

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Policy and Resources Committee held at The Guildhall on Tuesday 7th April 2009 at 7:00pm

PRESENT:- Councillors M Gee (Chairman), R Austin, P Clements,
D Holley, Mrs S Hooper MBE, C Riches, D Yates

ALSO PRESENT:- Mrs M Small (Town Clerk)

APOLOGIES: Councillors Bickford, A and Mrs M Killeya, P Stephens ISM

01/09/10 DECLARATIONS OF INTEREST

Councillor Mrs Hooper declared a personal interest in Minute No. 07/09/10 regarding the Gorsedd as she is a Member of that organisation.

02/09/10 COMMUNITY CHEST APPLICATIONS

- (a) A copy of the final version of the Community Chest notes to applicants and application form were circulated. It was **RECOMMENDED** that the notes and form are adopted for future use.
- (b) The Clerk reported that the Rugby Club were seeking permission to extend the completion date of their Community Chest Grant as the work meant taking equipment onto the field and in view of adverse weather conditions, this had not been possible. It was **AGREED** that the grant is extended to allow completion of the work.

03/09/10 CORNWALL ASSOCIATION OF LOCAL COUNCILS SUBSCRIPTION

It was **RECOMMENDED** that the Council renew its subscription to the Cornwall Association of Locals Councils at a cost of £1,767.64p

04/09/10 LOAN TO SALTASH UNITED FOOTBALL CLUB

The Clerk reported that she had found an e-mail from the former Chairman of the Club confirming the £5000 donation and £5000 interest free loan in 2002. It was **AGREED** that the repayment of the loan is now pursued.

05/09/10 SOCIETY OF CLERK'S CONFERENCE

It was **RECOMMENDED** that the Clerk attends the Society of Clerks Conference in Plymouth at a cost of £40.

06/09/10 REPORT ON LIFT

The Guildhall lift had been inspected under the Council's Engineering Insurance policy and it had been noted that they recommended the load beam is marked with the safe working load. It was **AGREED** that the Clerk discusses this with Otis when they next maintain the lift.

07/09/10 GORSEDD

A request was submitted for the Gorsedd in September to be a Civic event. It was **AGREED** that permission is granted.

08/09/10 **CEMETERY EXTENSION**

Councillor Austin stated that he hoped by the next meeting, the plans for the cemetery to be completed ready for re-submission. The Clerk confirmed that Mr Masters had been sent an invoice for the transfer of the £15,000 grant. It was **AGREED** that:-

- (a) Councillor Austin obtains the name of someone at the County Council to whom an application for funding could be submitted and the Clerk makes application.
- (b) the Clerk submissions an application to the Cornwall Association for borrowing approval of £200,000.

09/09/10 **TOWN CRIER**

It was noted that Mr Whipp is representing Saltash in Town Crier competitions at Yeovil on the 9th May, Warwick on the 16th May and Paignton on the 26th July. Mr. Whipp was also asking permission to use a Town Seal on the scroll cover he has made.

It was **AGREED** to wish Mr Whipp well in the competitions and approve the use of the Town Seal on the scroll cover.

10/09/10 **PROVISION OF E-MAIL ADDRESSES AND BUSINESS CARDS FOR COUNCILLORS**

Councillor Holley stated that it might be the right time to consider having e-mail addresses for Saltash Town Councillors at www.saltash.gov.uk and also business cards. He had spoken with Mr Isaac at Western Web who had said that this would be possible, provided a policy was in place. Mr Isaac had also spoken with the Clerk regarding backing up Councillors e-mails on a server.

It was **AGREED** that:-

- (a) the Clerk investigates the use of e-mails whilst ordering the new computers and obtains the additional cost.
- (b) a policy is created regarding the use of e-mails
- (c) the Clerk will speak with Councillor Bickford about printing business cards in the office

11/09/10 **COUNCIL'S EQUAL OPPORTUNITIES POLICY**

The final version of the Council's Equal Opportunities Policy for staff and Councillors was circulated. It was **RECOMMENDED** that the Policy is adopted.

12/09/10 **COUNCIL'S DISCIPLINARY POLICY**

A copy of the Council's disciplinary and grievance procedures were circulated and will be reviewed at the next meeting.

13/09/10 **CONFIDENTIAL PART II**

It was unanimously **RESOLVED** to move into Confidential Part II to receive information regarding the Toc H building.

14/09/10 **TOC H BUILDING (CONFIDENTIAL PART II)**

In Confidential Part II it was **AGREED** to investigate information on the Toc H building further.

15/09/10 **SAGE PAYROLL**

The Clerk reported that Sage Support for updates and support ends in one month. On this occasion there are changes which need to be updated as Inland Revenue are introducing a fourth National Insurance band which cannot be added to the current Payroll software.

It was **RECOMMENDED** that Sage Support is purchased at a cost of £609.50p

14/09/10 **PRESS REPORTS**

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

15/09/10 **DATE OF NEXT MEETING**

Tuesday 5th May 2009 at 7:00pm

Signed:
Chairman

Dated: