

## SALTASH TOWN COUNCIL

### Minutes of a Meeting of the Policy and Resources Committee held at The Guildhall on Tuesday 26<sup>th</sup> March 2019 at 6:30 p.m.

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

**ALSO PRESENT:** S Burrows – Head of Administration and Library Services, S Emmett – Finance Officer, J Burge – Administration Officer.

**APOLOGIES:** Councillors: J Brady, S Miller.

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#### **HEALTH AND SAFETY ANNOUNCEMENTS**

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

#### **200/18/19 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.

#### **201/18/19 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.

| <b>Councillor</b> | <b>Agenda Item</b> | <b>Pecuniary/Non-pecuniary</b> | <b>Reason</b> |
|-------------------|--------------------|--------------------------------|---------------|
| None              |                    |                                |               |

#### **202/18/19 QUESTIONS FROM THE PUBLIC**

None.

**203/18/19 TO APPROVE THE MINUTES OF THE FOLLOWING SUB-COMMITTEES**

None.

**204/18/19 ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 31st JANUARY 2018**

It was **RESOLVED** to note.

**205/18/19 PETTY CASH RECONCILED UP TO THE 31<sup>st</sup> JANUARY 2018**

It was **RESOLVED** to note.

**206/18/19 TO RECEIVE A REPORT FROM THE FINANCE OFFICER**

It was **RESOLVED** to note and that:

- a. The bad debt for Currie and Brown, invoice 2915, issued March 2018 be written off.

It was **RECOMMENDED** to:

- b. Avoid a possible shortage of £40,000 in funds for the Station Building that delegated authority be placed with the Town Clerk and Finance Officer to review the Capital Reserves available at the time and if needed to put a freeze on other capital projects.

**207/18/19 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.

**208/18/19 TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS**

It was **RESOLVED** to note.

**209/18/19 TO APPROVE THE IT COSTS FOR 2019/2020**

IRQ Systems provided an IT system cost quote for 2019/20.

It was **RESOLVED** to appoint IRQ Systems for 2019/20 at a cost of £9,116.40 allocated to budget - IT Maintenance.

**210/18/19 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 reject the application as the benefit to Saltash does not merit the amount requested.

**211/18/19 TO REVIEW COMMUNITY CHEST AND FESTIVAL FUNDS – COUNCILLOR PHILLIPS**

The Chairman asked members to consider merging Community Chest and Festival Fund budgets to avoid funds being used from one budget and not the other.

It was **RESOLVED** that:

- a. The budgets would remain separate and could be utilised between both the Community Chest and Festival fund with the Committee's approval.
- b. Community Chest and Festival Fund be advertised to the wider community.

**212/18/19 TO REVIEW THE TENDER PROCESS ON COMMISSIONING YOUTH WORK**

The Chairman requested a timeline be established to ensure the Commissioning of Youth Work takes place within each financial year.

It was **RESOLVED** that:

- a. With immediate effect the tender advertising of Commissioning of Youth Work be advertised as of the 1<sup>st</sup> July each year.

- b. The timeframe be adhered to allowing the funding to be processed in a timely manner.
- c. Tender reports be received at the Policy and Finance Committee meetings.

**213/18/19    S106 WAITROSE FUNDS:**

- a. The Town App:

Councillor Bickford informed members that the Town App was not successful and had been overtaken by Social Media and the Internet.

It was **RESOLVED** that:

- i. The remaining funds for the Town App project be returned.
- ii. Councillor Challen requests at the next S106 meeting to transfer the remaining amount to the Town Publicity project.

- b. Town publicity (formally SPLAT):

Councillor Bickford informed members that a local publishing company is holding a part-developed Visitor Guide that required additional work.

It was **RESOLVED** that:

- i. Councillor Martin be appointed to continue with the Visitor Guide and promote with local businesses to display.
- ii. Funds must be committed by 6<sup>th</sup> June 2019.

**214/18/19    TO APPROVE AND RECOMMEND TO FULL COUNCIL THE FOLLOWING LIBRARY POLICY**

- a. Customer Feedback Policy:

It was **RECOMMENDED** that the Customer Feedback Policy be adopted subject to clearly identifying STC or CC.

- b. Computer Access and Usage Policy:

It was **RECOMMENDED** that the Computer Access and Usage Policy be adopted subject to clearly identifying STC or CC.

c. Information Security Policy:

It was **RECOMMENDED** that the Information Security Policy be adopted subject to clearly identifying STC or CC.

d. Information Storage Policy:

It was **RECOMMENDED** that the Information Storage Policy be adopted subject to clearly identifying STC or CC.

e. Stock Management Policy:

It was **RECOMMENDED** that the Stock Management Policy be adopted subject to clearly identifying STC or CC.

f. Unreasonable Customer Behaviour:

It was **RECOMMENDED** that the Unreasonable Customer Behaviour Policy be adopted subject to clearly identifying STC or CC.

g. Wi-Fi Acceptable Use Policy:

It was **RECOMMENDED** that the Wi-Fi Acceptable Use Policy be adopted subject to clearly identifying STC or CC.

**215/18/19 TO APPROVE AND RECOMMEND TO FULL COUNCIL THE FOLLOWING POLICIES**

a. Annual Statement on Internal Control 2019-20:

It was **RECOMMENDED** that the Annual Statement on Internal Control 2019-20 be adopted as of 1<sup>st</sup> April 2019.

b. Anti-Bribery statement 2019-20:

It was **RECOMMENDED** that the Anti-Bribery Statement be adopted as of 1<sup>st</sup> April 2019.

c. Business Continuity Plan:

It was **RECOMMENDED** that the Business Continuity Plan be adopted as of 1<sup>st</sup> April 2019.

d. Investment Strategy 2019-20:

It was **RECOMMENDED** that the Investment Strategy 2019-20 be adopted as of 1<sup>st</sup> April 2019.

e. Reserves Policy 2019-20:

It was **RECOMMENDED** that the Reserves Policy 2019-20 be adopted as of 1<sup>st</sup> April 2019.

f. Risks Management Plan Statement 2019-20:

It was **RECOMMENDED** that the Risks Management Plan Statement 2019-20 be adopted as of 1<sup>st</sup> April 2019.

**216/18/19 TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES**

a. Neighbourhood Plan Steering Group:

Councillor Yates updated members on progress to date.

It was **RESOLVED** to note.

b. Road Safety Committee: No Report.

**217/18/19 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.

**218/18/19 AS REQUIRED OR IF NECESSARY**

None.

**219/18/19 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**220/18/19 URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR**

None.

**221/18/19 PRESS AND SOCIAL MEDIA RELEASES**

It was **RESOLVED** to issue the following Press and Social Media Release:

- a. To advertise the Community Chest and Festival Fund monies for 2019/20 and the criteria for applications.

**222/18/19 DATE OF NEXT MEETING**

Policy and Finance Committee to be held on Tuesday 14<sup>th</sup> May 2019 at 6:30 p.m. in line with the new Committee Structure all Councillors are now members of this Committee and are to attend.

Rising at: 7:35 p.m.

Signed: \_\_\_\_\_

Chairman

Dated: \_\_\_\_\_

DRAFT