

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Policy and Resources Committee held at The Guildhall on Tuesday 6th October 2009 at 7:00pm

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

ALSO PRESENT:- Councillors R Austin, R Bickford
Mrs M Small (Town Clerk)
D Bennetts and K Dodderidge (Saltash United FC, for Minute No. 90/09/10)

APOLOGIES: None

88/09/10 DECLARATIONS OF INTEREST

Councillors A Killeya, M Gee and Mrs S Hooper declared a personal interest in Minute No. 90/09/10 as they had met members of the Football Club to discuss the repayment of the loan. In addition, Councillor Mrs Hooper declared that her nephew had sponsored the Football Club in the past. Councillor N Challen declared a personal interest in the same Minute as he is a member of the Club.

89/09/10 ELECTION OF VICE-CHAIRMAN

It was unanimously **RESOLVED** that Councillor Mrs Merryn Killeya is elected Vice-Chairman of the Committee for the remainder of the current financial year.

90/09/10 SALTASH UNITED FOOTBALL CLUB

Mr Bennetts stated that the Club is a not for profit charitable organisation and has existed in the town for some 60 years. In answer to a question, he confirmed that the first team get expenses and a wage of between £15 and £20 on a PAYE scheme.

Councillor Austin read a letter from Mr Dougal McLoughlin of Cornwall Council Estates regarding the work the Football Club has done under the terms of their lease.

Mr Bennetts stated that the Club had not taken up the approved grant from the Town Council regarding the application the Club was making to the Football Foundation regarding changing rooms. Councillor Stephens enquired if the Club had plans for forthcoming projects and Mr Dodderidge confirmed that a new boiler system is required, they are looking at changing one of the old toilet blocks into the officials room and installing disabled access. The Club is also aware that the grass cutter is only on loan to the Club and that they might have to purchase a machine at some point. Mr Bennetts confirmed that the Club would be happy to provide a venue for the Town Council to use once a year and that the CATS scheme carries on as at present.

It was **AGREED** that this is discussed in Confidential Part II at the end of the meeting.

91/09/10 **EXTENSION TO CEMETERY**

Councillor Austin reported that he had spoken with Mr Stead of Cornwall Council regarding the quotations for the installation of the utility services. The Clerk stated that she had spoken to the solicitor today and he had still not heard from Antony Estates' solicitor, but she had left a message with Mr Cressey. There was still no response on the application submitted for borrowing approval.

It was **AGREED** that the Mayor will speak to Sir Richard Carew Pole to see if he could help in progressing the purchase of the land.

(Councillor Austin left the meeting.)

(At the end of the meeting, the Clerk reported that there was a message on the ansaphone from Mr Cressey stating that he had contacted the Estates' solicitors asking them to give priority to the purchase of the land. Councillor Mrs Hooper will therefore take no action at the present time)

92/09/10 **INSURANCE**

The Town Clerk confirmed that she had written to Gateway CIC confirming that the Town Council would take on the insurance of the Turner painting, the Victoria Cross banner poles and the Dock Dung seat providing that CIC would pass ownership to the Town Council.

93/09/10 **SECTION 106 MONEY**

The Clerk reported that she still had to send a copy of the agreement to Councillor Holley relating to the Lidl and Waitrose 106 monies. Councillor Holley stated that he was still getting nowhere in his enquiries regarding the same.

Councillor Killeya updated the meeting on the complaint which had been received regarding delivery times at Lidl. He had contacted Lidl and he now understood that they were planning to regularise the delivery times by varying the conditions. Councillors also reported that the opening hours of Lidl do not appear to be the same as on the approval of the planning permission.

It was **AGREED** that the Town Council write to the Enforcement Officer at Cornwall Council asking them to look at the current breach of delivery times and opening hours, making it clear that the Council are not pre-determining any application to regularise these matters.

94/09/10 **LONG TERM FINANCIAL PLANNING**

Councillor Killeya gave an update of the current position and that arrangements are in hand to hold a meeting to discuss the issues at the end of October.

95/09/10 **PUBLIC CATALOGUE FOUNDATION**

The Clerk reported that the Art Loss Register is provided by an independent company who has a large database which is used by the Police and others when artwork is found. The Register is securely located and is not available to the public. There is no formal contract to sign and it is free to add the paintings to the database. However, if the paintings were stolen and were found, they would negotiate a cost for their return.

It was **AGREED** to ask the Council's insurers on their view of this and to confirm with the Devon and Cornwall Police that they use the database as a mechanism for tracing any stolen artwork.

