

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Policy and Resources Committee held at The Guildhall on Tuesday 29th January 2019 at 6:30 p.m.

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

ALSO PRESENT: R Lane – Town Clerk, S Emmett – Finance Officer, J Burge – Administration Officer.

APOLOGIES: Councillors: J Brady, S Martin, S Miller and D Yates

HEALTH AND SAFETY ANNOUNCEMENTS

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

169/18/19 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

The Administration Officer notified the Chairman she would be recording the meeting.

170/18/19 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	Agenda Item	Pecuniary/Non-pecuniary	Reason
None			

171/18/19 QUESTIONS FROM THE PUBLIC

None.

172/18/19 TO APPROVE THE MINUTES OF THE FOLLOWING SUB-COMMITTEES

None.

173/18/19 ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 31st DECEMBER 2018

It was **RESOLVED** to note.

174/18/19 PETTY CASH RECONCILED UP TO THE 31st DECEMBER 2018

It was **RESOLVED** to note.

175/18/19 TO RECEIVE A REPORT FROM THE FINANCE OFFICER

- a. To receive a report on investments:

It was **RESOLVED** to approve.

- b. VAT:

It was **RESOLVED** to note.

- c. Transfer of Sage to Xero:

It was **RESOLVED** to note.

- d. To consider the set-up of prepayment card:

It was **RESOLVED** to approve.

- e. To consider if the Mayor's charity account is still required:

It was **RESOLVED** that the Finance Officer would consider other non-cost accounts available, e.g. a Post Office account or a Community account, and report back to the Committee.

176/18/19 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.

177/18/19 TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS

It was **RESOLVED** to note.

For future meetings all budget statements would be uploaded onto the screen and paper copies are not to be produced. This was recommended to reduce paper waste. However, the first Xero budget statements would be produced on paper for reference purposes.

178/18/19 TO CONSIDER PROPOSALS:

- a. New Committee structure.

It was **RESOLVED** to defer this to the extraordinary Policy & Resources Committee meeting to be held on 14th February.

- b. Terms of Reference.

It was **RESOLVED** to defer this to the extraordinary Policy & Resources Committee meeting to be held on 14th February.

- c. Schedule of meetings for 2019/2020

It was **RESOLVED** to defer this to an extraordinary Policy & Resources Committee meeting to be held on 14th February.

179/18/19 TO CONSIDER COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS

- a. Community Chest:

None.

- b. Festival Fund:

- i. Application 91 – Cornwall International Males Choral Festival £300.00.

It was **RESOLVED** to refuse the application on the grounds that the funding applicant was not sufficiently local for STC to approve.

**180/18/19 TO RECEIVE AN UPDATE ON AUDIO RECORDINGS AND BROADCASTING OF COUNCIL MEETINGS
(Pursuant to minute no.135/18/19 held on the 23.10.2018)**

Cllr Dent was requested on 23 October 2018 to provide a report on the Zoom Q2N camera for discussion at the meeting.

It was **RESOLVED** to approve the purchase of the camera up to a cost of £150 and trial with a report to be made available at the Policy and Resources Committee in March.

181/18/19 TO RECEIVE AN UPDATED REPORT ON GDPR

The Senior Policy and Data Compliance Officer submitted a report for consideration of the Committee on whether to appointment an external company to provide GDPR services and a Data Protection Officer (DPO) service.

It was **RESOLVED** to defer the suggestions of the report for a six month period.

182/18/19 TO APPROVE AND ADOPT STC POLICIES

- a. Grants Policy and Application (**pursuant to minute number 105/18/19 held on 18.09.18**).

It was **RECOMMENDED** Full Town Council adopt.

- b. STC Receipting of Income and Banking Procedure.

It was **RECOMMENDED** to remove the staff training section, page 5, and Full Town Council to adopt.

183/18/19 TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES

- a. Neighbourhood Plan Steering Group:

Councillor Yates submitted a report for consideration to the committee.

It was **RESOLVED** to note and thanked for the report.

- b. Road Safety Committee:

Councillor Miller submitted a report for consideration to the committee.

It was **RESOLVED** to note and thanked for the report.

184/18/19 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.

185/18/19 AS REQUIRED OR IF NECESSARY

None.

186/18/19 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

187/18/19 URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR

None.

188/18/19 PRESS AND SOCIAL MEDIA RELEASES

None.

189/18/19 DATE OF NEXT MEETING

Tuesday 14th February 2019 at 6:30 p.m.

Rising at: 7.24 p.m.

Signed: _____

Chairman

Dated: _____

DRAFT