

## SALTASH TOWN COUNCIL

### Minutes of a Meeting of the Policy and Resources Committee held at The Guildhall on Tuesday 18<sup>th</sup> October 2016 at 7.00pm.

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

**ALSO PRESENT:** Ray Lane – Town Clerk, Mrs S Burrows, Administration Officer, Mrs A Browne, Finance Officer.

**APOLOGIES:** Councillors: Mrs S Hooper MBE, A Killeya.

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### HEALTH AND SAFETY ANNOUNCEMENTS

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

**57/16/17** RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

**58/16/17** 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			

**59/16/17** To note an on-going dispensation for Councillor Shepherd to act as Chairman of the Saltash Team for Youth.

It was **RESOLVED** to note.

**60/16/17**      **QUESTIONS FROM THE PUBLIC**

None.

**61/16/17**      **FINANCE**

a. General report from Finance Officer:

- All accounts and bank account reconciled up to 30th September 2016.
- Petty Cash is up to date and reconciled up to 30th September 2016.
- We received the second half of our Precept on 8th September 2016.
- We received our audited annual return back from Grant Thornton, which is now complete.
- We have our interim internal audit completed on 3rd October 2016, which was a success.
- We have now changed from Zurich Insurance to WPS Insurance on 10th October 2016.

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 with Public Sector Deposit Fund
- £500,000 with Barclays Active Saver (£300,000 is Precept Funds that is gradually transferred to the Current Account as we need it)
- £203,464 with Lloyds Bank

It was **RESOLVED** to note.

d. VAT:

- VAT Return was submitted for the period 01/04/2016 – 30/06/2016 and we have now received the VAT refund. Our next VAT Return is due on 7th November 2016 for the period 01/07/2016 – 30/09/2016.

It was **RESOLVED** to note.

- e. To receive a report on the Civic Occasions budget:

An accrual from the March 2016 year end relating to unforeseen costs for a road closure has affected the Budget for Civic Occasions. Please see workings below:

<b>Budget 2016/17</b>	<b>£800.00</b>
Credit Accrual March 2016	(£265.00)
<b>Available Funds to Spend at 1st April 2016</b>	<b>£535.00</b>

<b>Spend 2016/17</b>	
Wreaths for Various Events	£75.00
Royal Visit Expenses	£26.99
Caradon Gig Club Expenses	£29.69
Remembrance Sunday Road Closure 2016	£325.00
<b>Actual Spend to date</b>	<b>£456.68</b>

We currently have £78.32 left to spend in the budget however, this will not cover the costs of Remembrance Sunday or other Civic Events we have this year. We need to drawdown £400.00 from General Reserves to cover the remaining costs for Remembrance Sunday 2016, which is approximately £250.00, and any additional costs for Civic Events this year.

It was **RECOMMENDED** that: £400.00 be approved to be drawn down from General Reserves to cover the remaining costs for Remembrance Sunday 2016 and any additional costs for Civic Events this financial year 2016-17.

- f. To receive a report on Insurance:

WPS Insurance:

- i. Civic Regalia valuation and insurance.

The Civic Regalia was valued at £308,106 in 2010 according to the Valuation Book. Our Insurance Cover for Civic Regalia is currently £605,618.

- Option 1 - It will cost £2000+VAT (approximately) to revalue Civic Regalia producing a new Valuation Book. This is recommended to be done every 3 – 5 years.
- Option 2 - It will cost £500+VAT to carry out an off-site valuation based on the documentation we already have.
- Option 3 - To increase our Insurance Cover to £750,000 without the valuation, which would cost £448.23 from WPS.

Please see comments and advice below from the Valuer and our Insurance Company:

### **Valuer**

With regards to carrying out a valuation as an 'Off site' exercise based on the documentation you have provided me with; this is something that I can do, and it is something that I can compile for you with the cost of this being £500. However, as I explained, this isn't something we like to do or recommend as it does come with a large disclaimer explaining that the prices and values we give, we cannot be accountable for. This is because we won't have physically seen the items; I won't have taken the dimensions or looked at how the items are manufactured, and therefore pricing is solely on the basis of the information you have given me, not on our expertise as manufacturers or the details and information I collate. If we were to carry out the valuations, I would weigh, measure and evaluate each item on its own. The example I gave you was the Mayoress Chain of Office. The information you have given me shows the weight of the chain and jewel altogether, but not the separate weights or the dimensions. If you were to lose this, or decide to commission a replica, how would we know the size of the links? The proportion of gold in the jewel? The size of the Jewel? In essence our valuation would be more thorough and would have enough information within it to re-manufacture any of the items included in it from our information, which is what the valuation is intended for.

