

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Policy and Resources Committee held at The Guildhall on Tuesday 13th December 2016 at 7.00pm.

PRESENT: Councillors: Mrs J Dent (Deputy Mayor, ex-officio), R Bickford, J Ellison, Mrs S Hooper MBE, A Killeya, W Phillips, J Shepherd, D Yates.

ALSO PRESENT: 1 Member of the Press, Ray Lane, Town Clerk, Mrs S Burrows, Administration Officer, Mrs A Browne, Finance Officer.

APOLOGIES: Councillors: Mrs H Frank (Mayor, ex-officio), Mrs J Rance.

HEALTH AND SAFETY ANNOUNCEMENTS

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

86/16/17 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

87/16/17 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 |
|------------------|-------|---------------------------|-------------------|
| Mrs S Hooper MBE | 7B.72 | Pecuniary & Non Pecuniary | General Secretary |

88/16/17 QUESTIONS FROM THE PUBLIC

None.

89/16/17 **CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND**

No Report.

90/16/17 **TO CONSIDER COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS**

a. To consider Community Chest applications.

None.

Councillor Mrs S Hooper MBE declared an interest in the next agenda item but before leaving the room answered members' questions.

b. To consider Festival Fund applications.

72 Saltash Music, Speech and Drama Festival requesting £1000 for a competitive festival for young people and adults, schools and clubs, in the Arts of Speech, Drama, Singing and Instrumental.

It was **RECOMMENDED** to refuse the application at this stage due to current surplus funds however STC will consider any future applications including within the current financial year.

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

73 Saltash May Fair requesting £3,000 to support the May Fair event plans to introduce a professional stage and increase the amount of popular entertainment acts.

It was **RECOMMENDED** that:

1. STC supports the festival fund application.
2. STC approve funding of items not covered by S106 funding.
3. STC fund up to a maximum value of £2,000.
4. Quotes are received for review by the Chairman of P&R, The Mayor and Town Clerk prior to disbursement of funds.

91/16/17 **S106 FUNDING**

No Report.

92/16/17 TRANSPORTATION (BUS/TRAIN/ROAD)

Councillor Bickford updated members on rail transport issues and the delay in progress of the Riviera Project.

It was **RESOLVED** that Councillor Bickford writes to Councillor Biscoe of Cornwall Council for a progress report update on the Riviera Project.

93/16/17 SERVICE DEVOLUTION AND ASSET TRANSFERS

Councillor Bickford updated members on the transfer of the Waterfront.

It was **RESOLVED** to note.

94/16/17 MAURICE HUGGINS ROOM

Councillor Mrs J Dent updated members on planned refurbishment works to enable the Maurice Huggins Room to be Equality Act 2010 compliant.

It was **RESOLVED** to note.

**95/16/17 TO CONSIDER UNDERTAKING A REVIEW OF HALL LETTINGS, MARKETING AND COMPETITION.
(Pursuant to Staffing Committee 20.09.16. Minute no. 31/16/17 – deferred from last meeting).**

Councillor Mrs J Dent updated members of the progress of the civil ceremony registration.

It was **RESOLVED** that the item be deferred to a future meeting following the outcome of the proposed increased parking charges.

**96/16/17 TOWN CLERK'S DIRECT TELEPHONE LINE – TO CONSIDER FURTHER OPPORTUNITIES OF USE BY MEMBERS.
(Pursuant to Town Council 03.11.2016 Minute no. 304/16/17d)**

It was **RESOLVED** that the Town Clerk's direct phone line number be made available to all Councillors only and not for public use.

97/16/17 TO RECEIVE REPORT ON GUILDHALL LOOP SYSTEM AND QUOTATION INCLUDING CONFERENCE MICROPHONE SYSTEM

At the Property Maintenance and Marketing Working Party it was **RESOLVED** that:

1. A hearing specialist be appointed to test the current hearing loop system in the Guildhall and determine the provision if any in the Council Chamber.
2. A Conference and Sound Technician be appointed to review the existing provision of conference/meeting sound equipment.
3. Provide the report to the Property Maintenance and Marketing Working party for consideration.

