

SALTASH TOWN COUNCIL

Minutes of a Meeting of Saltash Town Council held in The Guildhall on Thursday 7th February 2019 at 7.00 p.m.

PRESENT: Councillors: R Bickford, J Brady - Chairman, G Challen – Vice Chairman, J Dent, M Fox, S Miller, M Parker, W Phillips, A Pinckney, J Rance, B Samuels, P Samuels, D Yates.

ALSO PRESENT: 4 Members of the Public, 1 Member of the Press, P Thistlethwaite – CIC, H Frank and D Holly – Cornwall Councillors, R Lane - Town Clerk, S Emmett – Finance Officer, J Burge – Administration Officer.

APOLOGIES: Councillors: S Lennox-Boyd, S Martin, W Phillips.

HEALTH AND SAFETY ANNOUNCEMENTS

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

487/18/19 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

The Administration Officer and Cornwall Councillor H Frank notified the Chairman that they would be recording the meeting.

PRAYERS

Councillor Yates led prayers.

488/18/19 DECLARATIONS OF INTEREST

- a. 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. Declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting:

Councillor	Agenda Item	Pecuniary/Non-pecuniary	Reason
None			

- c. To consider dispensations required. None.

489/18/19 **CHAIRMAN'S REPORT**

It was **RESOLVED** to note.

490/18/19 **MONTHLY CRIME FIGURES**

It was **RESOLVED** to note.

491/18/19 **REPORT BY COMMUNITY ENTERPRISES PL12**

It was **RESOLVED** to note.

492/18/19 **CORNWALL GATEWAY COMMUNITY NETWORK AREA**

It was **RESOLVED** to note.

493/18/19 **QUESTIONS FROM THE PUBLIC**

None.

494/18/19 **MINUTES**

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

The Minutes of the Full Town Council Meeting held on Thursday 10th January 2019.

It was **RESOLVED** to note.

The Minutes of the Full Town Council Meeting held on Tuesday 22nd January 2019 noted an amendment.

It was **RESOLVED** to note an amendment to minutes from Tuesday 22nd January – 473/18/19 f PA19/00002/NDP Landulph Parish Council.

495/18/19 **FINANCE**

- a. To advise receipts in December 2018.

It was **RESOLVED** to note.

- b. To advise payments in December 2018.

It was **RESOLVED** to note.

- c. Urgent and essential works action by the Clerk under Financial Regulation 3.4 of the Town Council's Standing Orders.

None.

- d. To note that the bank reconciliations up to 31st December 2018 were reviewed as correct by the Chairman of Policy and Resources Committee and the Town Clerk.

It was **RESOLVED** to note.

- e. To note that an audit on recent supplier payments by the Chairman of Policy and Resources in line with the Councils Financial Regulations. It was noted that there are no discrepancies to report.

It was **RESOLVED** to note.

496/18/19 **CORRESPONDENCE**

- a. Cornwall Council – Implementing Area Team Planning in Cornwall.

The aim of the initiative is to improve the quality of development within the area with a more local approach to decision-making.

It was **RESOLVED** that the Planning Administration Officer would attend a presentation on the new process being held on 27 March at Liskeard Town Hall, 7.00 pm.

497/18/19 **TO APPROVE THE MINUTES OF THE FOLLOWING COMMITTEES AND TO CONSIDER ANY RECOMMENDATIONS;**

- a. The minutes of the Services Committee held on Wednesday 9th January 2019 were confirmed and signed as a correct record.

It was **RESOLVED** to note.

RECOMMENDATIONS

- i. Minute No 99/18/19 Correspondence
Correspondence – Saltash Environment Action (SEA) – Cigarette Recycling Waste Proposal

To establish a working party, which was opened to the Full Council with no set member numbers, to assist SEA with the introduction of recycling cigarette waste within Saltash.

It was **DEFERRED** waiting on SEA, whom were liaising with Teracycle, to confirm how the Working Party can assist with the recycling within the town.

- ii. Minute No 103/18/19 To Consider Road Safety In Saltash
To establish a working party, opened to Full Town Council members, to improve safer pedestrian pavements and pathways in and around Saltash and report back to Full Council.

It was **DEFERRED** as Councillor Parker was collating information to finalise the requirements of the working party.

- b. The minutes of the Staffing Committee held on Thursday 10th January 2019 were confirmed and signed as a correct record.

It was **RESOLVED** to note.

- c. The minutes of the Staffing Committee held on Thursday 17th January 2019 were confirmed and signed as a correct record.

This item was **DEFERRED** to Part 2.

- d. The minutes of the Policy & Resources Committee held on Thursday 29th January 2019 were confirmed and signed as a correct record.

It was **RESOLVED** to note.

RECOMMENDATIONS

- i. Minute No 182/18/19a To Approve and Adopt STC Policies
It was **RESOLVED** to approve and adopt the Grants Policy and Application.
- ii. Minute No 182/18/19b To Approve and Adopt STC Policies
It was **RESOLVED** to adopt the policy and remove the staff training section, page 5, from the STC Receipting of Income and Banking Procedures.

- e. The minutes of the Staffing Committee held on Tuesday 5th February 2019 were confirmed and signed as a correct record.

This item was **DEFERRED** to Part 2.

498/18/19 TO APPROVE THE MINUTES OF THE FOLLOWING SUB-COMMITTEES AND TO CONSIDER ANY RECOMMENDATIONS;

- a. The minutes of the Library Sub Committee held on Wednesday 16th January 2019 were confirmed and signed as a correct record.

It was **RESOLVED** to note.

