

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Policy and Resources Committee held at The Guildhall on Tuesday 19th June 2018 at 7:00 p.m.

PRESENT: Councillors: J Brady (Mayor, ex-officio voting), G Challen (Deputy Mayor, ex-officio voting), B Phillips - Chairman, S Miller, J Rance, P Samuels - Vice Chair, G Taylor, D Yates.

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

APOLOGIES: Councillors: R Bickford, C Cook – (Vice Chair Part), M Parker.

Councillor Brady in the Chair.

HEALTH AND SAFETY ANNOUNCEMENTS

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

35/18/19 TO APPOINT A CHAIRMAN

Following a vote, it was **RESOLVED** that Councillor Phillips be appointed Chairman.

Councillor Phillips in the Chair.

36/18/19 TO APPOINT A VICE CHAIRMAN

Following a vote, it was **RESOLVED** that Councillor Samuels be appointed Vice Chairman.

37/18/19 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

None.

38/18/19 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
Challen	16a (225)	Non Pecuniary	Member of the WW1 Committee
Rance	16a (223)		I work at Livewire
Rance	16a (227)		I know the applicant
Rance	16b (85)		I know the applicant
Taylor	16	Non Pecuniary	For Livewire Council Officer

d. To Note ongoing dispensations:

39/18/19 To note an ongoing dispensation for Councillor Rance to act as Chair of the Saltash Team for Youth and commissioning of Youth Work for the municipal year 2018/19

It was **RESOLVED** to note.

40/18/19 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 for the municipal year 2018/19.

It was **RESOLVED** to note.

41/18/19 **QUESTIONS FROM THE PUBLIC**

A question was received 24 hours before the meeting:

Mr M Coot asked two questions:

Will Saltash Town Council be upholding the sanction of censure against Councillor John Brady as the Cornwall Council Standards Committee recommended in Decision Notice CCN046/17/18 after he was found to have breached the Code of Conduct?

As the Mayor has been found to be in breach of the Code of Conduct, will members of the Council be calling for him to resign from his role as they previously requested the former Mayor to do the same?

A response was provided in writing:

In response to your questions regarding Councillor Brady I can confirm that Councillor Brady has referred Decision Notice CCN046/17/18 to the Ombudsman.

Cllr Bill Phillips

Chairman of Policy & Resources

42/18/19 **TO APPROVE THE MINUTES OF THE FOLLOWING SUB-COMMITTEES**

Please see a copy of the minutes on STC website or request to see a copy at the Guildhall.

The minutes of the meeting of the Property Maintenance Sub-Committee held on Thursday 14th June 2018 were confirmed and signed as a correct record.

It was **RESOLVED** to note.

43/18/19 **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 unanimously **RESOLVED** to approve any reinvestments at the best secured rate for the Council by delegated authority to the Finance Officer, Town Clerk and Chairman of P&R.

- d. VAT:

It was **RESOLVED** to note and that the appointment with STC VAT Consultant is to be held at the Guildhall on Tuesday 25th July at 1:30 p.m. for Chairman of Committees to attend and consider the VAT impact on Council project and devolution transfers.

44/18/19 **TO RECEIVE THE INTERNAL AUDIT REPORT YEAR ENDED 31ST MARCH 2018**

The Town Clerk informed members of recommendations received from the Internal Audit Report year ended 31st March 2018.

Recommendation 1:

Member internal control checks are carried out at least quarterly and the results documented and reported to Council.

It was **RESOLVED** to note the recommendation has been adopted and that internal controls have been initiated reporting to Full Council monthly.

Recommendation 2:

The actual controls in place in respect of internet banking are embedded in Financial Regulations and that the authorisation process involved two people, one of whom should be a Councillor.

It was **RESOLVED** to adopt the recommendation to comply with the audit requirements, insurance company and Financial Regulations.

Recommendation 3:

A risk based assessment of the adequacy of the Council 'free reserves' is undertaken and a policy on the minimum and maximum level agreed. The level and relative importance of each earmarked reserve is robustly reviewed to assess their adequacy and necessity and that they are adjusted accordingly; either between themselves or with the general reserves. Any remaining inadequacy of free reserves when viewed against the agreed policy should be addressed as part of the 2019/2020 budget setting process.