The Chairman of the Property Maintenance and Marketing Working Party has referred the report directly to P&R for consideration:

REPORT BY GORDON MORRIS HEARING SPECIALISTS

RECEPTION AREA/OFFICE:

- Loop does not work, sound is very distorted and unclear.

COUNCIL CHAMBER/ GUIDHALL:

- Unable to issue a certificate of conformity for the loop system due to coverage, field strength and a number of dead spots around the rooms.
- Microphone inputs are poor.
- Handheld microphones do not work well with loop systems in general.
- Wall mounted speakers are too low and should be moved higher to improve feedback issues.

QUOTE 1 – GORDON MORRIS

Gordon Morris recommend the CCS 900 conference microphone Bosch system:

| |
|-----------------------------|
| Delegate Units X15 |
| Chairman Unit X1 |
| Town Clerk Unit X1 |
| Control Unit X1 |
| Rugged Suitcase |
| Accessories (cabling etc) |
| TOTAL - £5,904 + VAT |

Gordon Morris recommend an induction loop system:

| |
|---|
| Reception – supply & install a new across the counter loop system. |
| Council Chamber/Guildhall – supply & install a new loop amplifier in lockable cabinet to the existing cable & a line input point. |
| TOTAL - £2,080 + VAT |
| Potential saving of £465 if a new loop amplifier is not required in the Council Chamber. |

Additional handover and training:

Gordon Morris have included within the above quoted prices to supply, install, test and commission the equipment/system and handover to STC.

Return visits have not been included to handover the system or carryout any training. **The additional cost for this would be £285 + VAT.**

Service system and equipment:

To ensure the system and equipment is performing to its peak Gordon Morris provide a one service visit and issue of a new certificate of conformity.

The additional cost for this would be £325 + VAT.

Gordon Morris are highly recommended by Bloom Hearing and County Hall they have 25 years' experience in the field of hearing equipment and very knowledgeable when dealing with queries. Based in Somerset.

QUOTE 2 – LIGHT YEARS

Light Years also recommend the CCS 900 conference microphone Bosch system:

| |
|-----------------------------|
| Delegate Units X15 |
| Chairman Unit X1 |
| Town Clerk Unit X1 |
| Control Unit X1 |
| Rugged Suitcase |
| Accessories (cabling etc) |
| TOTAL - £5,999 + VAT |

Light Years recommend a new loop system:

Reception:

To supply and install a small hearing loop in the area of the reception window, with an amplifier and microphone fitted to the inside wall of reception.

The cost for this is £325 + VAT.

Council Chamber:

This area has a loop system that is not conventionally wired so this needs to be addressed. The most cost effective and least visually impacting way to do this is to put the existing loop amplifier into the cupboard. The amplifier can be put on a shelf or in a **metal cabinet at extra cost to this quote** (metal cabinets are large so a shelf saves a lot of space).

As the existing loop is of an unknown quantity and the coverage is patchy, the best thing to do is to enlist the services of a carpet fitter lift approx. six inches of carpet all the way round the room, then a new inductive loop can be placed around at the room edge (this saves being detrimental to the decoration of the room). If this is not possible then cable would need to be on the surface, either directly clipped or put in trunking – **very labour intensive and at extra cost to this quote.**

Please note the loop amplifier will connect to the conference system but if another sound source i.e. microphone or CD player is needed when the conference system is not in use then a mixer will be needed to connect to the loop system.

The existing wooden cabinet will then be moved upstairs permanently.

The cost for this is £420 + VAT.

Guildhall:

To supply, connect and set up a new loop amplifier connecting to the existing loop cable. Loop amplifier to be positioned next to the existing wooden cabinet. Again the existing loop cable is of an unknown quantity and may need rewiring, this quote does not include this.

The cost for this is £391 + VAT.

All quotes are valid for 30 days.

Light Years are highly recommended by Tavistock Town Council and have several years' experience in the hearing and sound system industry.

QUOTE 3 – CLOCKWORK AUDIO

Quote not received.

