

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Policy and Resources Committee held at The Guildhall on Tuesday 21st February 2017 at 7.00pm.

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

ALSO PRESENT: 1 Member of the Public, Councillor Austin, Ray Lane – Town Clerk, Mrs S Burrows - Administration Officer.

APOLOGIES: None.

HEALTH AND SAFETY ANNOUNCEMENTS

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

120/16/17 **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

121/16/17 **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
Phillips	9	Non-pecuniary	I am a member of Saltash Rotary Club

122/16/17 To note an ongoing dispensation for Councillor Shepherd to act as Chairman of the Saltash Team for Youth.

It was **RESOLVED** note.

123/16/17 **QUESTIONS FROM THE PUBLIC**

None.

124/16/17 **FINANCE**

- a. Report from Finance Officer.
- All accounts and bank accounts reconciled up to 31st January 2017.
 - Petty Cash is up to date and reconciled up to 31st January 2017.
 - The setting of the Precept has now been completed and approved.
 - The VAT Partial Exemption Calculation has been done and we are under the threshold.

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.
 - £401,316 with Barclays Active Saver (£200,000) 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 01/10/2016 – 31/12/2016 and we have now received the VAT refund. Our next VAT Return is due on 7th May 2017 for the period 01/01/2017 – 31/03/2017.

It was **RESOLVED** to note.

- e. VAT Partial Exemption Calculation for 2014/15 and 2015/16
- I have advised DCK Beavers of the Capital Expenditure we have coming up on the Guildhall and other properties/buildings, but they have not yet replied to my email to advise further.

It was **RESOLVED** to note and that a VAT Partial Exemption Calculation Forecast Report for 2017/18 will be provided for the next P&R Meeting.

125/16/17 **CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND**

None.

126/16/17 **TO CONSIDER THE COMMUNITY CHEST AND FESTIVAL FUND APPROVAL PROCESS**

The Town Clerk informed members of the current Community Chest and Festival Fund approval process.

It was **RESOLVED** that there be no change to the existing process.

127/16/17 **TO CONSIDER COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS**

a. To consider Community Chest applications.

Councillor Phillips declared an interest in the next agenda item and left the meeting.

Councillor Ellison in the Chair.

- | | | |
|-----|---|---------|
| 208 | Saltash Rotary Club | £750.00 |
| | Project to refurbish the club sleigh which is used extensively in December each year. | |

It was **RECOMMENDED** to award £750.00.

Councillor Phillips was invited and returned to the meeting.

Councillor Phillips in the Chair.

- | | | |
|-----|--|-----------|
| 209 | Saltash Maritime Cadets | £1,500.00 |
| | Purchase of 2 Ceremonial Flags, 1 Junior, 1 Senior, with all the accessories such as carrying straps, poles, carry case etc. | |

It was **RECOMMENDED** to award £1,000.00

- | | | |
|-----|--|---------|
| 210 | Tamar Trotters Juniors | £555.00 |
| | Training for adults to coach youngsters. | |

It was **RECOMMENDED** to award £555.00

b. To consider Festival Fund applications.

- | | | |
|----|---|---------|
| 74 | Cornwall International Male Choral Festival 2017 | £250.00 |
| | Biennial Festival of 2000 singers from over 60 choirs to take part in some 50 events across Cornwall. Includes Regional Concert in Saltash and outreach programme to local schools. | |

It was **RECOMMENDED** to award £250.00

128/16/17 **S106 FUNDING**

No report.

129/16/17 TRANSPORTATION (BUS/TRAIN/ROAD)

No report.

130/16/17 SERVICE DEVOLUTION AND ASSET TRANSFERS

a. Notes from DOG Meeting held on 26th January 2017.

Councillor Mrs J Dent updated members on the recent Devolution Options Group meeting.

It was **RESOLVED** to note.

b. To consider accommodation options for Waterfront and Town Warden.

Councillor Mrs J Dent informed members of office and welfare accommodation options for the Waterfront and Town Warden.

It was **RESOLVED** to:

1. Hire an office and welfare cabin for the Waterfront and Town Warden at a cost of £30.00 per week.
2. Approve the transportation costs of the office cabin at a cost of £110.00 each way.
3. Locate the office cabin next to the pontoon in Jubilee car park subject to agreement with Cornwall Council.

131/16/17 MAURICE HUGGINS ROOM

a. Building upgrade.

Councillor Mrs J Dent updated members on options for Equality Act building upgrades to the Maurice Huggins room.

It was **RESOLVED** to defer the item to the first P&R meeting of the new Council.

Councillor Bickford left the meeting.

Councillor Bickford returned to the meeting.

b. Hire and lettings.

It was **RESOLVED** to defer the item to the first P&R meeting of the new Council.

132/16/17 REVIEW OF HALL LETTINGS & REGISTRATION OF GUILDHALL AS A CIVIL CEREMONIES VENUE
(Deferred from 13.12.2016)

Councillor Mrs J Dent updated members on the progress of the Guildhall registration as a civil ceremony venue.

