

## SALTASH TOWN COUNCIL

### Minutes of a Meeting of the Policy and Resources Committee held at The Guildhall on Tuesday 3<sup>rd</sup> March 2009 at 7:00pm

**PRESENT:-** Councillors M Gee (Chairman), R Austin, N Challen, P Clements, D Holley, Mrs S Hooper MBE, A Killeya, Mrs Merryn Killeya, C Riches, P Stephens ISM, D Yates

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

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#### **191/08/09      DECLARATIONS OF INTEREST**

Councillor Mrs Hooper declared a personal and prejudicial interest in the application for Community Chest funding for the Saltash Children's Choir as she is their Chairman. Councillors Gee, Mrs Merryn Killeya, Clements, Stephens and Mrs Hooper declared a personal interest in the application by the friends of Saltash Health Centre as they attend this surgery.

#### **192/08/09      COMMUNITY CHEST APPLICATIONS**

- (a) The following applications were considered and assessed on strength of project (4 points maximum), sustainability (2 points maximum), track record (1 point maximum), cost-effectiveness (1 point maximum), contribution by applicant (1 point maximum) and benefits to Saltash Town Council in terms of publicity, support for events or projects involving the Town Council (1 point maximum).

Following assessment, it was **RECOMMENDED** that:-

- (i) applications scoring under 5 are not considered for Community Chest Funding on this occasion.
- (ii) the following awards are made:-

<u>Organisation</u>	<u>Project</u>	<u>Award</u>
93 Rotary Club of Saltash	Refurbishment of Santa's sleigh to include new lighting and sound system	£500
94 Friends of Saltash Health Centre	This is deferred for one month to enquire if Doctors own the whole of the building and also enquire if the Council can legally give a grant to a commercial enterprise	
95 Saltash Girls Choir	New uniforms	£800

**(Councillor Mrs Hooper left the meeting for application number 95, Saltash Girls Choir having a declared a previous personal and prejudicial interest)**

- (b) The revised draft of the Community Chest application form and notes of guidance were discussed further and this will be brought back to the next meeting for final approval and adoption.

**193/08/09**      **SALTASH REGATTA**

A request to make the Regatta a Civic event was received from the Committee and it was **AGREED** that this is confirmed.

**194/08/09**      **DATE OF MAY MEETING**

The Clerk reported that there was no longer a need to change the date of the May meeting as the Twinning trip had been moved to 28<sup>th</sup> May.

**195/08/09**      **CEMETERY EXTENSION**

Councillor Austin reported that the ecological report is being prepared. The District Council had agreed a grant of £15,000 pump priming for the cemetery extension. The Clerk had heard from Mr Masters who asked for an invoice against which this can be paid. Thanks were extended to Councillor Killeya for taking this to the Cabinet meeting.

The Clerk reported that with reference to the purchase of the land, Antony Estates had asked for a clause that the Town Council would not object to their planning application for housing or similar on the adjacent land. She had advised the solicitor that the Town Council cannot agree to this. Councillor Austin stated that he had details of a possible loan from the District Council over twelve months and will report this to the next meeting. The Clerk reported that an application to the Cornwall Association of local Councils for loan sanction would take approximately two weeks to gain. A loan from the Public Works Loan Board is currently 4.5% and can be taken over fifty years. It was **RESOLVED** that:

- (a) the action of the Clerk in advising Solicitors that the Town Council cannot agree to raising no objections to any planning application is endorsed.
- (b) the possibility of gaining loan sanction and a loan will be discussed further at the next meeting.
- (c) a letter is sent to Mr Masters asking him to give a written statement that by providing pump priming money this does not prejudice any application to other Councils.
- (d) a letter is sent to Mr Kevin Lavery at One Cornwall advising that the Town Council will be wanting to apply for a grant/loan in connection with the cemetery extension and asking that they consider this when looking at their capital works programme.

**196/08/09**      **LOAN TO SALTASH UNITED FOOTBALL CLUB**

The Clerk reported that enquiries were ongoing and it was **AGREED** that this will be reviewed at the next meeting.

