

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Policy and Resources Committee held at The Guildhall on Tuesday 1st September 2009 at 7:00pm

PRESENT:- Councillors M Gee (Chairman), N Challen, D Holley,
Mrs S Hooper MBE, A Killeya, Mrs M Killeya, C Riches,
P Stephens ISM, D Yates,

ALSO PRESENT:- Councillor R Austin, R Bickford
Mrs M Small (Town Clerk)

APOLOGIES: Councillor C Oakes

72/09/10 DECLARATIONS OF INTEREST

Councillors A and Mrs M Killeya declared a personal interest in Minute Nos. 77/09/10 and 82/09/10 as members of the Saltash Gateway Community Interest Company. Councillor Austin declared a personal interest in the same Minute numbers as a Director of the Saltash Gateway Community Interest Company.

73/09/10 FINANCE

- (a) Councillor Gee reported that together with Councillors A Killeya, Mrs S Hooper and the Town Clerk they had met with Saltash Football Club to discuss the outstanding loan. The Football Club had asked that the loan be turned to a grant and they were due to attend this committee meeting to discuss the matter further. However, they have now requested that they attend in October and in the meantime had invited Councillors to visit the club on 8th or 21st September. It was **AGREED** that the Club attend the October committee meeting.
- (b) Councillor Austin raised the issue of the Section 106 monies and suggested that the Town Council should have a strategy on how to spend this money. It was noted that the Gateway Community Interest Company report on Fore Street regeneration was still awaited. It was **AGREED** that:
- (i) Councillor Austin ask Saltash Gateway Community Interest Company for a report to know the progress of the Fore Street regeneration and what sort of money will be required,
- (ii) the Clerk to check the Section 106 agreements with Lidl and Waitrose and forward the information to Councillor Holley who will take up the matter of the Waitrose money.
- (c) Consideration was given to payment of an honorarium and expenses of the Saltash and District Road Safety Committee. Councillor Holley stated the expenditure of the committee was in the region of £300.00 per annum. It was **RECOMMENDED** that the Council contribute two thirds of the cost i.e. £200.00 as the majority of the work of the

committee is in Saltash, with the remainder being the surrounding Parishes.

- (d) Councillor A Killeya submitted a paper on long-term financial planning for the Town Council. It was **RECOMMENDED** that:
- (i) the paper is accepted as a working document and it is used as a pilot study this year to produce a strategic plan within the Town Council, and that it is reviewed next year with a view to putting it out to public consultation,
 - (ii) Councillors are sent an e-mail now in order that they put suggestions forward for the current year.

74/09/10

COMMUNITY CHEST

- (a) The following applications were considered and assessed on strength of project (4 points maximum), sustainability (2 points maximum), track record (1 point maximum), cost-effectiveness (1 point maximum), contribution by applicant (1 point maximum) and benefits to Saltash Town Council in terms of publicity, support for events or projects involving the Town Council (1 point maximum).

Following assessment, it was **RECOMMENDED** that:-

- (i) applications scoring under 5 are not considered for Community Chest Funding on this occasion,
- (ii) the following awards are made:-

<u>Organisation</u>	<u>Project</u>	<u>Award</u>
94 Friends of Saltash Health Centre	To provide two motorised doors at the entrance of the health centre to give easier access for disabled patients and parents with prams.	Nil

The Town Council understand the reason for the application, but sadly they do not give awards for work required by the Disability Discrimination Act to private individuals or businesses.

100 Tamar Protection Society	Replace windows on front of Elliott and redecoration of Elliott and store opposite.	To contribute the last £750
101 Saltash United FC	Kit, tracksuits, equipment for the new reserve team.	

This was deferred for further questions on CRB check, the constitution of the club, bank account details, registered office, a breakdown of the costs, confirmation that all players are amateur and not in receipt of payment.

102 Saltash Youth FC Funds needed to continue with the school club coaching programme with primary schools in Saltash and to fund equipment for Salt Mill project on Saturday mornings to enable primary school age children to attend who do not currently play for teams.

This was deferred for a financial breakdown of the costs plus a set of accounts.

(Councillor Challen declared a personal interest as his son plays for the team and Councillor Mrs Hooper declared a personal interest as she attended the presentation evening as Mayor.)

103 Burraton Eco Kids To become a sustainable energy school. Nil

The application was rejected as it was for school only, to which the Town Council cannot contribute.

