

## SALTASH TOWN COUNCIL

### Minutes of a Meeting of the Policy and Resources Committee held at The Guildhall on Tuesday 18<sup>th</sup> July 2017 at 7.00pm.

**PRESENT:** Councillors: R Bickford, G Challen, C Cook (Vice Chairman), J Dent, S Miller, W Phillips (Chairman), J Rance, G Taylor, D Yates.

**ALSO PRESENT:** 4 Members of the Public, 2 Members of the Press, R Lane – Town Clerk, S Burrows - Administration Officer.

**APOLOGIES:** None.

---

Councillor Dent in the Chair.

#### **HEALTH AND SAFETY ANNOUNCEMENTS**

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

**21/17/18** **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

Spotlight and BBC Radio Cornwall notified the Chairman of the recording of this meeting.

**22/17/18** **TO ELECT A CHAIRMAN**

Following a vote, it was **RESOLVED** that Councillor Phillips be appointed Chairman.

Councillor Phillips in the Chair.

**23/17/18** **TO ELECT A VICE CHAIRMAN**

Following a vote, it was **RESOLVED** that Councillor Cook be appointed Vice Chairman.

**24/17/18** **DECLARATIONS OF INTEREST**

- a. To receive any declarations from Members of any registerable (5A of the 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.

<b>Councillor</b>	<b>Item</b>	<b>Pecuniary/Non-pecuniary</b>	<b>Reason</b>
Bickford	12	Non-Pecuniary	Daughter is cadet member

**25/17/18** To note an ongoing dispensation for Councillor Rance to act as Chairman of the Saltash Team for Youth and Commissioning of Youth Work.

It was **RESOLVED** to note.

**26/17/18** **QUESTIONS FROM THE PUBLIC**

A member of the public asked members to consider co-option nominations for members of the public to join the Civic Regalia Working Party and that all reports be considered at that Working Party.

It was **RESOLVED** that Councillor Yates establishes a Working Party to comprise of Councillors and co-opted nominated members of the public providing reports for consideration to the P&R Committee.

**27/17/18** **FINANCE**

a. Report from Finance Officer.

It was **RESOLVED** to note. (Appendix A)

b. To receive the current Committee budget statement.

It was **RESOLVED** to note. (Appendix B)

c. To receive a report on investments.

It was **RESOLVED** to note. (Appendix C)

d. VAT.

It was **RESOLVED** to note. (Appendix D)

- e. To receive the Internal Audit Report To The Members of Saltash Town Council Year Ended 31<sup>st</sup> March 2017 and to note the following recommendations listed:

- i. Honoraria are paid through the payroll

It was **RESOLVED** to note and carry out the recommendation.  
(Appendix E)

- ii. The Councils website page dedicated to the Transparency Code is fully populated at the earliest opportunity and those items included within the Model Publication Scheme are also made available on the website.

It was **RESOLVED** to note and carry out the recommendation.  
(Appendix E)

**28/17/18**      **CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND**

None.

**29/17/18**      **CIVIC REGALIA**

It was **RESOLVED** to defer this item to the Working Party for consideration reporting back to the P&R Committee.

**30/17/18**      **APPOINTMENTS TO WORKING PARTIES**

- a. Property Maintenance and Marketing Working Party

It was **RESOLVED** to appoint Councillors Miller, Phillips, Rance & Taylor and that this committee is serviced by the Town Council administration reporting to the P&R Committee.

- b. Neighbourhood Plan Steering Group

It was **RESOLVED** to appoint Councillor Dent and that members support is welcomed. The group is not serviced by the Town Council administration however room hire at the Guildhall is available free of charge.

- c. Saltash Publicity Local Action Team

It was **RESOLVED** that this group be disbanded and that items be reported directly to the P&R committee.

d. Saltash Team for Youth Working Party

It was **RESOLVED** to appoint Councillors Challen, Rance, Taylor and Warrington and that the Working Party is not serviced by the Town Council administration however room hire at the Guildhall is available free of charge.

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

**31/17/18**      **TO CONSIDER COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS**

a. To consider Community Chest applications.

213    Saltash Sailing Club Cadets    £964.85

It was **RECOMMENDED** that £964.85 be awarded. (Appendix F)

b. To consider Festival Fund applications.

