

SALTASH TOWN COUNCIL

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

PRESENT: R Bickford, J Brady - Chairman, G Challen – Vice Chairman, J Dent, M Fox, S Lennox-Boyd, S Martin, S Miller, M Parker, W Phillips, 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: Councillor: A Pinckney

HEALTH AND SAFETY ANNOUNCEMENTS

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

529/18/19 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.

One minutes silence was held in respect of a work colleague's family bereavement followed by a few words from Councillor Yates.

PRAYERS

Father Ian Hellyer led prayers.

530/18/19 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
Rance	19	Non-pecuniary	Youth Work
Yates	12	Pecuniary	Grit Purchased

c. To consider dispensations required.

531/18/19 **CHAIRMAN'S REPORT**

It was **RESOLVED** to note.

532/18/19 **MONTHLY CRIME FIGURES**

It was **RESOLVED** to note no updated figures available.

533/18/19 **REPORT BY COMMUNITY ENTERPRISES PL12**

It was **RESOLVED** to note.

534/18/19 **CORNWALL GATEWAY COMMUNITY NETWORK AREA**

It was **RESOLVED** to note.

535/18/19 **QUESTIONS FROM THE PUBLIC**

None.

536/18/19 **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 7th February 2019 were confirmed and signed as a correct record.

It was **RESOLVED** to note an amendment that Councillor W Phillips was not present.

The Minutes of the Full Town Council Meeting held on Tuesday 19th February 2019 were confirmed and signed as a correct record.

It was **RESOLVED** to note an amendment that Councillor Parker was not present.

The Minutes of the Staffing Committee held on Tuesday 26th February 2019 were brought forward on the agenda by the Chairman.

a. The minutes of the Staffing Committee held on Tuesday 26th February 2019 were confirmed and signed as a correct record.

It was **RESOLVED** to note.

RECOMMENDATIONS:

Minute No 105/18/19 Staffing

c. To approve annual incremental point progression.

It was **RESOLVED** to approve all.

d. NALC – National Joint Council for Local Government Services Employment Briefing 2018-2019 National Salary Award.

It was **RESOLVED** to approve and adopt the National Joint Council for Local Government Services 2018-2019 National Salary Award and new pay scale structure.

Including uplift changes within budget to a number of administration, library, and grounds staff posts to achieve internal parity, rationalisation and compliance with the NJC structure.

e. Line Management Structure.

It was **RESOLVED** That the Grounds and Premises Warden and Lead Town and Waterfront Warden be joint Line Managers on equal scale points as included in (d) above for all outdoor and premises staff with associated responsibilities.

f. Operational Staffing.

It was **RESOLVED** that the Office Manager be re-designated Head of Administration and Library Services on Scale point 26 as of 1st March 2019 the date of official transfer of the library to STC from CC.

537/18/19 FINANCE

Councillor Yates declared an interest and left the meeting.

a. To advise receipts in January 2019.

It was **RESOLVED** to note.

b. To advise payments in January 2019.

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 January 2019 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.

Councillor Yates was invited and returned to the meeting.

538/18/19 **CORRESPONDENCE**

- a. Mrs P A Manning – Weston Mill Incinerator

It was **RESOLVED** that a response would be sent to Mrs Manning covering both points on the Weston Mill incinerator and The Waterside public house.

- b. Mr P Clements – Saltash Town Council Boundary Stones

This matter was **DEFERRED** to allow STC to liaise with Cornwall Council and the Highway Authority to confirm ownership of the boundary stones.

- c. Cornwall Council – Volunteering Projects in the Community.

This matter was **DEFERRED** to the Services Committee as consideration could be made towards clearing pavements/pathways for the visually impaired.

- d. Cornwall Council – Vitality of Towns Inquiry.

It was **RESOLVED** to note Councillor Brady and Councillor Martin are to attend the inquiry.

539/18/19 **TO APPROVE THE MINUTES OF THE FOLLOWING COMMITTEES AND TO CONSIDER ANY RECOMMENDATIONS;**

- a. The minutes of the Burial Authority Committee held on Tuesday 12th February 2019 were confirmed and signed as a correct record.

It was **RESOLVED** to note.

- b. The minutes of the Burial Board Committee held on Tuesday 12th February 2019 were confirmed and signed as a correct record.

It was **RESOLVED** to note.

- c. The minutes of an Extraordinary Meeting of the Policy & Resources Committee held on Thursday 14th February 2019 were confirmed and signed as a correct record.

It was **RESOLVED** to note.

RECOMMENDATIONS:

Minute No 193/18/19 To review and recommend to full Council amendments to the Council's:

- b. Committee Terms of Reference:

It was **RESOLVED** to approve and adopt the revised Terms of Reference from 1st April 2019.

