

## SALTASH TOWN COUNCIL

### Minutes of a Meeting of the Policy and Resources Committee held at The Guildhall on Tuesday 15<sup>th</sup> September 2015 at 7.00pm.

**PRESENT:** Councillors: W Phillips (Mayor, ex-officio), Mrs H Frank (Deputy Mayor, ex-officio) R Bickford, Mrs G Challen, J Ellison, A Killeya, J Shepherd, D Yates.

**ALSO PRESENT:** Councillor R Austin, Mrs A Browne – Finance Officer, Mrs S Burrows – Administration Officer, Mr R Lane – Town Clerk

**APOLOGIES:** Councillors: Mrs S Hooper MBE,

---

### HEALTH AND SAFETY ANNOUNCEMENTS

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

### **46/15/16      RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

### **47/15/16      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 H Frank	8 b Groundwork South	Pecuniary	Affiliation
Austin	8 b Groundwork South	Pecuniary	Affiliation
Shepherd	8 b Groundwork South	Pecuniary	Affiliation

**48/15/16      QUESTIONS FROM THE PUBLIC**

None

**49/15/16      FINANCE:**

a. Report from Finance Officer

All accounts and bank account reconciled up to 31st August 2015.

Petty Cash is up to date and reconciled up to 2nd August 2015.

Admin Officer is currently being trained up to cover Finance Officer annual leave and sick leave.

Finance Officer and Admin Officer have attended training for SAGE Automatic Enrolment ready for our pension staging date on 1 July 2016.

The Annual Return has been received back from Grant Thornton and was successfully completed and signed off with no comments.

It was **RESOLVED** to note.

b. To receive the current Committee budget statement

It was **RESOLVED** to note.

c. To receive a report on investments.

£200,000 invested in Lloyds Bank.

£200,000 invested with Barclays.

£200,000 invested with CCLA Public Sector Deposit Fund

It was **RESOLVED** to note.

d. VAT

VAT Return was submitted for the period 01/04/2015 – 30/06/2015 and we have now received the VAT refund. Our next VAT Return is due on 7th November 2015 for the period 01/07/2015 – 30/09/2015.

It was **RESOLVED** to note.

**50/15/16      CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND**

No report.

51/15/16

**TO CONSIDER COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS**

a. To consider Community Chest applications.

196. JunkYard Skatepark (deferred from last meeting for bank statements/accounts)

Requesting between £1,500 and £2,000 to create a holistic community space based around skating, scooting and bmx'ing.

It was **RECOMMENDED** to award £750

b. To consider Festival Fund applications.

Prior to the next application Councillors Mrs H Frank, Austin and Shepherd declared an interest and left the meeting.

63. Groundwork South

Requesting £730 for the Saltmill Park Open Day.

It was **RECOMMENDED** to award £500

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

- 64 Royal British Legion Poppy Appeal

Requesting £414.50 for the Festival of Remembrance in Saltash which is used to launch the Poppy Appeal 2015 in Saltash.

It was **RECOMMENDED** to award £414.50

52/15/16

**S106 FUNDING**

Councillor Austin updated members on the current status of the S106 funds

It was **RESOLVED** to note.

53/15/16

**TRANSPORTATION (BUS/TRAIN/ROAD)**

To consider the current membership of and arrange a meeting of the Sustainable Transport Working Party to consider the Cornwall Council Cycle Lane Grant Scheme.

It was **RESOLVED** that the Working Party consist of:

Councillors Bickford (East), Ellison (North), Mrs G Challen (West), Mrs J Dent (West) – Chairman, Phillips – Mayor, Mrs H Frank – Deputy Mayor and Town Clerk.

It was **RESOLVED** that:

1. A meeting of the working party take place prior to any meeting with Cornwall Council.
2. Councillor Austin attend the first meeting.
3. A member of the Essa Cycling Club be co-opted onto the working party.
4. Interested members of the community be invited to attend the working party meeting via social media when a date has been set by the Mayor for the meeting.

Councillor Bickford updated members on the proposed upgrading of facilities and signalling at the station contained within the transport plan and that the new franchise awarded to Great Western Railway will commence on 20th September 2015.

It was **RESOLVED** to note.