It was **RESOLVED** that:

1. A policy understanding statement is adopted as follows that the statutory contingency budget of six months operating costs of the Council is related and available from the statutory contingency, EMF's and capital works arising from devolved assets and services.
2. Delegated authority be given to the Town Clerk and Chairman of P&R working with the Finance Officer to determine the minimum and maximum level.

Recommendation 4:

The Councils asset register is reviewed and updated to ensure it meets the requirements laid down as 'proper practice' in 'Governance & Accountability for Smaller Authorities'.

It was **RESOLVED** to adopt the recommendation and note the Finance Officer is conducting the update review.

45/18/19

TO APPROVE THE USE OF BACS PAYMENTS IN ACCORDANCE WITH FINANCIAL REGULATIONS FOR 2018/19 AND 2019/2020

It was unanimously **RESOLVED** to adopt and approve the BACS payments process in accordance with Financial Regulations for 2018/19 and 2019/2020.

46/18/19 **TO CONSIDER A VIREMENT OF FUNDS FOR STAFF TRAINING**

It was unanimously **RESOLVED** to approve the virement of funds of £6,000 from Capital Works arising from Devolved Assets and Services General Reserves to the Staff Training budget for devolution related services training.

47/18/19 **TO CONSIDER APPOINTMENTS TO WORKING PARTIES**

It was **RESOLVED** to adopt the appointments to Working Parties as attached.

48/18/19 **TO RECEIVE CODE OF CONDUCT DETERMINATION NOTICES**

It was **RESOLVED** to note.

49/18/19 **CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND**

None.

50/18/19 **TO CONSIDER COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS**

a. Community Chest:

Councillors Rance and Taylor declared an interest in the next agenda item and left the meeting.

223 Livewire Youth Project £900.00

It was **RESOLVED** to award £900.00

Councillors Rance and Taylor were invited and returned to the meeting.

224 Saltash Sailing Club Cadets £992.00

It was **RESOLVED** to award £992.00

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

225 Great War 1914-18 £1,000.00
 Commemorative Events
 Committee (Saltash)

It was **RESOLVED** to award £1,000.00

Councillor Challen was invited and returned to the meeting.

226 PL12 Saltash Breathers £720.00
Group

It was **RESOLVED** to refuse the application on the grounds that funding is not available for venue hire.

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

227 SWRA Christmas Tree £320.00

It was **RESOLVED** to award £320

b. Festival Fund:

85 SWRA Christmas Event £615.00

It was **RESOLVED** to award £480

Councillor Rance was invited and returned to the meeting.

51/18/19 TO APPROVE AND ADOPT STC POLICIES

a. Homeworking Policy

It was **RESOLVED** to approve and adopt the Homeworking Policy.

b. Management of Transferable Data Policy

It was **RESOLVED** to approve and adopt the Management of Transferable Data Policy.

c. Data Retention and Disposal Policy

It was **RESOLVED** to approve and adopt the Data Retention and Disposal Policy.

52/18/19 TRANSPORTATION (BUS/TRAIN/ROAD)

None.

53/18/19 **TO RECEIVE REPORT FROM WORKING GROUPS AND OUTSIDE BODIES**

a. Neighbourhood Plan Steering Group:

Councillor Yates updated members on the position of the Saltash Neighbourhood Plan Consultation Document.

It was **RESOLVED** to note.

b. Road Safety Committee:

No Report.

It was **RESOLVED** to note that the next meeting is to be held at the Guildhall on Tuesday 26th June at 7:30 p.m.

54/18/19 **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.

55/18/19 **AS REQUIRED OR IF NECESSARY**

56/18/19 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

57/18/19 **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR**

None.

58/18/19 **PRESS RELEASES**

None.

59/18/19 **DATE OF NEXT MEETING**

Tuesday 18th September 2018 at 7:00 p.m.

Rising at: 20:30

Signed: _____
Chairman

Dated: _____