### **WPS – Insurance Company**

Please note that if you are unsure whether the Regalia Sum Insured is adequate you should consider having it revalued, (this was what Steve was suggesting when you met) as in the event of a claim for Regalia you would need to prove the value of the damaged/lost piece to the insurer, so settlement would ultimately be based upon what evidence you could provide to prove its value. If it transpired that the Regalia was worth more than you insured it for then only a proportionate amount of the claim would be paid, for example if it was insured for £750,000 but was actually worth £1M you would only be paid  $\frac{3}{4}$  of the claim. As discussed, if you don't want to have a full new valuation carried out you may want to have a 'desk-top' revaluation **by the valuer who last did it**, to check that you are insuring it for the correct amount. It is entirely up to you whether you do this or not, but you may encounter difficulties if you have to make a claim and you don't have anything to prove the value of the regalia. I will leave it up to you to consider whether you get it revalued or whether you simply increase the sum insured in the hope that it is adequate.

It was **RECOMMENDED** that:

1. The Civic Regalia including paintings and civic chairs are revalued and a new valuation book is produced to comply with insurance requirements - Option 1.
2. Funding of £3,000 be allocated from General Reserves to cover costs.

ii. Buildings and premises valuation.

We have added 10% to all Insurance Cover on Land & Buildings. The Insurance's Risk Surveyor is due to come and walk all the sites with us to make sure everything is covered.

- **Option 1** – Keep our Insurance Cover at an increase of 10% for all Land & Buildings.
- **Option 2** – Have the buildings revalued (Quotes not received yet).

**Please see comments and advice below from our Insurance Company:**

**WPS Insurance**

I'm afraid we cannot advise you on what Sum Insured your buildings should have as this falls outside of our area of expertise. We can guide you on what insurance cover to have, but not on what the actual Sums Insured need to be, as we are not professionally qualified to do so. You would need to establish that yourself, the best way to do that is to engage a surveyor who is a member of RICS (Royal Institute of Chartered Surveyors) to carry out a survey for you. The purpose of Jim's visit is to assist you with liaising with Aviva's risk surveyor, this is a different type of survey, it is not to calculate the rebuild value (sum insured) of the buildings, instead it is to assess the nature of the risk by looking at the security of the building, the way it is used etc to highlight any areas that could benefit from improvement to reduce the risk of break-ins, arson, fire-risk, injury etc, which would ultimately help to prevent claims and minimise your insurance premium.

It was **RECOMMENDED** that the insurance cover is kept at an increase of a minimum of 10% for all Council Land and Buildings.

iii. Fidelity insurance.

Our Insurance Cover for Fidelity is currently £1,000,000. This needs to be increased to £1,500,000 as our Precept has increased over the years. When we receive a Precept payment we hold over £1,000,000 on funds across our accounts and

investments. We seek approval to increase our cover which will cost £184.67 and our excess will change to £1,500.

It was **RESOLVED** that the Fidelity Insurance is increased to £1.5m to cover bank balances and investments held across all accounts.

Zurich Insurance:

- i. To receive a report on the cemetery break in – Equipment:

Westwood Ride-on Mower

1. Westwood ride-on mower purchased July 2011 at a net cost of £4,000
2. To replace like for like net cost of £4,500
3. Vehicle's market value assessed by Zurich insurer at £1,429.00 less policy excess of £150.00 final settlement offer of **£1,279.00**
4. Burial Authority Churchtown – Budget Code - EMF Replace Machinery & Equipment available spends is £8,094.00
5. Request that the shortfall of £3,221.00 to purchase the ride-on mower is allocated to budget - EMF Replace Machinery & Equipment.

It was **RESOLVED** to:

1. Accept Zurich's Final Settlement Offer of £1,279.00.
2. Fund the shortfall of £3,221.00 from – EMF Replace Machinery & Equipment subject to agreement with the Chairman of the Burial Board Committee.
3. Purchase a replacement Westwood Ride-on Mower at a cost of £4,500.