It was **RESOLVED** that the item be deferred to a future meeting following the outcome of the proposed refurbishment works to the Guildhall.

133/16/17 TO CONSIDER QUOTES FOR REPLACEMENT OF THE GUILDHALL BOILER
(Pursuant to FTC 05.01.2017 Minute no. 398/16/17)

It was **RECOMMENDED** to:

1. Approve replacement of the Guildhall boiler and control panel and to overhaul the system at the time of the installation.
2. Appoint Jackman Peckover as recommended by the Building Surveyor at the lowest quote received.
3. Fund the boiler replacement and works up to a value of £9,342.00 allocated to EMF Guildhall Maintenance.

134/16/17 MAYOR MAKING CEREMONY (COUNCILLOR MRS FRANK)

As a result of the revised policy for the election of the Mayor and Deputy Mayor which was adopted by Full Town Council on 14th December 2016 and that this is an election year, the following timetable was proposed for 2017:

Event	Date	Notes
Elections	Thursday May 4 th 2017	
Old Council ceases	Monday 8 th May 2017	All current members cease to be councillors
New Council term	Tuesday 9 th May 2017	Earliest date that summons to Annual Meeting of the Town Council can be sent
Call for nominations for Mayor/Deputy Mayor	Tuesday 9 th May 2017	As per policy
Deadline for receipt of nominations	Thursday 11 th May 2017	As per policy
Nomination details circulated	Friday 12 th May 2017	As per policy
Annual Meeting of the Town Council	Tuesday 16 th May 2017	Mayor and Deputy Mayor elected at this meeting.

Following the meeting on 16th May and the election of the Mayor, a date will then be decided for the Mayoral Installation Ceremony.

It was **RECOMMENDED** that the proposed timetable be adopted for election years and that the Policy for the Election of Mayor and Deputy Mayor be changed accordingly.

135/16/17 **ASHTORRE ROCK – REQUEST FOR DEFIBRILLATOR TO BE INSTALLED OUTSIDE PUBLIC CONVENIENCES ON WATERFRONT AND OFFER OF DONATION TOWARDS COST**

Mr R Lane
Town Clerk
Saltash Town Council
The Guildhall
12 Lower Fore Street
Saltash

Dear Mr Lane

Ashtorre Rock has been raising funds for a defibrillator and we have £1,200. However, as you are aware, Ashtorre Rock is only open between the hours of 10.00 am and 4.00 pm, 7 days a week – volunteers permitting. Our Committee therefore feels that it would be more appropriate if a defibrillator could be made accessible to everyone in the Waterside area 24 hours per day. Perhaps outside the public conveniences being an ideal location. Therefore, I am writing to ask if the Town Council would be kind enough to consider funding and siting a defibrillator and accept our donation of £1,200 towards costs.

Thank you for your consideration.

Yours sincerely

Lynn Marsh (Mrs)
Chair – Ashtorre Rock

It was **RESOLVED** that:

1. In principle the Council supports the installation of a defibrillator on the Waterfront area.
2. Councillor Phillips to seek further information and liaise directly with Ashtorre Rock to progress the initiative.

136/16/17 **TO CONSIDER ALL FUTURE REMEMBRANCE DAY SERVICES TO BE HELD AT WESLEY CHURCH (COUNCILLOR MRS FRANK)**

It was **NOTED** that this agenda item had been added in error and that this was not proposed as an agenda item by Councillor Mrs H Frank.

137/16/17 **SALTASH PUBLICITY LOCAL ACTION TEAM – TO CONSIDER OPTIONS AND PRICES FOR PRODUCING A SALTASH TOWN GUIDE (COUNCILLOR BICKFORD)**

Councillor Bickford updated members on options and prices for producing a Saltash Town Visitors Guide.

It was **RESOLVED** that three quotes and supporting paper work be provided to be received at the next Full Council meeting.

138/16/17 **TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:**

- a. Neighbourhood Plan Steering Group.

Author: Councillor D Yates

The Theme Teams reports have now been consolidated into a list of proposed draft policies.

The Theme Teams are now reviewing these draft policies to finalise their content and produce further draft policies where gaps have been identified.

It is hoped that the finalised list of draft policy topics and the majority of the policies themselves will be produced by the beginning of March.

In parallel the Coastal Communities group is considering the possible options for improvements to the waterside and waterfront.

It was **RESOLVED** to note.

- b. Road Safety Committee.

Unfortunately we have to report that the police did not attend the first quarter meeting which makes proceedings quite difficult - with the police attending many smaller comments and complaints can be dealt with straight away instead of writing to local or Middlemoor stations. The representatives from the four local parishes, who nearly always attend, find the police presence particularly valuable because the police never attend parish meetings.