**197/08/09**      **EQUAL OPPORTUNITIES POLICY**

Councillor Gee reported that the sub committee had met prior to the meeting to consider a draft Equal Opportunities policy and this had been amended to include both Councillors and staff. Consideration of a further issue within the policy needed to be resolved and it was **AGREED** that the policy is brought back to the next meeting for adoption.

**198/08/09**      **INSURANCES**

A copy of the renewal check list was circulated and detailed consideration given to the insurances included. It was noted that the Beating of the Bounds event, the Alexandra Square toilets and Elwell Woods had been added to policy cover. Included in the policy was a new section without cost to cover Councillors on a Twinning trip and the date the cover starts has to be clarified. Councillors after the age of 80 are not included in the policy. It was **AGREED:**

- (i) by 8 in favour and 2 abstentions (Councillors Yates and Clements) that the Guildhall is re-valued to re-build as is.
- (ii) by 8 in favour and 2 abstentions (Councillors Killeya and Mrs Merryn Killeya) that the two Henry Martin paintings are re-valued.
- (iii) to bear in mind in the future that it might be necessary to include contract disputes
- (iv) the fidelity guarantee is increased to £750,000, the personal accident and illness policy for the Town Clerk is increased to £25,000 for capital benefits limit.

**199/08/09**      **FREEDOM OF INFORMATION**

(a) Councillor Gee reported that the sub-committee had met prior to the meeting and considered the charging for information under the scheme. It was **RECOMMENDED** that -

- (i) there is a minimum charge of £5 to be paid in advance which will cover the cost of postage and administration time plus 10p per sheet photocopied. In addition to this there will be a charge of £5 per quarter of an hour administration time and this will be invoiced after the information is provided.
  - (ii) The charges are shown on the Town Council's website.
- (b) The clerk reported a request for information under the Freedom of Information Act from Mrs Smith regarding Shillingham and Forder.

A discussion was held on what information is exempt information, what constitutes a disproportionate amount of time in gathering information and details which can be supplied under the Data Protection Act. It was **AGREED** that Councillor Gee speaks with the Caradon Solicitor and

the Town Clerk speaks with the Cornwall Association of Local Councils.

**200/08/09**      **GUILDHALL HIRE**

The Clerk reported on a problem which had occurred when the Salsa group were to hire the Guildhall in that the CD player was not available as it was in use in the Council Chamber and they had not been advised of this before. The Clerk reported that the group had not been charged for this as it was not their fault but they were now claiming the hall free for that evening plus two other evenings as a result of having lost £70 in revenue. It was **AGREED** that the Council endorse the Clerk's action in not invoicing for the night in question, in addition the Council agree to two further meetings as a gesture of goodwill which will equate to about the £70 they are requesting.

**201/08/09**      **PRESS REPORTS**

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

**202/08/09**      **NOTICE BOARD-LEAFLET**

Councillor Holley raised concern at a leaflet on the Town Council's notice boards advertising that County Councillors Preston and Mrs Mepsted were holding a surgery at the library, as their photographs were included on the leaflet and this was felt inappropriate leading up to a period of the election. After discussion it was **AGREED** by 6 in favour with 4 abstentions (Councillors Gee, Mrs Merryn Killeya, Yates and Clements) that the decision on whether to put up the notice should rest with the Clerk.

**203/08/09**      **ADVERTISEMENT**

Councillor Holley stated that he had been asked by the Observer if the Town Council wished an advertisement on the May Fair page. It was **AGREED** 6 in favour with 4 abstentions (Councillors Challen, Mrs Merryn Killeya, A Killeya and Stephens:

- (i) that an advert is placed at a cost of no more than £100 stating that the Town Council is pleased to support May Fair etc.
- (ii) if another paper approaches the Town Council for a similar feature on another event then Town Council will give sympathetic consideration.

**(Councillors Stephens, Clements and Mrs Merryn Killeya declared a personal interest as they are on the May Fair Committee. Councillor Stephens spoke for information only.)**

**204/08/09**      **DATE OF NEXT MEETING**

Tuesday 7<sup>th</sup> April 2009 at 7:00pm