62/16/17

**TO RECEIVE AUDITED ANNUAL RETURN 2015/16 FROM GRANT THORNTON**

The Audited Annual Return 2015/16 has been received back from Grant Thornton and was successfully completed and signed off.

It was **RESOLVED** that the other matters not affecting the opinion of the audit be noted and the Audited Annual Return 2015/16 be referred to Full Town Council for approval.

**63/16/17**      **TO RECEIVE INTERIM INTERNAL AUDIT REPORT FROM HUDSON ACCOUNTING**

The Interim Internal Audit Report has been received from Hudson Accounting and was successfully completed and signed off.

It was **RESOLVED** that the Interim Internal Audit Report be referred to Full Town Council for approval.

**64/16/17**      **CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND**

a. Office IT network cable refurbishment.

The Town Clerk informed members of the requirement for the office IT network cable refurbishment.

It was **RESOLVED** to approve the office IT network cable refurbishment works up to a value of £500.

**65/16/17**      **TO CONSIDER COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS**

No Applications.

**66/16/17**      **SERVICE DEVOLUTION AND ASSET TRANSFERS**

a. To consider a 5 year lease for Longstone Park Depot.

Councillor Ellison has been in contact with regard to the proposed licence for the Longstone depot and provided an update as to why this approach wouldn't be an acceptable option for Saltash TC (due to a use wider than purely storage, works required for that wider use and lack of any security of tenure).

As a consequence I have liaised with colleagues further and the position now is that CC could offer a 5 year FRI lease for the purposes of a workshop/storage for the benefit of Saltash Town Council, at a peppercorn rent, on the basis that Saltash Town Council undertook a schedule of works, such schedule to be agreed upon in advance of any works being undertaken, with CC's legal and surveyors costs covered.

If this is acceptable to Saltash TC I will co-ordinate taking this forward with the Estates Commissioning team.

It was **RESOLVED** in principal to approve the 5 year Longstone Depot lease subject to a Surveyors report and approval by Full Council following its review of the Surveyors report and costs.

- b. To approve the appointment of the surveyors report.

It was **RESOLVED** to instruct the Councils Building Surveyor to provide a Surveyors Report for Longstone Depot.

**67/16/17**      **TO APPROVE THE HEALTH & SAFETY POLICY 2016-2017**

Members received and noted the Health and Safety Policy 2016-17.

It was **RECOMMENDED** Full Council approve the 2016-17 Health and Safety policy.

**68/16/17**      **TO APPROVE ANNUAL FUNDING FOR SALTASH TOWN YOUTH COUNCIL**

It was **RESOLVED** to approve funding of £3,000 to Saltash Town Youth Council for 2016/17.

**69/16/17**      **PAST MAYORS OF SALTASH BADGES**

The Town Clerk informed members of past Mayors who lost their badges and requesting replacement badges.

It was **RESOLVED** that replacement badges may be issued to past Mayors however due to the cost of replacing badges they are to be paid for by any past Mayor requesting a replacement.

**70/16/17**      **TO CONSIDER THE ESTABLISHMENT OF PROTOCOL GUIDES AND POLICIES FOR:**

- a. Mayor and Mayoress/Consort.

It was **RESOLVED** that Councillors Mrs J Rance and Shepherd produce a draft protocol and policies guide for the Mayor and Mayoress/Consort for consideration by Full Council.

- b. Councillors.

It was **RESOLVED** that Councillors refer to the Good Councillor Guide provided by CALC.



**71/16/17**      **TO CONSIDER A REQUEST TO DESIGNATE MAY FAIR 2017 A CIVIC EVENT**

The Chairman advised of a request from Councillor Coot that members approve the May Fair 2017 Parade as a Civic event.

It was **RESOLVED** to approve the May Fair 2017 Parade as a Civic event.

**72/16/17**      **TO CONSIDER TIMING OF THE CITIZEN AND YOUNG CITIZEN OF THE YEAR AWARD – COUNCILLOR MRS FRANK**

Councillor Frank informed members of the current process of awarding the Citizen and Young Citizen of the Year Award.

It was **RESOLVED** that the Citizen and Young Citizen of the Year Award be awarded at the Civic Service held on 5<sup>th</sup> March 2017 subject to approval from Rotary.

