

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Policy and Resources Committee held at The Guildhall on Tuesday 20th February 2018 at 7:00 p.m.

PRESENT: Councillors: R Bickford, G Challen, C Cook (Vice Chairman), J Dent (Mayor, ex-officio voting), S Miller, B Phillips (Chairman), P Samuels, D Yates (Deputy Mayor, ex-officio voting).

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

APOLOGIES: J Rance.

HEALTH AND SAFETY ANNOUNCEMENTS

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

87/17/18 **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

88/17/18 **DECLARATIONS OF INTEREST**

- a. 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. Declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting.
- c. Dispensations required.

Councillor	Agenda Item	Pecuniary/Non-Pecuniary	Reason
Bickford	8b	Non-Pecuniary	Regatta Committee
Challen	8a – 218	Non-Pecuniary	Member of Committee
Phillips	6h	Non-Pecuniary	Member of Rotary Club
Samuels	6h	Non-Pecuniary	Member of Rotary Club
Dent	Town Band	Non-Pecuniary	Mayors Charity

89/17/18 To note an on-going dispensation for Councillor Rance to act as Chairman of the Saltash Team for Youth and Commissioning of Youth Work.

It was **RESOLVED** to note.

90/17/18 To note an on-going dispensation for 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.

It was **RESOLVED** to note.

91/17/18 **QUESTIONS FROM THE PUBLIC**

None.

92/17/18 **FINANCE**

a. Report from Finance Officer.

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.

It was **RESOLVED** to note.

d. VAT.

It was **RESOLVED** to note.

e. Notification of External auditor appointments for the 2017/18 financial year.

It was **RESOLVED** to note.

f. Interim Internal Audit Report 2017/18.

It was **RESOLVED** to note and that all recommendations be undertaken.

g. To approve the three-year appointment of the Internal Auditor.

It was **RESOLVED** to appoint Hudson Accounting Ltd for a period of three-years at a cost of £800 p.a.

h. To consider Building Consultant Fees.

It was **RESOLVED** to continue to engage and approve the Building Consultant Fees under Financial Regulation 12.1 a. ii.

93/17/18 **CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND**

None.

94/17/18

TO CONSIDER COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS

a. Community Chest:

- 217 Tamar Protection Society. £500
Electrical work and EPC check.

It was **RESOLVED** to award £500.00.

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

- 218 Saltash Community Flood Forum. £720
To produce a 4-page centre pull-out leaflet in the "Love Saltash" publication.

It was **RESOLVED** to award £720.00.

Councillor Challen was invited and returned to the meeting.

- 219 Saltash Handicapped and Disabled Organisation. £585
To clear weeds/vegetation from SHADO garden areas.

It was **RESOLVED** to award £585.00.

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

- 221 Saltash Town Band. £1,000
Uniform Jackets.

It was **RESOLVED** to award £1,000.

Councillor Dent was invited and returned to the meeting.

b. Festival Fund:

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

- 83 Saltash Regatta Committee. £2,320
Saltash Regatta 2018.

It was **RESOLVED** to award £2,000.

Councillor Bickford was invited and returned to the meeting.

95/17/18 **DEFIBRILLATOR FOR THE GUILDHALL**

It was **RESOLVED** to approve the Phillips Heartstart Defibrillator at a cost of £980 subject to budget allocation by the Chairman and Town Clerk.

96/17/18 **S106 FUNDING**

No Report.

97/17/18 **GENERAL DATA PROTECTION REGULATION**

- a. GDPR Officer and Senior Information Risk Owner (SIRO) appointment

It was **RESOLVED** to defer this item to the next Policy and Resources meeting.

- b. Staff training

It was **RESOLVED** to defer this item to the next Policy and Resources meeting.

- c. Policies and Privacy Impact Statement

It was **RESOLVED** to defer this item to the next Policy and Resources meeting.

- d. Budget provision

It was **RESOLVED** to defer this item to the next Policy and Resources meeting.

- e. To consider an information audit

It was **RESOLVED** to defer this item to the next Policy and Resources meeting.

98/17/18 **TRANSPORTATION (BUS/TRAIN/ROAD)**

- a. To approve a Town Council response to the Great Western Rail Franchise Consultation - Councillor Bickford.

It was **RESOLVED** that Councillor Bickford respond to the Great Western Rail Franchise Consultation.

99/17/18 **SERVICE DEVOLUTION AND ASSET TRANSFERS**

No Report.

100/17/18 EQUALITY AND DIVERSITY TRAINING FOR COUNCILLORS

It was resolved to **RECOMMEND** that training be made available to those members wanting to undertake it and that expenses be covered.

101/17/18 COMMUNITY EMERGENCY PLAN

It was **RESOLVED** that Councillors Yates and Taylor be appointed to progress the Community Emergency Plan.

102/17/18 CIVIC EVENTS

To consider a request to increase the Bugler's fees.

It was **RESOLVED** to approve that the Bugler's fees for attending Civic Events be increased from £10 to £25 per attendance and be included on STC payroll.

103/17/18 REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES

a. Neighbourhood Plan Steering Group

It was **RESOLVED** to note.

b. Road Safety Committee

It was **RESOLVED** to note.

c. Anti-social Behaviour

It was resolved to **RECOMMEND** in principal the provision of a CCTV system for the Town Centre, Waterfront and Station areas of Saltash utilising the EMF Crime Reduction Budget.

104/17/18 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.

105/17/18 AS REQUIRED OR IF NECESSARY

None.

106/17/18 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

107/17/18 URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR

None.

108/17/18 PRESS RELEASES

It was **RESOLVED** to issue the following press release:

1. Purchase and provision of a defibrillator at the Guildhall.

109/17/18 DATE OF NEXT MEETING

To be confirmed.

Rising at: 21:10 p.m.

Signed: _____
 Chairman

Dated: _____