96/09/10 **POLICIES**

- (a) Councillor Gee reported that he was waiting on the new NALC guidance before completing the Standing Orders.
- (b) The disciplinary and grievance procedures still had to be looked at.
- (c) A draft protocol and staff/councillor relations had been prepared by Councillor Killeya and staff had prepared a response to this. It was **AGREED** that a copy of both is circulated to Councillors and discussed at the next meeting.
- (d) The Clerk reported on possible items to include on a policy when a community group works on land owned by, or under the control of, the Town Council. She reported that there was a letter from Cornwall Council which stated that they had some concern about the sub-lease for Elwell Woods and it was, therefore, important that the policy is in place to answer any queries.

It was **AGREED** that the Clerk prepares a draft and circulates to Councillors, in order that it may be confirmed at the Full Council meeting.

97/09/10 **COMMUNITY NETWORK SURVEY**

A copy of the survey was circulated and councillors discussed what should be in the response. It was **AGREED** that Councillor Gee and the Clerk send off a bullet point e-mail in order that it is received by Friday and that a longer version is discussed at the Town Council meeting.

98/09/10 **MCTI E-MAIL ACCOUNT**

The Clerk reported that she had sent a letter to Gateway CIC asking them to look into providing their own e-mail account.

99/09/10 **DISPOSAL OF COMPUTERS**

It was **AGREED** to leave this item until the next meeting as there had been a delay in sending out the Town Messenger, as it was held up at printing.

Councillor Riches reported that there is a resource at Bodmin which is happy to take old computers and scrub them and then sell them on.

100/09/10 **TOC H BUILDING**

It was **RESOLVED** that the Committee move into Confidential Part II to consider details on the Toc H building. It was further **RESOLVED** to move back into confidential part I to report as follows:

The Clerk reported that the solicitor for the Toc H had been in touch stating that they would consider a Deed of Surrender. It was further reported that she had asked the Council's solicitors what needed to be done for the Deed to be prepared and the reply was awaited. It was **RECOMMENDED** that the Council proceed to prepare a Deed up to a cost of £500.

101/09/10 **BUDGET MONITORING REPORT**

The Budget Monitoring report for the period to 30th September 2009 was circulated and the following issues were noted:

- (i) The Clerk was following up with the bank the charges being incurred and exactly what they are for.
- (ii) The charges on the Mayor's charity account are also being followed up.
- (iii) The Clerk had made enquiries concerning the Councillors' basic allowance and a decision was now required from the Council before payment is made and this will be included on the next agenda.

102/09/10 **PRECEPT FOR 2010/11**

Any items for the precept should be notified to the Chairman and these will be considered after the strategy discussion.

103/09/10 **APPOINTMENT OF NEW RECEPTIONIST**

The Clerk reported that Mrs Jackie Spencer had been appointed with effect from 7th September 2009. Her hours will be 1:00pm until 4:30pm Monday to Friday. It was **RECOMMENDED** that the appointment is endorsed, subject to a three month probationary period.

104/09/10 **CONFIDENTIAL PART II**

It was unanimously **RESOLVED** to move into Confidential Part II to consider the loan to the Football Club, staff appraisals and incremental rise.

105/09/10 **LOAN TO SALTASH UNITED FOOTBALL CLUB**

In Confidential Part II, it was **RECOMMENDED** by 7 in favour, 2 against (Councillors Stephens and Riches) and 1 abstention (Councillor Gee) that the Town Council write off the £5,000 loan with the following conditions:-

- (i) the Town Council will not consider any further funding from Saltash United Football Club or its teams for three years from 1st April 2009 to the 31st March 2012, including Festival or Community Chest funding
- (ii) the Town Council may have free use of the stadium once per annum
- (iii) the CATS Scheme will have use of the stadium in the future on the same terms as at present

106/09/10 **STAFFING**

- (a) In Confidential Part II it was **RECOMMENDED** that the salary of the Secretary rises by one point to point 11 with effect from 1st October 2009.
- (b) In Confidential Part II the appraisals of the staff were reported and noted.

(The Town Clerk declared a prejudicial interest in the following items and left the meeting.)

- (c) The Town Clerk's appraisal was put before the committee and noted.
- (d) The Mayor and Deputy Mayor reported back on an exit interview and informal action taken subsequently in consultation with CALC and ACAS. No specific details of the informal action were given in accordance with this advice.
- (e) It was unanimously **RESOLVED** to move back into open meeting.

(The Town Clerk returned to the meeting.)

107/09/10 **PRESS REPORTS**

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

108/09/10 **DATE OF NEXT MEETING**

Tuesday 3rd November 2009 at 7:00pm or 7.30pm if a planning meeting is held prior to the Committee.

Signed: _____
Chairman

Dated: 15th October 2009