Minute No 193/18/19 To review and recommend to full Council amendments to the Council's:

- c. Schedule of Meetings 2019/2020

It was **RESOLVED** to approve and adopt the Schedule of Meetings for 2019/2020 from 1st April 2019.

Minute No 193/18/19 To review and recommend to full Council amendments to the Council's:

- d. Standing Orders:

It was **RESOLVED** to approve and adopt the revised Standing Orders from 1st April 2019.

Minute No 193/18/19 To review and recommend to full Council amendments to the Council's:

- e. Financial Regulations:

It was **RESOLVED** to approve and adopt the revised Financial Regulations from 1st April 2019.

- d. The minutes of the Staffing Committee were brought forward by The Mayor and discussed in 536/18/19.

540/18/19 TO APPROVE THE MINUTES OF THE FOLLOWING SUB-COMMITTEES AND TO CONSIDER ANY RECOMMENDATIONS:

- a. The minutes of the Station Property Sub-Committee held on Wednesday 6th February were confirmed and signed as a correct record.

It was **RESOLVED** to note the recommendations were agreed at the Full Town Council meeting held on 7 February pursuant to minute no. 501/18/19.

- b. The minutes of the Library Sub-Committee held on Wednesday 13th February 2019 were confirmed and signed as a correct record.

It was **RESOLVED** to note.

RECOMMENDATIONS:

- i. Minute No 243/18/19 Press & Social Media Releases

It was **RESOLVED** that the library would be launched at an event during April with a budget of £150.

- c. The minutes of the Library Sub-Committee held on Wednesday 20th February 2019 were confirmed and signed as a correct record.

It was **RESOLVED** to note.

541/18/19 TO NOTE THE REMOVAL OF THE SALTASH CHRONICLES EMBROIDERY FROM THE BAPTIST CHURCH FROM THE 23RD MARCH 2019.

A representative from Saltash Chronicles Embroidery Project attended the meeting.

It was **RESOLVED** to note that Saltash Community School might be able to consider housing the piece and the representative can liaise with the Head teacher Ms K Littledyke.

542/18/19 **THE MAYOR TO ANNOUNCE THE CALL FOR WRITTEN NOMINATION FOR THE OFFICE OF MAYOR AND DEPUTY MAYOR 2019/20. A SPECIAL MEETING OF THE COUNCIL, TO ELECT THE MAYOR ELECT AND DEPUTY MAYOR ELECT, IS SET FOR THURSDAY, 4TH APRIL 2019 AT 6.30 P.M.**

It was **RESOLVED** to note the call and approve the Special Meeting of the Council to elect the Mayor Elect and Deputy Mayor Elect on Thursday 4th April 2019 at 6.30 p.m.

543/18/19 **TO CONSIDER A REPORT ON THE DEVOLUTION OF ASSETS – COUNCILLOR BICKFORD.**

It was **RESOLVED** to adopt the report on the revised phasing of asset devolution produced by Councillor Bickford.

544/18/19 **TO CONSIDER A TENDER REPORT AND AWARD FUNDING FOR DETACHED YOUTH WORK – COUNCILLOR RANCE**

Two tenders were received and one met the tender guidelines.

It was **RESOLVED** to award the detached youth work funding of £10k to Junkyard.

545/18/19 **TO APPROVE THE SIGNING AND SEALING OF THE STATION REFURBISHMENT CONTRACT.**

It was **RESOLVED** that approval be given to seal and sign the station refurbishment contract in accordance with Standing Orders.

546/18/19 **PLANNING**

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

547/18/19 **CONSIDERATION OF LICENSE APPLICATIONS**

None.

548/18/19 **MEET YOUR COUNCILLORS**

- a. Arrangements for future meetings.

It was **RESOLVED** that Councillors Dent, Phillips and Yates will attend the next meeting in Fore Street to be held on Saturday 9th March 2019.

Councillor Dent proposed to add the library as an additional venue for meeting councillors.

It was **RESOLVED** to review the proposal considering dates and times.

549/18/19 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.

550/18/19 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

551/18/19 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

552/18/19 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

The Chairman reported he and Councillors Phillips and B Samuels visited the Quora site and were impressed by the project. Concern was expressed regarding the gorse that is growing between the site boundary and the footpath/bridge.

It was **RESOLVED** that Cornwall Councillor Holly would escalate the matter already notified by the Mayor to Cormac.

553/18/19 PRESS AND SOCIAL MEDIA RELEASES

It was **RESOLVED** that the following press release be issued:

Signing of the station refurbishment contract - Councillor Bickford.

554/18/19 DATE OF NEXT MEETING

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

555/18/19 **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: 8:02 p.m.

Signed: _____
Chairman

Dated: _____

DRAFT