Councillor Killea raised the issue of public confusion surrounding the level of services provided by the bus companies in town.

It was **RESOLVED** that the bus companies be requested to provide details of their current and future scheduling plans in Saltash and that their responses be distributed to the community via social media.

54/15/16

**SERVICE DEVOLUTION AND ASSET TRANSFERS:**

Devolution Options Group Report

Councillor Killea reported that a progress report and response is still awaited from Cornwall Council.

It was **RESOLVED** to note.

**55/15/16      TOWN MESSENGER**

The Mayor reported that the Town Messenger is now published in the 'Love Saltash' Magazine that is distributed across Saltash.

It was **RESOLVED** to note.

**56/15/16      MINUTES OF SALTASH YOUTH WORKING GROUP MEETING**

Councillor Shepherd reported that a meeting of the group had not yet taken place.

It was **RESOLVED** that the agenda item be replaced by 'Minutes of the Saltash Team for Youth'.

**57/15/16      TO CONSIDER OPTIONS FOR THE REPAIR/RELOCATION OF THE WATERSIDE BEACON**

The Town Clerk reported that the company who had been briefed and conducted a site visit had not submitted an options report to date.

It was **RESOLVED** that the Property and Buildings Surveyor be requested to provide a costed options report for consideration by the Guildhall and Property Working Group.

**58/15/16      TO CONSIDER A REQUEST FROM THE SALTASH-PLOUGASTEL TWINNING ASSOCIATION FOR THE USE OF THE TOWN SEALS – COUNCILLOR MRS H FRANK**

It was **RESOLVED** to approve.

**59/15/16      TO CONSIDER AN UPGRADE TO THE GUILDHALL INTERNET AND WI-FI SERVICE**

It was **RESOLVED** to approve equipment at a cost of £450 and a monthly broadband cost of £36 subject to budget availability.

**60/15/16      TO RECEIVE A REPORT ON EMERGENCY REPAIRS TO THE FIRE ALARM SYSTEM PANEL**

The Mayor reported that the upgraded fire and security alarm work to meet health and safety and insurance requirements had now been completed.

It was **RESOLVED** to note

**61/15/16      TO CONSIDER THE POLICY OF WHO AND WHAT ORGANISATIONS  
CAN ADVERTISE ON TOWN COUNCIL NOTICE BOARDS –  
COUNCILLOR SHEPHERD**

It was **RESOLVED** that the current policy remain in place permitting only town based charity and community events to be advertised on town council notice boards.

**62/15/16      CIVIC REGALIA**

Deputy Mayor's Medal Ribbon and name bars – Councillor Mrs H Frank.

Members considered options proposed for the refurbishment of the Deputy Mayor's Medal Ribbon.

It was **RESOLVED** that the Deputy Mayor and Deputy Mayoress' ribbons be refurbished with a velvet backing at a cost of £280 by Looe Silvercraft.

**63/15/16      TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE  
BODIES**

a. Neighbourhood Plan Steering Group

Councillor Yates updated members on questionnaires conducted to date with the community, businesses and retailers in town.

It was **RESOLVED** to note.

b. Road Safety Committee

No report.

c. Anti-social Behaviour

Councillor Austin expressed his concern at the non-attendance of the police at meetings coupled with their non-attendance at Full Council meetings.

It was **RESOLVED** that the Mayor write to the police to express the councils concern at their lack of engagement with the council.

d. Guildhall and Property Working Group – To arrange a meeting to consider the updated Guildhall and Property 5 year maintenance programme.

It was **RESOLVED** that the Group consist of:

The Mayor, Councillors Killeya and Ellison, Town Clerk and the Property Surveyor Consultant.

The Mayor to arrange a meeting.

**64/15/16      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

**65/15/16      AS REQUIRED OR IF NECESSARY**

**66/15/16      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

To resolve that the public and press be re-admitted to the meeting.

**67/15/16      URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR**

None

**68/15/16      TO CONSIDER IF ANY PRESS REPORTS OR ARTICLES ARE REQUIRED**

None

**69/15/16      DATE OF NEXT MEETING**

Tuesday 17<sup>th</sup> November 2015

Rising at 8.48 pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_