**73/16/17**      **LAND AT GRASSMERE WAY – BOUNDARY ISSUE**

The Chairman updated members of a boundary issue at Grassmere Way.

It was **RECOMMENDED** to:

1. Transfer the strip of land at Grassmere Way to clarify and rectify a land registry error that occurred between the developer, selling agent and the property owner prior to the land being gifted to this council when the developer became insolvent.
2. The transfer be subject to there being no costs whatsoever including legal fees attributable to Saltash Town Council relating to the transfer of the strip of land.

**74/16/17**      **TO CONSIDER ELLIS WHITTAM EARLY RENEWAL PROPOSAL**

The Town Clerk informed members of the Ellis Whittam early renewal discounted annual fee proposal as Human Resources and Health and Safety Consultants.

It was **RESOLVED** to approve the three year early discounted fee renewal proposal with Ellis Whittam.

**75/16/17**      **TO CONSIDER ARRANGEMENTS FOR AN EXTERNALLY LED PROSPECTIVE COUNCILLOR INFORMATION EVENING**

Councillor Frank informed members of the Prospective Councillor Information evening for those interested in becoming Councillors.

It was **RESOLVED** to:

1. Appoint CALC to host a Prospective Councillor Information evening at the Guildhall Saltash.
2. Invite existing Councillors, members of the public and neighbouring Town and Parish Councils.
3. Hold the event in January/February 2017.
4. Fund up to the value of £300.00 be allocated from the EMF Election budget.

76/16/17

**TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:**

- a. Neighbourhood Plan Steering Group.

On Tuesday 27<sup>th</sup> September 2016 the second Neighbourhood Plan Workshop was held in the Guildhall. Thirty people attended.

There were presentations on the Cornwall Local Plan and the Saltash Neighbour Plan and reports from the 4 Theme Teams.

There was then a break-out session to identify any issues or topics that had not been identified or where further work was needed.

The emphasis will now move to consolidating the Theme Team reports into policy topic based work streams. This will then move into agreeing and producing draft policies.

Regards  
Councillor Yates

It was **RESOLVED** to note.

- b. Road Safety Committee.

No Report.

- c. Anti-social Behaviour.

No Report.

- d. Saltash Strategic Transportation Working Party.

No Report.

## **APPROVAL OF THE NOTES OF THE FOLLOWING WORKING PARTIES**

- e. Property Maintenance and Marketing Working Party – to receive the notes of the meetings held on 11<sup>th</sup> August 2016 and 27<sup>th</sup> September 2016.
- f. Devolution Options Group – to receive the notes of the meeting held on 27<sup>th</sup> September 2016.

The notes of the meetings of the Property Maintenance and Marketing Working Party held on Thursday 11<sup>th</sup> August 2016 and Tuesday 27<sup>th</sup> September 2016 and the Devolution Options Group held on 27<sup>th</sup> September 2016 were **RESOLVED**:

## **PROPERTY MAINTENANCE AND MARKETING WORKING PARTY**

Property/Land/Premises that Saltash Town Council has an interest in

Members considered that a separate dedicated working party should be established to deal with marketing of council property and services.

It was **RESOLVED** to defer this item to a future meeting.

### General/Minor Maintenance

It was resolved to **RECOMMEND** to full council:

1. Approve replacement of the Guildhall boiler and control panel with immediate effect.
2. Funding up to a value of £8,000 be allocated to EMF Guildhall Maintenance.
3. Research the possibility of an energy reduction grant.

### Major works - External Repairs and Decorations:

It was **RESOLVED** to approve the external repair and decoration to the Guildhall as programmed and budgeted for and go out to tender March 2017 to enable works to commence spring 2017/18.

### Bus Shelter - Repairs to walls, roof and decoration

It was **RESOLVED** that £200.00 be precepted in 2017/18 for maintenance of North Road bus shelter.

## **DEVOLUTION OPTIONS GROUP**

None.

77/16/17

### **TO CONSIDER REGISTRATION OF THE GUILDHALL FOR CIVIL CEREMONIES AND CONSIDER FEES AND BUSINESS OPTIONS**

#### **Registration of the Guildhall for Civil Ceremonies**

A meeting was held with Cornwall Registration Officers to consider the registration of the Guildhall for Civic Ceremonies. If licensed, the Guildhall would be approved for:

- The registration of civil marriage ceremonies
- The registration of civil partnerships
- Naming ceremonies
- Renewal of civil marriage vows

The officers reviewed the rooms and considered them suitable for ceremonies of varying sizes and remarked that it would be a lovely venue.

