVED** that the application be deferred and the applicant be requested to submit full accounts and clarification as to whether there is any connection relating to application (177) received from Pilgrim Pitch Saltmill.

06/14/15 **S106 FUNDING**

Councillor Killeya enquired as to Cornwall Council's progress with S106 highway works.

The Town Clerk reported no further updates had been received.

It was **RESOLVED** that the Town Clerk contact Cornwall Council to request and update on progress.

07/14/15 **TRANSPORTATION (BUS/TRAIN/ROAD)**

The Chairman In the absence of Councillor Bickford read out his report.

“Apologise , I can’t make it tonight. I have a couple of things...

Thank you to the Town Clerk for sending in our response to the consultation regarding changes to rail service in December 2014. We await the outcome of this.

However things move on apace, and the Department for Transport have begun a more wide ranging consultation on how the next full franchise might operate (attached). I have been invited as a representative from Saltash to attend a Travel Watch South West meeting on the 30th May and a First Great Western timetable discussion meeting on the 10th June. I am happy and keen to attend, representing the interests of Saltash.

Is the committee happy with this, and that I may in consultation with yourself and the Mayor prepare appropriate responses? I would also be grateful if I were able to make rail fare travel claims for the meetings which are in Taunton and Exeter (I expect the rail fare to be no more than £20 for both meetings)”.

It was **RESOLVED** that approval be given for Councillor Bickford to attend and represent the council at the meetings and to claim travel expenses.

Councillor Gee enquired if First Bus had announced any operational changes to its current services.

It was **RESOLVED** that the Town Clerk contact First Bus to check.

08/14/15 **SERVICE DEVOLUTION AND ASSET TRANSFERS**

No report.

09/14/15 **MAURICE HUGGINS ROOM**

Councillor Gee reported that the refurbishment of the building had now been completed and was ready for use however internal furniture and decorative items required clearing out and the carpet replaced.

It was **RESOLVED** that:

1. A formal opening by the Mayor be organised.

2. A committee independent from the council be established to manage and operate the building.
3. Councillors Gee and Killeya produce a constitution for the managing committee.

10/14/15 **TOWN MESSENGER**

The Chairman informed members that the Senior Administration Officer required articles for the latest edition of the Messenger and the Annual Report.

It was noted that the Air Cadets will deliver them again and the Senior Administration Officer will meet with the Air Cadets to go over the delivery requirements & also supply a list of all the streets they need to cover.

It was **RESOLVED** that:

1. The Chairman of the Twinning Committee be requested to submit an article on the recent twinning visit.
2. The financial details of the budget be included in the newsletter.

11/14/15 **REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES**

a. Neighbourhood Plan Steering Group

Councillor Yates updated members on recent activities of the Steering Group and requested councillors submit any comments to him they may have on the recently distributed Cornwall Council Site Allocation Document.

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

12/14/15 **REVIEW AND RECOMMEND TO FULL COUNCIL THE HEALTH AND SAFETY POLICY FOR 2014/15**

Members reviewed the Health and Safety Policy 2014/15.

It was **RECOMMENDED** that Full Council approve the Health and Safety Policy 2014/15 and be signed by the Chairman.

13/14/15 **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.

14/14/15 **AS REQUIRED OR IF NECESSARY**

None

15/14/15 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

16/14/15 **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR**

Members considered the appointment of Councillor Yates onto the Policy and Resources Committee.

It was **RECOMMENDED** that Councillor Yates be appointed to the Policy and Resources Committee.

17/14/15 **PRESS REPORTS OR ARTICLES AS REQUIRED**

None

18/14/15 **DATE OF NEXT MEETING**

15th July 2014

Rising at 6.59 pm.

Signed: _____
Chairman

Dated: 5th June 2014