Much of the meeting was taken up with two issues , firstly the road safety situation around schools particularly with regard to the Lollipop Lady issue and to car speeds near schools and secondly with the A38 between Saltash and Trerulefoot, particularly with regard to two areas, Carkeel roundabout and Tideford.

Derek Holley, Chair
Saltash Area Road Safety Committee.

It was **RESOLVED** to note.

c. Anti-social Behaviour.

Notes for Antisocial Behaviour Public Meeting

Wednesday 8th February 2016

Held at Council Chamber, Saltash Guildhall, 1.30pm

Present: Cllr Bob Austin (Chair), Cllr Derek Holley (Sec), Cllr Joe Ellison, Cllr Bill Phillips, Cllr David Yates, Margaret Butfield (Head of Saltash Cornwall College), Cllr Julie Rance (Livewire), Charlotte Carpenter (Core).

Apologies: Cllr Hilary Frank (Mayor), Cllr James Shephard, Karen Centini, Martyn Tambling (Junkyard), Stephanie Tambling (Junkyard), Peter Bond (Saltash.net), Mary Wells (Police).

Copy: Town Clerk, Mike Finch (Community Transport) Julia Angear (room bookings)

Welcome and Introduction

The Committee introductions and H&S noted by Cllr Bob Austin (Chair).

1. Police report.

1.1 No Report

Re last meeting notes Graffiti on Football Club wall – BA asked Town Clerk to arrange to get this cleaned off by Payback team. This cannot be done as the team has had their equipment stolen. Could this be replaced by TC ref to P&R.

Action: Youth Organisations to involve the “Detached Team” to investigate the area. CC & JR

1.2 Last meeting Peter Bond updated on the vandalism to property on Broad Walk, PCSO Kirsty has visited all schools to find the culprit from the CCTV provided. There may be a lead!

Action: Police/Peter Bond to report back at the next meeting.

1.3 Peter Bond reported that pupils last year had requested more CCTV around Saltash.net “because it makes them feel safer”

Action: Cllr Gloria Challen (Pub Watch), youth groups, police, schools, college, to report back at next meeting with a view.

Question: Should we have more CCTV and where around the town should they be placed?

2. Pub Watch & Off Watch - No Report

3. Neighbourhood Watch

New report with Cllr Bill Phillips will report back at next meeting

4. Crime Prevention Budget (STC) £6,950

Junkyard Stephanie suggested a report be raised

Action: ST to raise a report

5. CORE Youth Centre/Livewire

A general request made by the Chair that numbers are required from each youth organisation for the number of young people needing transport from the PL12 area starting on Thursday evenings in order that we can organise the Saltash Hopper to provide a service. A supervisor would be required from each organisation on a rota basis. Awaiting figures.

5.1 CORE

Thursday's average attendance 26

Mondays very busy

Restaurant being run by volunteers until a manager is found interviews being held this week and meeting next Wednesday to discuss.

29 young people visiting Supertramp at Laira

Nigel's Funday Wed 15th during half term

Kiddies cinema (Finding Cory) 11am Wed

5.2 Livewire

1 to 1 session are increasing.

Mar 25th Dementia Awareness day at Livewire

Girls only fitness sessions are getting very popular.

5.3 Junkyard

No Report

Action: Junkyard will assess the existing BMX track at Saltmill and report back to the Chair and the Chair of STC Services committee

5.4 Zero Gravity

No report.

6. Saltash College/Saltash.net

6.1 Saltash College

18/3 Sat Morning open day 9-12

Req grant info for planting flowers outside the catering complex.

Action BA

Cllr Phillips to involve Rotary for planting.

6.2 Saltash School

No Report.

7. Latest Hotspots

No Problems noted – too cold!

8. East Cornwall Anti-Social Officer (Housing)

No details

9. CCTV Cllr Yates reported on information from the Tolvaddan safety in the community. Costs estimated at £25k for 7 cameras and 40 hrs/week viewing.

10. Police Licensing

No details

11. A.O.B.

None

Close of Meeting – 3.30pm

Date of Next Meeting 10/4/2017 1.30 pm at the Guildhall.

It was **RESOLVED** to note.

d. Guildhall Property Maintenance and Marketing Working Party.

i. Report on Heritage Centre.

Councillor Phillips updated members on the pre-contract meeting. Refurbishment works to be carried out in two phases, the first phase starting 27th February over a four week period.

It was **RESOLVED** to note.

ii. Notes from meeting held 19th January 2017.

It was **RESOLVED** to note.

139/16/17 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.

140/16/17 AS REQUIRED OR IF NECESSARY

None.

141/16/17 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

142/16/17 URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR

None.

143/16/17 TO CONSIDER IF ANY PRESS REPORTS OR ARTICLES ARE REQUIRED

None.

144/16/17 DATE OF NEXT MEETING

Tuesday 18th April 2017.

Rising at: 20:40

Signed: _____
Chairman

Dated: _____