

## SALTASH TOWN COUNCIL

### Minutes of a Meeting of the Policy and Resources Committee held at The Guildhall on Tuesday 17<sup>th</sup> October 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, P Samuels.

**ALSO, PRESENT:** R Lane – Town Clerk, E Holden - Finance Officer, L Elliott - Administration Assistant, 9 Members of the public.

**APOLOGIES:** None.

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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.

### **48/17/18 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

It was **NOTED** that the Administration Assistant and one Member of the public were recording the meeting.

### **49/17/18 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.
  - i for Councillor Rance to act as Chairman of the Saltash Team for Youth and commissioning of Youth Work.
  - ii Councillors Challen and Miller for Full Council and all associated Committees in relation to their roles as representatives of Saltash Town Council on the Chamber of Commerce.

<b>Councillor</b>	<b>Item</b>	<b>Pecuniary/Non-pecuniary</b>	<b>Reason</b>
Councillor Dent	77 & 78 Agenda 8b.	Non- Pecuniary	Member of RBL and Kalan Gwav

**50/17/18      QUESTIONS FROM THE PUBLIC**

None

The Chairman introduced and welcomed the new Finance Officer Elena Holden.

**51/17/18      FINANCE      (Appendix A)**

- a. Report from the outgoing Finance Officer -Internal audit is booked for the 30/10/17 and final leave date 30/10/17.

See attached Appendix A to the minutes

It was **RESOLVED** to note.

- b. Report from the Incoming Finance Officer.

See attached Appendix A to the minutes.

It was **RESOLVED** to note.

- c. To receive the current Committee budget statement.

See attached Appendix A to the minutes.

It was **RESOLVED** to note.

- d. To receive a report on investments.

See attached Appendix A to the minutes.

It was **RESOLVED** to note.

- e. VAT

See attached Appendix A to the minutes.

It was **RESOLVED** to note.

- f. To approve Direct Debit list for 2017/2018

See attached Appendix A to the minutes.

It was **RESOLVED** to **NOTE**.

- g. To approve Belle Vue Office Budget from General Reserves

See attached Appendix A to the minutes.

It was **RESOLVED** to approve the transfer of £4000 to cover the set-up and ongoing maintenance costs.

- h. To approve an increase to the Staff Recruitment Budget –

See attached Appendix A to the minutes.

It was **RESOLVED** to approve a transfer of £2000 to cover the overspend and potential future costs.

**52/17/18**      **CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND**

None

**53/17/18**      **TO CONSIDER COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS**

- a. Community Chest - (Appendix B)

<b>Application Number</b>	<b>Organisation</b>	<b>Amount Requested</b>
214	Lynher View Allotment Association	£500
216	Saltash Town Cricket Club	£520

**214.** It was **RESOLVED** that £400 be awarded with a caveat that **Lynher View Allotment Association** obtain their own Insurance.

**216.** It was **RESOLVED** that **Saltash Town Cricket Club** be awarded the full amount of £520.

Councillor Dent declared an interest in the next two items and left the meeting.

- b. Festival Fund

<b>Application Number</b>	<b>Organisation</b>	<b>Amount Requested</b>
77	Royal British Legion – Saltash & District	£543
78	Kalan Gwav	£1000

79	Saltash Music, Speech and Drama Festival	£1000
80	Saltash Community Flood Forum	£373.20
81	Saltash Waterfront Residents Association	£735

77. It was **RESOLVED** that the **Royal British Legion** be awarded £543. It was **NOTED** that Charities would not normally receive funding

78. It was **RESOLVED** that **Kalan Gwav** be awarded the full amount of £1000.

Councillor Dent was invited and returned to the meeting.

79. It was **RESOLVED** that **Saltash Music, Speech and Drama Festival** be awarded £1000.

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

80. It was **RESOLVED** to refuse the funding, but the Saltash Community Flood Forum be awarded the Guildhall free of charge on a one-off basis for the event.

