

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Policy and Resources Committee held at The Guildhall on Tuesday 28th August 2018 at 6:00 p.m.

PRESENT: Councillors: R Bickford, J Brady (Mayor, ex-officio voting), G Challen (Deputy Mayor, ex-officio voting), B Phillips - Chairman, M Parker, P Samuels - Vice Chair, G Taylor, D Yates.

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

APOLOGIES: Councillor J Rance.

HEALTH AND SAFETY ANNOUNCEMENTS

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

60/18/19 **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

None.

61/18/19 **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.

Councillor	Item	Pecuniary/Non-pecuniary	Reason
R Bickford	None		
J Brady	None		
G Challen	21b	Non-pecuniary	Member of the Saltash Lions Club.
M Parker	None		
W Phillips	None		
P Samuels	None		
G Taylor	None		
D Yates	21a	Non-pecuniary	Wife is a member of the Camera Club.

c. To consider dispensations required: None.

d. To Note ongoing dispensations:

62/18/19 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.

63/18/19 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.

64/18/19 **QUESTIONS FROM THE PUBLIC**

None.

65/18/19 **ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 31ST JULY 2018.**

It was **RESOLVED** to note.

66/18/19 **PETTY CASH RECONCILED UP TO THE 31ST JULY 2018**

It was **RESOLVED** to note.

67/18/19 **TO NOTE THAT AN AUDIT ON RECENT SUPPLIER PAYMENTS WAS CONDUCTED BY THE CHAIRMAN OF POLICY & RESOURCES IN LINE WITH THE COUNCIL'S FINANCIAL REGULATIONS. IT WAS NOTED THAT THERE ARE NO DISCREPANCIES TO REPORT**

It was **RESOLVED** to note.

68/18/19 **TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS**

The Town Clerk drew the meeting's attention to the P&R Office over-budget costs in respect of devolution consequential costs e.g. Longstone depot and staffing that have been budgeted for in the Capital Works arising from Devolved Assets (Funds Available After Planned Spend).

Councillors Yates had difficulty reading the budget reports sent via email as the text was very small, so this will be reviewed.

It was **RESOLVED** to note and that budget virements will take place upon receipt of the half year budget reports.

69/18/19 **TO RECEIVE A REPORT ON INVESTMENTS**

It was **RESOLVED** to note.

Councillor Brady arrived at the meeting.

70/18/19 **TO RECEIVE A REPORT ON THE CURRENT VAT RECLAIM**

It was **RESOLVED** to note.

71/18/19 **TO CONSIDER THE 2019/20 BUDGET**

Discussions had taken place to look at the method of presentation for budgets and to formulate a programme to set the precept with a view to introducing cost centre accounting. This will enable the Council to see the true cost of services and operations which in turn will assist with managing the budgets.

It was **RESOLVED** that the Finance Office will produce a draft budget cost centre based report for the next meeting.

72/18/19 **TO CONSIDER THE 2019/20 FEES AND CHARGES**

It was **RESOLVED** to defer to the precept budget meeting.

73/18/19 **BARCLAYS BANK CLOSURE FINANCE OPERATIONAL CONTINGENCY PLANS**

Councillor Brady reported that a director from Barclays bank is attending the next Full Town Council meeting held on the 6th September to put forward the bank's point of view. The closure shouldn't present STC with too many problems as there is the availability of Lloyds bank (possible future closure) and the Post Office to conduct its operational banking requirements.

It was **RESOLVED** to note.

74/18/19 **TO RECEIVE A REPORT FROM THE VAT CONSULTANTS**

It was **RESOLVED** to note.

75/18/19 **TO RECEIVE A REPORT ON A PROPOSED FINANCE PACKAGE**

It was **RESOLVED** that the Finance Officer reports back to the next meeting after spending time with the experienced person who will set up the Xero system on STC's behalf if approved and visit St Austell Town Council again so that she feels comfortable with the financial package.

76/18/19 **TO APPROVE AND ADOPT UPDATES TO THE FINANCE REGULATIONS**

The Town Clerk went through each of the amendments. A thorough review of all EMFs will need to be done and reported in a slightly different way in conjunction with renewing the Statutory Contingency.

It was **RECOMMENDED** that the Finance Regulations be adopted subject to:

- a. Any paragraphs to be deleted will have a reference deletion note. This will ensure that number referencing within the document is still correct and any comparison between the two documents in the future can be done.
- b. Page 18 e - change the number of councillors to be present to 2.

77/18/19 **TO APPROVE AND ADOPT UPDATES TO THE SCHEME OF DELEGATION**

It was **RECOMMENDED** that the updates to the Scheme of Delegation be adopted.

78/18/19 **TO APPROVE AND ADOPT UPDATES TO THE STANDING ORDERS**

It was **RECOMMENDED** that the Standing Orders be adopted subject to:

- a. Page 5 2(h) - change 'requiring' to 'wanting'.
- b. Make the document gender neutral as a whole and change his/her to 'they'.
- c. Councillor Yates to look at the document and suggest amendments regarding the grammar.
- d. Further discussion to take place regarding Declarations of Interest.
- e. Inclusions or amendments to be brought to future meetings on their own rather than the whole document.

79/18/19 **CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND**

None.

80/18/19 **TO CONSIDER COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS**

a. Community Chest:

228 Saltash RFC Youth Section £1,500.00.

It was **RESOLVED** to award £1,500.00.

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

229 Saltash & District Camera Club £900.00.

It was **RESOLVED** to award £900.00.

Councillor Yates was invited and returned to the meeting.

b. Festival Fund:

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

87 Saltash Lions Club £150.00.

It was **RESOLVED** to award £150.00.

Councillor Challen was invited and returned to the meeting.

81/18/19 **TO CONSIDER THE APPOINTMENT OF A DATA PROTECTION OFFICER**

It was **RESOLVED** to defer this item to the next meeting to seek further information from the Senior Policy and Data Compliance Monitoring Officer.

82/18/19 **TO APPROVE AND ADOPT STC POLICIES**

- a. Data Protection – Subject Access Request Policy.
- b. Data Protection – Subject Access Request Form.
- c. Equal Opportunities Policy.
- d. Complaints Form.
- e. Customer Feedback Policy.

It was **RECOMMENDED** that all the above policies be adopted.

- f. Grants Policy (including Community Chest & Festival Fund).

There were concerns over the application form and timing of an event so that promotion of STC can be carried out by the organisation e.g. on publicity material. Application scoring and when another application can be submitted by the same organisation needs to be reviewed as well as making clear what an organisation or sub-group of the organisation is. Match funding is extremely important and needs to be demonstrated by the applicant that this is in the process of or has taken place. It was suggested to include a clause whereby if equipment has been purchased using the funding and is going to be disposed of, STC to be given the opportunity to have the item(s) returned to them and offer to other organisations.

It was **RESOLVED** that:

- a. The Chairman will study the policy in depth and report back to the next meeting.
- b. The Senior Policy and Data Compliance Monitoring Officer to send out copies of the application forms to members for discussion at the next meeting.

83/18/19 **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.

84/18/19 **AS REQUIRED OR IF NECESSARY**

None.

85/18/19 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

86/18/19 **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR**

None.

87/18/19 **PRESS RELEASES**

None.

88/18/19 **DATE OF NEXT MEETING**

Tuesday 18th September 2018 at 7.30 p.m.

Rising at: 7.50 p.m.

Signed: _____

Chairman

Dated: _____