RECOMMENDATIONS

- i. Minute No 176/18/19 Registration Office
It was **RESOLVED** to approve the issue of a letter of confirmation to the Registry Officer confirming the use of office space within Saltash library for a period of up to 12 months, with a contribution of 1% towards utilities.
 - ii. Minute No 181/18/19 Legal
The recommendations were **DEFERRED** to Library Minutes 30th January 2019.
 - iii. Minute No 182/18/19 Buildings
It was **RESOLVED** to initiate tenders for the roof works on the library.
- b. The minutes of the Business Strategy & Forward Planning held on Monday 28th January 2019 were confirmed and signed as a correct record.

This Committee would be absorbed within the Policy & Finance Committee with effect from 1 April. If a meeting was required prior to this the following Councillors were to be invited:

R Bickford
J Brady
G Challen
M Parker
W Phillips
A Pinckney
B Samuels.

It was **RESOLVED** to note.

- c. The minutes of the Library Sub Committee held on Wednesday 30th January 2019 were confirmed and signed as a correct record.

It was **RESOLVED** to note.

RECOMMENDATIONS

- i. Minute No 206/18/19 Legal
 - a. It was **RESOLVED** that the Transfer Documents were signed and sealed according to the recommendations of the solicitor.
 - b. It was **RESOLVED** that the Service Agreement were signed and sealed according to the recommendations of the solicitor.
 - c. It was **RESOLVED** that STC accept the offer from Cornwall Council as considered by STC solicitor.

- ii Minute No 219/18/19 Press and Social Media Releases
It was **RESOLVED** that Councillor Dent would prepare a press release regarding the transfer of ownership from CC to STC from 1 March.

499/18/19 **TO CONSIDER APPOINTMENT TO OUTSIDE BODIES:**

- a. Livewire to appoint a representative.
(Pursuant to minute number 478/18/19 FTC Planning 22.01.2019)

It was **RESOLVED** that Councillor Fox be appointed.

500/18/19 **TO NOTE THE DATE OF THE CIVIC SERVICE:**

Sunday 7th April 2019, 3.00 pm at St Nicholas & St Faith Church.

It was **RESOLVED** to note.

501/18/19 **TO CONSIDER AND APPROVE THE CONTRACT TO APPOINT CORMAC CONSTRUCTION LTD FOR THE STATION REFURBISHMENT CONTRACT – PHASE 1 – COUNCILLOR BICKFORD.**

A draft contract had been issued to Councillors drawn up by Baileys Partnership. Baileys will progress the works and authorise payments by way of a certificate. Phase 1 will include a refurbishment programme including the shell of the building, windows, doors, roof, new floors and partial conversion of part of the building.

A shortfall had been identified, of £52,750, at the Station Sub Committee Meeting on 6 February. This was discussed at the FTC meeting held on 1 November, and agreed, however, not formally ratified.

It was **RESOLVED** to:

1. Sign off Phase 1 of the contract, subject to confirmation from the Finance Officer that all funds are in place, at a cost of £380,000.
2. To fund the shortfall of funding £52,750 from General Reserves.

502/18/19 **PLANNING**

- a. Applications for consideration: None.
- b. Tree applications/notifications: None.

503/18/19 **CONSIDERATION OF LICENSE APPLICATIONS**

None

504/18/19 **MEET YOUR COUNCILLORS**

a. Arrangements for future meetings.

It was **RESOLVED** that Councillors Challen, Dent, Fox will attend the next meeting in Fore Street to be held on Saturday 9th February 2019.

505/18/19 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, it was **RESOLVED** that the public and press leave the meeting because of the confidential nature of the business to be transacted.

506/18/19 The minutes of the Staffing Committee held on Thursday 17th January 2019 were confirmed and signed as a correct record.

It was **RESOLVED** to note.

RECOMMENDATIONS

i. Minute No 81/18/19 Line Management Structure

It was **RESOLVED** that upon the transfer of the library to STC the Office Manager be appointed line manager for library staff.

ii It was **RESOLVED** that, the recommendation to appoint the Grounds and Premises Warden be formally appointed Line Manager for all Town and Waterfront Staff, be withdrawn.

507/18/19 The minutes of the Staffing Committee held on Tuesday 5th February 2019 were confirmed and signed as a correct record.

i. Minute No 93/18/19 b Line Management Structure

It was **RESOLVED** that:

1. All outdoor staff to be retitled Service Delivery Staff.
2. The Town & Waterfront/Caretaker post be re-designated Service Delivery General Assistant for all STC premises.

ii. Minute No 93/18/19 d Operating Staff

It was **RESOLVED** that:

1. The post of Office Manager be re-designated Head of Administration and Library Services on Scale 24-28 point 26 as of 1st April 2019.
2. The Finance Officer post be regraded to Scale 18-23 point 20 as of 1st April 2019.
3. The Town and Waterfront Warden fixed term appointment to 31st March not be renewed.
4. Seasonal Service Delivery staff be appointed as necessary and required as of 1st April 2019.

508/18/19 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

It was **RESOLVED** that the public and press be re-admitted to the Meeting.

509/18/19 CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA

None.

510/18/19 URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN

None.

511/18/19 PRESS AND SOCIAL MEDIA RELEASES

A press release regarding the library will be issued in the future.

512/18/19 DATE OF NEXT MEETING

Tuesday, 19TH February 2019 at 6.30 p.m.

513/18/19 **COMMON SEAL**

It was **RESOLVED** that the Common Seal of the Council be affixed to all Deeds and Documents necessary to give effect to the foregoing Acts and Proceedings.

Rising at: 8:18 p.m.

Signed: _____

Chairman

Dated: _____

DRAFT