81. It was **RESOLVED** that the **Saltash Waterfront Residents Association** be awarded £735.

Councillor G Challen was invited and returned to the meeting.

**54/17/18**      **S106 FUNDING**

No report.

**55/17/18**      **TO CONSIDER THE COST OF ONE YEAR'S ANNUAL MONITORING TO THE INSTALLED PUBLIC ACCESS DEFIBRILLATOR CABINET LOCATED ON FORGE LANE, SALTASH**

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

**56/17/18**      **TRANSPORTATION (BUS/TRAIN/ROAD)**

Councillor Bickford updated members on Network Rail Services. It was **RESOLVED** to note.

**57/17/18**      **SERVICE DEVOLUTION AND ASSET TRANSFERS**

It was **RESOLVED** to defer this item to the Full Council Meeting.

**58/17/18**      **MAURICE HUGGINS ROOM**

No report.

**59/17/18**      **TO CONSIDER A POLICY PROCEDURE FOR CODE OF CONDUCT COMPLAINTS**

It was **RESOLVED** to defer this item to the next meeting and that the Chairman and the Clerk would research the process.

**60/17/18**      **TO CONSIDER HOW STC MIGHT RECORD AND BROADCAST COUNCIL MEETINGS AND ALLOCATE A BUDGET**

**Pursuant to FTC 18.07.2017 Minute no 187/17/18**  
Provide a report to P & R on the options for the recording of committee meetings administered by the council – Councillor Bickford.

Councillor Bickford reported on options for broadcasting and recording Council Meeting. It was decided that the impact on the staff needs to be further investigated because of D.P.A and F.O.I, concerns were raised regarding data storage implications.

- a. It was **RESOLVED** to purchase the camera at the cost of £165.
- b. It was **RESOLVED** to conduct trial broadcasting and recording at internal meetings.

**61/17/18**      **GENERAL DATA PROTECTION REGULATION**

It was **RESOLVED** to defer this item until the next meeting.

**62/17/18**      **MAYORAL CHAIN – TO CONSIDER PURCHASE OF VELVET COLLAR**

It was **RESOLVED** to purchase a collar at a cost of £250.

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

**63/17/18**      **TO CONSIDER CONTINUED SUBSIDY OF THE SALTASH TRAIN  
TIMETABLE BUDGET 'PROMOTE PUBLIC TRANSPORT' EMF –  
COUNCILLOR BICKFORD**

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

Councillor Bickford was invited and returned to the meeting.

**64/17/18**      **TO REVIEW THE TOWN MESSENGER** (Appendix E)

It was **RECOMMENDED** to adopt Option 1, Saltash Observer 17cm x 7 columns across. Guaranteed space every month  
Delivery covers Saltash, Carkeel, Hatt & Landrake and  
Online archive at the cost of £300 plus VAT per double page.

**65/17/18**      **TO APPROVE ANNUAL FUNDING FOR SALTASH YOUTH COUNCIL**

It was **RESOLVED** to approve funding of £3000.

**66/17/18**      **TO CONSIDER FUNDING FOR A COMMUNITY EMERGENCY PLAN**

Part funding will be considered to write an Emergency Plan by the Community Association led by Councillor Yates and to facilitate on the website and promote to individual wards.

It was **RESOLVED** to defer the item and invite the Community Emergency Officer from C.C to the next meeting.

**67/17/18**      **TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES**

(Appendix F)

- a. Neighbourhood Plan Steering Group  
It was **RESOLVED** to note
- b. Road Safety Committee  
It was **RESOLVED** to note
- c. Anti-Social Behaviour  
No report.
- d. Guildhall Property Maintenance and Marketing Working Party  
No report.

**68/17/18**      **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.

**69/17/18**      **AS REQUIRED OR IF NECESSARY**

None.

**70/17/18**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**  
To resolve that the public and press be re-admitted to the meeting.

None.

**71/17/18**      **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR**

None.

**72/17/18**      **PRESS RELEASES**

None.

**73/17/18**      Date of Next Meeting: To be confirmed.

Rising at: 9.14pm

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

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