There are currently only two licensed venues in the immediate area:

- The China Fleet Club
- The Cardinals, Hatt

Other licensed venues in the PL12 area are:

- Lantallack Farm
- Pentillie Castle
- Port Elliot
- St Mellion

It was noted that following the relocation of the Saltash registry office to the library it is not currently possible for ceremonies to be held there.

#### **Rooms considered suitable for registration:**

Mayor's Parlour 18 sq m  
Council Chamber 53 sq m  
The Long Room (Guildhall) 112 sq m

A separate room has to be available for use as a private interview room before a ceremony – either the Mayor's Parlour or reception office (if out of working hours) would be suitable.

Numbers would need to be checked with regard to fire regulations but the allowance is approximately 1 person per square metre. Layout may also reduce capacity.

One of the officers also mentioned that the Maurice Huggins Room may be suitable for small ceremonies, particularly given the location in the park, and the council might like to consider registering it.

Matters to consider:

Lighting in room – may need to provide table lamp for registrar filling in register.

Sound – may need to purchase lapel microphones for ceremonies in the Long Room.

Activities in other parts of the building during a ceremony.

Appointing a Responsible Person must be on duty throughout.

Consider having a dedicated wedding co-ordinator.

Publicity to promote the venue.

Use of Mayoral chairs for photographs – also MPG

Redecoration of the Guildhall – inside and out.

A blind on the reception area ‘hatch’ for privacy during interviews.

Renewal of crockery and cutlery in kitchen.

Appointment of approved suppliers.

Cost of registration:

New application to register the premises (non-returnable) £1525.00

If approved, valid for three years.

(Renewal application currently £1210.00 – must apply no later than six months before the licence expires.)

Planning permission or consents check: £42.00

Further information:

There are currently four councils offering wedding venues in the County at present:

Looe (Looe Town Trust)

Penryn

St Ives

Truro

In Devon: Tavistock - their site includes links to accommodation, caterers, entertainers & others (photographers & bouncy castles)

Some example charges for equivalent size rooms are:

	Approx Room size	Long Chamber size	Approx Council Chamber size	
Tavistock	250.00		95.00	Ceremony only, up to 3 hours
Penryn	360.00			All day, up to 80 people & includes day before to set room up
Looe	M-F £150.00 Sat £250.00 Sun & public holidays £300.00			Ceremony only, up to 2 hours. Maximum 75 guests

It was **RECOMMENDED** that:

1. Full Council approve the registration of the Guildhall for Civil Ceremonies.
2. The application cost of £1,525.00 be allocated to – General Reserves.
3. Councillor Mrs J Dent and Mrs S Yates be appointed to progress the registration and establishment of commercial links to produce a recommended appointment list of traders.

**78/16/17**     **TO CONSIDER UNDERTAKING A REVIEW OF HALL LETTINGS, MARKETING AND COMPETITION.**  
(Pursuant to Staffing Committee Minute no. 37/16/17 – 20.09.2016).

It was **RESOLVED** to defer this item to a future meeting.

**79/16/17**     **HERITAGE CENTRE**

a. To consider the lease renewal.

We are 16 years into our 25 year lease with the Saltash Town Council and we would like to negotiate with you to renew this lease for a further 25 years.

The reason for this, is that when applying for grants, particularly if we were to apply to the Heritage Lottery Fund we would be required to assure them that we had a 25 year lease on our building.

We are mindful that should an alternative building become available to us in the future, which was owned by the Town Council, we would relinquish our current lease and enter into negotiations to have this lease transferred to a new building owned by the Town Council. Grant providers do wish us to be able to assure them that where they are contributing money to conservation work on an object it will be kept in a safe environment with a long term lease.

We are in the process of such a grant to conserve two Toc H Banners which are in our possession and require conservation. Exeter Museum is at present approaching HLF on our behalf to conserve, what they regard as unusual and valuable banners. One of the criteria, is that we need to assure them that we are in a safe environment with a 25 year lease, before money will be released to conserve these two banners.

Is it possible for us to make headway and discuss this matter with the Council.