Total Costs:

Gordon Morris - £8,594.

Lights Years - £7,135. Possible extra costs

Budget Code – 5229 - EMF Guildhall Maintenance

Set Budget – £2,400 (sound equipment)

Spends To Date - £700.88 – extra mics & hearing specialist visit (Gordon Morris)

Available Spends - £1,699.12

It was **RESOLVED** that:

1. The hearing loop quote from Gordon Morris be accepted up to the value of £2,080 and that the works be carried out with immediate effect.
2. On completion of the new hearing loop if the sound system remains inadequate then it be upgraded and implemented by May 2017.
3. Funds to be considered for the sound system when setting the budget for 2017/18.

It was **RECOMMENDED** that:

1. Funds of £1,000 be allocated from General Reserves to EMF Guildhall Maintenance to cover the cost of the hearing loop.

Councillor Mrs S Hooper MBE and a member of the press, Mrs Audrey Miller, thanked Councillor Yates for his hard work and commitment.

98/16/17

TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:

- a. Neighbourhood Plan Steering Group.

No Report.

- b. Road Safety Committee.

Saltash Area Road Safety Committee

Since the last report the committee has been active on a variety of issues including the merging of traffic and signage west of Latchbrook on the A38 and has liaised closely with Highways England. The committee has pursued speeding traffic on the approach to the Hatt roundabout and the safety of schoolchildren

walking between Hatt and Landulph. Continuing issues related to the road west of the narrows of St Stephens Road and schoolchildren safety have been followed up. The committee have sent further letters related to the withdrawal of school crossing patrols in Saltash. Speed watch reports were considered and requests from the parishes for Speedwatch help were processed (this involves having the Speedwatch site which is being considered validated by a special department of the Plymouth police). A report from Saltash.net traffic issues at morning arrival and afternoon departure was discussed.

Derek Holley
Chair.
November 2016

It was **RESOLVED** to note.

c. Anti-social Behaviour.

It was **RESOLVED** to note.

d. Saltash Strategic Transportation Working Party.

No Report.

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

Councillor Mrs J Dent updated members on progress to date.

It was **RESOLVED** to note.

Councillor Killeya left the meeting.

99/16/17

FINANCE

a. Report from Finance Officer.

- All accounts and bank accounts reconciled up to 30th November 2016.
- Petty Cash is up to date and reconciled up to 30th November 2016.
- Allotment Invoices have now been generated for the year.
- Valuation on the Civic Regalia is due to take place on 12th December 2016.
- The setting on the Precept is progressing well and we are due to have our Main P & R Precept Meeting on 24th January 2017.

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 01/07/2016 – 30/09/2016 and we have now received the VAT refund. Our next VAT Return is due on 7th February 2017 for the period 01/10/2016 – 31/12/2016.

It was **RESOLVED** to note.

- e. EMF control.

It was **RESOLVED** to approve and consider EMF control accounts when setting the budget for 2017/18.

- f. To set the Policy & Resources budget for 2017/18.

When reviewing the budget all Councillors declared an interest in the budget line - 5112 Councillors Allowance.

Councillor Mrs S Hooper MBE left the meeting.

It was **RECOMMENDED** that:

1. Funds of £5,000 be allocated from General Reserves to EMF Robes and Civic Regalia to cover the cost of the Civic Robes.

It was **RESOLVED** that the attached budget be approved by Full Council subject to any further costs relating to devolution of services.

- g. To set the fees and charges for 2017/18.

It was **RESOLVED** that the attached fees and charges for 2017/18 be approved by Full Council.

100/16/17 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.

101/16/17 AS REQUIRED OR IF NECESSARY

102/16/17 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

103/16/17 URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR

None.

104/16/17 TO CONSIDER IF ANY PRESS REPORTS OR ARTICLES ARE REQUIRED

None.

105/16/17 DATE OF NEXT MEETING

Tuesday 24th January 2017 at 6.00 p.m. – Budget Setting Meeting.
Tuesday 21st February 2017 at 7.00 p.m.

Rising at: 22.00

Signed: _____
Chairman

Dated: _____