

## SALTASH TOWN COUNCIL

### Minutes of a Meeting of the Policy and Resources Committee held at The Guildhall on Tuesday 6<sup>th</sup> January 2009 at 7:30pm

**PRESENT:-** Councillors M Gee (Chairman), R Austin, P Clements, D Holley (for part of meeting), Mrs S Hooper MBE, A Killeya, Mrs F Knight,

**ALSO PRESENT:-** Mrs M Small (Town Clerk)

**APOLOGIES:-** Councillors Mrs Merryn Killeya (illness), P Stephens ISM (working), D Yates

---

**161/08/09      DECLARATIONS OF INTEREST**

Councillors Killeya and Clements declared a personal interest in Minute No. 163/08/09 as they are members of Gateway Community Interest Company (CIC). A personal and prejudicial interest was recorded by Councillor B Austin as he is a Director of CIC.

**162/08/09      COMMUNITY CHEST APPLICATIONS**

Councillor Gee stated that he had written a report on suggested criteria changes for Community Chest Applications but had not circulated it and he would send this electronically to all Councillors.

**163/08/09      SALTASH GATEWAY COMMUNITY INTEREST COMPANY (CIC)**

The Clerk reported that she had not yet contacted Mr Williams regarding the report needed before funding can be released to the CIC. Councillor Gee explained the background.

**164/08/09      CEMETERY EXTENSION**

Councillor Austin reported that the planning application is now going through the District Council. A request has been submitted to Cabinet for funding to put in the services. It was **RESOLVED** that the Committee move into Confidential Part II at the end of the meeting to discuss purchase of the land and the cost of services.

**165/08/09      SALTASH UNITED FOOTBALL CLUB**

The Clerk stated that she had not made further enquiries regarding the outstanding loan to the club.

**166/08/09      GUILDHALL**

- (a) The Clerk reported that the plumber had looked at the requirement for a new tank in the toilet for the disabled and had recommended that it stayed on the current wall where it is placed, as had the Disability Audit Officer from the County Council. It was **AGREED** that the Council wish a new heater installed on an internal wall rather than the external wall as at present.

- (b) The Clerk reported that Mrs Mandy Thomas, Mrs Julia Angear, Mrs Gill Alexander, Mr Colin Richings, Mr Phil Brooks and Mr Dave Bartlett had attended a First Aider course and all had received their certificates. An appointed person is someone to take charge when anyone is injured or falls ill and includes calling the ambulance and looking after the First Aid box. At the Guildhall, because of the varying hours worked by staff, all those who attended the course should be an Appointed Person. A First Aider is needed to have a current First Aid at Work certificate and is required depending on the number of employees. At the Guildhall as there are fewer than 50 employees, only an Appointed Person is needed. However, whilst there is no legal responsibility for non-employees, the Health and Safety Executive strongly recommend that they are included in First Aid provision, which would mean having someone with the First Aid at Work certificate which is a four day course. It was **AGREED** that:
- (i) in view of the different working hours of staff, the Town Council has no appointed first Aider.
  - (ii) the Town Council appoints all who had undertaken the First Aid training as Appointed personnel.
  - (iii) the Town Clerk oversees that the staff update the First Aid box as necessary.

**167/08/09**      **FREEDOM OF INFORMATION POLICY**

The Clerk reported that the Council's current policy ended on 31<sup>st</sup> December and Information Commissioners Office has produced a new model publication scheme that all public sector organisations must adopt from 1<sup>st</sup> January 2009. The model scheme may be adopted without modification and such adoption requires no further approval. Once adopted, the scheme will be valid until further notice. It will be necessary to complete a template and this should be available to the public. It was **AGREED** that the model publication scheme is adopted without amendment and that a sub-committee consisting of Councillors Killeya, Gee and the Clerk, meet prior to the next Policy and Resources Committee to look at the practicality of implementing this scheme.

**168/08/09**      **'BRUNEL'S ROYAL ALBERT BRIDGE' QUILT**

A letter was reported from Mrs S Rose of Gunnislake offering the Council to purchase a quilt she had made of the Royal Albert Bridge, at a price of £495. It was **AGREED** that the offer is declined and that Mrs Rose is congratulated on a lovely piece of work, which she may like to offer to other Councils or perhaps loan to other organisations for short periods.

**169/08/09**      **CONFIDENTIAL PART II**

It was unanimously **RESOLVED** to move into Confidential Part II to receive information on the purchase of land for Cemetery and provision of services.

**170/08/09**      **CEMETERY EXTENSION**

In confidential Part II it was **RECOMMENDED** that:

- (a) the Town Council purchase the identified land from Anthony Estates for the extension to the Cemetery as set out in the letter from Mr Cressey dated 9<sup>th</sup> December 2008. The Town Council will also be responsible for payment of the Estate's legal and surveyor's fees which is suggested in the region of 10% of the purchase price. The use of the land is to be a Cemetery with a temporary consent for use as allotments and the land is not to be used for any other purpose.
- (b) details of provision of services and setting out the site were provided by Councillor Austin. It was **AGREED** that Councillor Killeya can use the information in Confidential Part II at Caradon if the District Council wish further information when considering any grant to the Town Council.
- (c) the Town Council's aim is to complete the extension within 18 months from now.

**171/08/09**      **PRESS REPORTS**

It was **AGREED** that no press reports were required.

**172/08/09**      **DATE OF NEXT MEETING**

Tuesday 3<sup>rd</sup> February at 7pm to bring it in line with all Committee meetings.

However, if an additional planning meeting is required in future, prior to the meeting, the Policy and Resources meeting will commence at 7:30.

Signed: .....  
Chairman

Dated: .....