Regards

Lizzy Sharpe-Asprey  
Hon Secretary  
Saltash Heritage

It was **RECOMMENDED** that:

1. The lease is reviewed by the Councils Solicitor.
  2. The lease term is increased from 25 years to 30 years to allow for future grant applications by Saltash Heritage Centre.
  3. Rent remains at a peppercorn rate.
  4. Legal fees to be paid jointly by Saltash Town Council.
- b. To consider a surveyors report for refurbishment works.

Members considered the Building Surveys Report in respect of Saltash Heritage.

It was **RESOLVED** that:

1. The Councils Building Surveyor goes out to tender for the works required.
  2. Funding is allocated to – EMF Heritage Centre.
- c. To consider removal quotes.

Saltash Heritage

Packing and removal of the Saltash Heritage collection to a secure storage unit 2016.

Following the packing of the Saltash Heritage collection, stored on the second floor of 17 Lower Fore Street, we have obtained the following quotes for the removal of our packed boxes to Quick Store, Forge Lane, Saltash

Quote 1 (our preference)

**P&O Removals,**  
9 Dartmoor View,  
Saltash  
PL12 6WF

Quotation for delivery to Quickstore one way	£480.00
Maximum liability	£40,000

Reasons for our preference:

- This is a Quotation, not an Estimate
- This is a Local Saltash Business
- This comes with personal recommendation
- Use of smaller van, causing less disruption to traffic, outside Museum.

### Quote 2

Devon Removals,  
53 Eastbury Avenue,  
Honicknowle,  
Plymouth  
PL5 2ND

Estimate for delivery to Quickstore one way £420.00

Maximum liability £30,000

- This is an Estimate and not a Quotation
- The company are closed for 4 weeks in September
- This Company require payment 7 days in advance
- The Company use a very large removal van

### Quote 3

Kirtleys,  
Unit 6 Kestrel Park,  
Burrington Way,  
Plymouth  
PL5 3LT

Quotation for delivery to Quickstore one way £780.00

Insurance cover included no sum

mentioned.

- Very high quote

You will note that for preference, Saltash Heritage would like to use P&O Removals from Saltash as their chosen removal company. If needs must, Saltash Heritage would find the additional £60 to bring the Quote down to the lowest quote, we have managed to obtain.

### QuickStore - Forge Lane, Saltash PL12 6LX:

Cost involved in the storage itself of the boxes from the Saltash Heritage store rooms.

QuickStore, have quoted the following prices for the use of their storage units.

Following an assessment of the amount of space required, it has been estimated by the company, that we would require a minimum of a 100 square foot space, along with a further 50 square foot space.

Excluding Insurance the cost would be:-

With discounts, for the first month the 100sq ft unit £24.47pw

Continuing rental £36.70pw

With discounts, for the first month the 50 sq ft unit £14.19pw

Continuing rental £21.29pw



Including QuickStore Insurance the cost would be:-	
With discounts, for the first month, the 100 sq ft unit	
Including £20,000 Insurance	£40.47pw
Continuing rental	£52.70pw

With discounts, for the first month, the 50sq ft unit	
Including £10,000 Insurance	£22.19pw
Continuing rental	£29.29pw

Note costs for the first month are less than for subsequent months.

Therefore the first month's storage for the two units excluding insurance would be £166.27 first month.

Subsequent months for the two units would be a further £249.36 per month.

Storage for the two units including 'Quickstore' insurance would be £269.44 first month

Subsequent months for the two units would be a further £352.56 per month

Please note, Saltash Heritage have spoken to their own Insurance Broker to discuss the possibility of our own Insurance Company offering a better quote for the Insurance of our items whilst in QuickStore.

Members considered the three quotes for packing and removal of boxes.

It was **RESOLVED** to approve and instruct P&O Removals at a cost of £480.00 with the contribution of £60.00 from Saltash Heritage and Quickstore for the storage itself.

**80/16/17 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.

**81/16/17 AS REQUIRED OR IF NECESSARY**

**82/16/17 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**83/16/17 URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR**

None.

**84/16/17**     **TO CONSIDER IF ANY PRESS REPORTS OR ARTICLES ARE REQUIRED**

None.

**85/16/17**     **DATE OF NEXT MEETING**

Tuesday 13<sup>th</sup> December 2016 at 7.00 p.m. – Budget Meeting.

Rising at: 21:10

Signed: \_\_\_\_\_  
   Chairman

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