

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Policy and Resources Committee held at The Guildhall on Tuesday 10th April 2018 at 6.00pm.

PRESENT: Councillors: R Bickford, G Challen, J Dent (Mayor, ex-officio voting), B Phillips (Chairman), J Rance, P Samuels, G Taylor, D Yates (Deputy Mayor, ex-officio voting).

ALSO PRESENT: R Lane – Town Clerk.

APOLOGIES: Councillors: C Cook (Vice Chairman), S Miller.

HEALTH AND SAFETY ANNOUNCEMENTS

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

1/18/19 **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

2/18/19 **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.

Councillor	Item	Pecuniary/Non-pecuniary	Reason
None			

3/18/19 To note an ongoing dispensation for Councillor Rance to act as Chair of the Saltash Team for Youth and commissioning of Youth Work.

It was **RESOLVED** to note.

4/18/19 To note an ongoing 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.

5/18/19 **QUESTIONS FROM THE PUBLIC**

None.

6/18/19 **FINANCE**

No report.

7/18/19 **POLICIES AND PROTOCOLS**

- a. To consider a report on Declaration of Interest – Councillor Samuels.
(Pursuant to FTC 01.02.18. minute no. 489/17/18)

It was **RESOLVED** to approve the protocol subject to:

1. A members Declaration of Interest record form will be printed onto the back of every meeting agenda for all meetings.
 2. Members will record their declarations of interest and when leaving the meeting on the record form.
 3. Members will detach their declaration form from the agenda and hand it to the minute taker for inclusion in the minutes at the end of the meeting.
- b. To consider a recommendation from the Auditor to amend the Supplier Bank Detail procedure.

It was **RESOLVED** to approve and adopt the procedure.

- c. To consider an uplift in the thresholds for tendering and the authorised level of expenditure by delegation.

It was **RESOLVED**:

1. The tender threshold be increased to £50,000.
2. The Town Clerk shall have delegated authority himself and delegated authority to authorise members of staff to disperse other monies with the authority of Full Council or otherwise under the following restrictions:
 - I. If within budget up to £5000 with the approval of the appropriate Committee Chairman or in their absence that of the Committee Vice Chairman, Mayor or Deputy Mayor. Approval may be verbally or by email initially with a later signature.
 - II. If within budget up £10,000 only where the item has been resolved by the relevant committee and with the approval of the Committee Chairman or in their absence that of the Vice Chairman, Mayor or Deputy Mayor.
 - III. Monies over £10,000 or not within budget only where that item has been resolved by Full Council with an agreed spend or maximum spend.

- d. To consider adopting the NALC Model Standing Orders as recommended under the CALC review.

(Pursuant to FTC 01.02.18. minute no. 503/17/18)

It was **RECOMMENDED** the NALC Model Standing Orders as recommended under the CALC review by adopted.

- e. To consider a policy procedure for Code of Conduct complaints.

(Pursuant to P & R 17.10.17. minute no. 59/17/18)

It was **RESOLVED** that Code of Conduct complaints determined and notified to this council by Cornwall Council be received by the Policy and Resources Committee.

- f. To consider a report on Dress Code for Councillors – Councillor Challen.

It was **RESOLVED** that the advisory Dress Code for members attending Full Council and Civic Occasions be adopted.

- g. To consider a policy for receiving public questions at Committee meetings.

It was **RESOLVED** to adopt the policy subject to the submission of questions being no later than 24 hours before the meeting.

- h. To consider the Mayor's Protocol Guide – Councillor Dent.

It was **RESOLVED** adopt the protocol.

- i. To consider a Festival Fund Policy.

It was **RESOLVED** to defer and that the Senior Administration Officer and Councillor Bickford give further consideration to the terms and conditions.

- j. To consider a Community Chest Policy.

It was **RESOLVED** to defer and that the Senior Administration Officer and Councillor Bickford give further consideration to the terms and conditions.

- k. To review the policy for meeting with developers.

It was **RESOLVED** to adopt the joint CALC and Cornwall Council Town and Parish Councils in Cornwall Guiding Principles for Pre-Application Discussions.

- l. To consider the Civic Parade Protocol.

It was **RESOLVED** to:

- I. Place the High Sheriff and Consort after the Lord Lieutenant and Consort.
- II. Place the Cornwall Council Chairman and Consort after the Mayor and Consort.

8/18/19

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.

9/18/19 **AS REQUIRED OR IF NECESSARY**

10/18/19 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

11/18/19 **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT
THE DISCRETION OF THE CHAIR**

None.

12/18/19 **PRESS RELEASES**

None.

13/18/19 **DATE OF NEXT MEETING**

Tuesday 17th April 2018 at 7.00 p.m.

Rising at 7.45 p.m.

Signed: _____
Chairman

Dated: _____