- (b) It was **AGREED** that the Chairman of the Policy and Resources Committee reject applications where full details i.e. no accounts etc. are not received.

75/09/10 **INSURANCE**

The Clerk reported that there was no update on the request from Saltash Gateway Community Interest Company on taking ownership of the items to be insured as CIC have not met in August.

76/09/10 **PUBLIC CATALOGUE FOUNDATION**

The Clerk had nothing new to report on the Public Catalogue Foundation art loss register.

77/09/10 **CEMETERY**

- (a) A letter was read from the National Association of Local Councils stating that, as the tomb was in the closed section of the cemetery, it was the responsibility of Cornwall Council for its maintenance. It was **AGREED** that a letter is sent to Cornwall Council advising them of this and requesting their comments.
- (b) Councillor Austin reported that the planning permission has now been received and reported on a meeting he had had with Mr Steed at Cornwall Council at which the Clerk also attended.

78/09/10 **STANDING ORDERS**

Councillor Gee stated that the update will be ready for the next meeting.

79/09/10

DISCIPLINARY AND GRIEVANCE PROCEDURES

The Clerk stated that a preliminary meeting needed to be arranged to go through the alterations required.

Councillor Mrs Hooper asked if the Council could join the South West Provincial Employers and it was **AGREED** that the Chairman will follow up.

80/09/10

MCTI E-MAIL ACCOUNT

The Clerk reported that there was no update on this, as CIC did not meet during August.

81/09/10

COMPUTERS

(a) Councillor Bickford asked if Councillors could obtain access to the wireless connection in the Guildhall. The Clerk pointed out that the access code would be altered every 90 days. It was **AGREED** that Councillors have the same access as anyone using the Guildhall, for business use only, for those who want it.

(b) The disposal of computers will be held over until the Town Messenger article has gone out.

82/09/10

TOC H BUILDING

The Clerk reported that the solicitor for the TOC H had been reminded that a response was awaited. It was **AGREED** that the Clerk will write to Mr Pawley and ask if he could try to get an answer from the solicitors.

83/09/10

POWER OF WELLBEING

The Clerk circulated a paper on the use of the Power of Wellbeing and this was noted for discussion at the next meeting.

84/09/10

MEETING OF CHAIRMEN

Councillor Gee reported that at the meeting of chairmen the rules and responsibilities of Chairmen of Committees had been discussed and it had been **RECOMMENDED** that:

- (i) the Chairman of the meeting should ensure probity and that declarations of interest are declared,
- (ii) the committee agenda to be put together in conjunction with the Town Clerk
- (iii) the Chairmen will consider exceptional circumstances to allow a non-financial item to be discussed at a meeting after the agenda has gone out,

- (iv) when someone asks for an item to be put on an agenda, they should indicate a background to what is to be discussed,
- (v) a Vice-Chairman of each Committee to be elected,
- (vi) Councillors are responsible for reading the minutes,
- (vii) within two weeks of the Committee meeting the chairman of that Committee will meet with the Clerk to agree actions and whether they have already taken place
- (viii) press releases to be written by the Chairman of the Committee and sent to the Town Clerk to send out
- (ix) someone from Cornwall Council's Monitoring Officer Department to be invited to hold a training session at the Guildhall and a record of those Councillors attending the training session to be recorded,
- (x) a copy of all letters sent to be e-mailed to the Committee Chairman or to the Mayor if they are not arising from a meeting,
- (xi) it was **RECOMMENDED** that:
 - (a) the meeting of chairmen should be held every two months,
 - (b) One Cornwall/planning meetings which have been held on the second Tuesday of each month should be dropped for the time being except the meeting in October at which Steve Foster and Simon Swale have agreed to attend.
 - (c) planning meetings are held at 7pm prior to Policy And Resources Committee.

85/09/10

APPRAISALS AND TRAINING COURSES

Councillor Gee reported that five appraisals have been held and there are two more to complete. Training arising had been requested as shorthand and minute taking, fire course and health and safety course. It was **AGREED** that:

- (a) No action is taken on the shorthand and minute taking.
- (b) All staff attend a fire course and the cost of this is investigated.
- (c) The caretakers attend a health and safety course and the cost of this is investigated.

86/09/10

PRESS REPORTS

It was **AGREED** that no press reports were required to be issued.

87/09/10

DATE OF NEXT MEETING

Tuesday 6th October at 7:30pm