None.

It was **RECOMMENDED** that Community Chest and Festival Fund applications be approved and resolved by the P&R Committee as the delegated financial body of the council rather than by recommendation to Full Council.

Councillor Bickford was invited and returned to the meeting.

**32/17/18**      **S106 FUNDING**

Hanging Baskets:

It was **RESOLVED** to defer this item to the next Services Committee for consideration and possible S106 funding. (Appendix G)

Car Parking:

It was **RESOLVED** to refer the management and operation of the scheme to the Chamber of Commerce subject to their members approval.

**33/17/18**      **TRANSPORTATION (BUS/TRAIN/ROAD)**

Councillor Bickford updated members on his activities to date with GWR.

It was **RESOLVED** to note.

34/17/18

**SALTASH TOWN IMPROVEMENT GROUP (STIG)**

- a. To consider the purpose of re-establishing the group.

It was **RESOLVED** to:

1. Disband STIG and refer any future role and operation that STIG has to the Chamber of Commerce subject to their member's approval.
2. Appoint Councillors Challen and Miller as STC representatives to the Chamber of Commerce.

It was **RECOMMENDED** Full Council approve a dispensation for Councillors Challen and Miller for Full Council and all associated Committees in relation to their roles as representatives of STC on the Chamber of Commerce.

35/17/18

**SERVICE DEVOLUTION AND ASSET TRANSFERS**

These items will come under the Business Strategy and Forward Planning Working Party being established and reporting to Full Council.

- a. Saltash Library
- b. Jubilee Green Boat Park Facilities
- c. Waterfront Development and the Neighbourhood Plan
- d. Disused Toilets – Belle Vue (upper)
- e. Guildhall – Review of Hall Letting Marketing

It was **RESOLVED** to note and that the Mayor arranges the first Business Strategy and Forward Planning Working Party meeting.

36/17/18

**MAURICE HUGGINS ROOM**

- a. Building upgrade

It was **RESOLVED** to add the Maurice Huggins Room and Victoria Gardens to the Business Strategy and Forward Planning Working Party reporting back to Full Council.

- b. Hire and lettings

It was **RESOLVED** to add the hire and lettings of the Maurice Huggins Room to the Business Strategy and Forward Planning Working Party reporting back to Full Council.

**37/17/18      CITIZENS ADVICE CORNWALL**

It was **RESOLVED** that there is no available budget in this current financial year and that this item be considered for 2018/19 precept. (Appendix H)

**38/17/18      TO REVIEW THE TOWN MESSENGER**

It was **RESOLVED** to defer this item to the next P&R committee. (Appendix I)

**39/17/18      TO CONSIDER TRAVEL COSTS FOR CIVIC EVENTS FOR THE DEPUTY MAYOR**

It was **RESOLVED** to continue with the practice of the incumbent Mayor reimbursing the Deputy Mayor expenses from the Mayors allowance.

**40/17/18      COASTAL COMMUNITIES TEAM: SALTASH WATERFRONT DEVELOPMENT PARTNERSHIP APPLICATION FOR FUNDING FOR PROFESSIONAL SERVICES**

It was **RESOLVED** to approve:

1. The preliminary and preparatory work on options for the future development of the Waterfront.
2. To appoint the recommended contractor from the Coastal Communities Team under Financial Standing Order – Contracts 12.1.a.ii.
3. Funding up to a maximum value of £1,000 from budgets EMF Neighbourhood Plan £550 and Coastal Communities £450. (Appendix J)

**41/17/18      TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:**

- a. Neighbourhood Plan Steering Group

No Report.

- b. Road Safety Committee.

No Report.

- c. Anti-social Behaviour

No Report.

d. Guildhall Property Maintenance and Marketing Working Party

No Report.

**42/17/18**      **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.

**43/17/18**      **AS REQUIRED OR IF NECESSARY**

None.

**44/17/18**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**  
To resolve that the public and press be re-admitted to the meeting.

**45/17/18**      **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR**

None.

**46/17/18**      **PRESS REPORTS**

None.

**47/17/18**      **DATE OF NEXT MEETING**

Tuesday 17<sup>th</sup> October 2017 at 7:00pm.

Rising at: 20:30

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

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