

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Policy and Resources Committee held at The Guildhall on Tuesday 3rd November 2009 at 7:30pm

PRESENT:- Councillors Mrs Merryn Killeya (Vice-Chairman, in the Chair),
P Clements, D Holley, A Killeya, P Stephens (for part of meeting),
D Yates

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

APOLOGIES: Councillors Mrs S Hooper MBE (Mayoral function), N Challen,
B Reid, C Riches

109/09/10 DECLARATIONS OF INTEREST

Councillor Austin declared a personal interest in Minute No. 113/09/10 extension to cemetery, as he is leading the project.

All Councillors declared a personal interest in Minute No. 110/09/10(c) regarding Councillors' Basic Allowance.

110/09/10 FINANCE

- (a) The Clerk reported that the Valuation Office Agency had sent details of the new business rates for the Guildhall. The current rate is £13,750.00 and will rise to £14,250.00. This is based on the rental value of the Guildhall. It was **AGREED** that the valuation is accepted.
- (b) Councillor Austin stated that what is included in the agreement for the Waitrose S.106 monies differs from that in the planning application and Cornwall Councillors are taking this up with Mr Foster and the Council's legal department.

It was **AGREED** that the Clerk will send a copy of the Lidl and Waitrose 106 agreements to all Councillors in order that discussions can be held on the timescale and possible projects on which to spend the money.

- (c) The Clerk reported that she had made enquiries with Cornwall Association of Local Councils regarding the Councillors' Basic Allowance. They had advised that the formula for the allowance remains unchanged and the Panel had recommended that ten hours a month were worked by a local Councillor and this should be charged at the relevant local government rate, which in 2004, when set, was £13.82. The Panel also recommended that 90% of the hours worked were voluntary and that the annual allowance was only for 10% of the total value and that the rate is adjusted each year, in accordance with the percentages for salary awards. Based on this, the last recommendation was £180.00 per annum. The Association also advised that the allowance was

established to cover administration costs incurred by members, such as telephone, paper, ink etc. and a member should not receive additional consumables.

It was **AGREED** by 4 in favour with 1 abstention (Councillor Yates) that the Clerk obtains further information from the Association as follows:

- (i) Is the formula binding?
 - (ii) What are other Councils paying?
 - (iii) Is it possible to pay co-opted members an honorarium to cover their expenses?
- (d) The Clerk reported that there was an outstanding invoice for hire of the Guildhall from Bish Bash Bob Productions. This had been followed up and it was now hoped that they would pay the invoice by the end of November. It was **AGREED** that if this does not happen further consideration is given at the next committee meeting.
- (e) Councillor Killeya had circulated the revised list of long-term financial planning. Prior to this meeting, two additional items were added and he will now revise the list and send to all Councillors. Individual Committees will now pick up the items and put into the precept where appropriate and at the same time the Mayor, Deputy Mayor, Chairman of Policy and Resources and the Town Clerk will meet to discuss some of the items.
- (f) The Clerk circulated the first draft of the basic precept for the Committee and this will be discussed, along with the long-term planning items for the Committee.
- (g) A copy of the interim internal audit report for 2009/10 was circulated. It was **RECOMMENDED** that:
- (i) The next level up for the fidelity guarantee is taken up and the cost reported to the full Town Council meeting.
 - (ii) The Clerk takes the necessary action to correct the minor errors identified.
- (h) A letter was reported from the Town Band stating that should Saltash Town Band not be able to continue at some time in the future, would the Town Council help with the storage of instruments, jackets, music stands and music for an agreed period, thus making it easier to restart a new band in the future.

It was **RECOMMENDED** that the Town Council, in principle, would agree to act as custodians of the instruments, jackets, music stands and music for an agreed period and take on the insurance on the understanding that they would be stored somewhere else.

111/09/10 **SOUTH WEST PROVINCIAL INSURERS**

It was **AGREED** that Councillor Mrs Merryn Killeya discusses this item with the Mayor.

112/09/10 **PUBLIC CATALOGUE FOUNDATION**

The Clerk reported that she had spoken with the Council's insurers, who had asked for a copy of the e-mail and they will investigate the Arts Loss Register and report back to the Council.

113/09/10 **EXTENSION TO CEMETERY**

Councillor Austin reported that he had had a meeting with Mr S Besford-Foster regarding funding opportunities from Cornwall Council for the cemetery extension. Mr Stead has received all the quotes back in and is in the process of checking them. The Clerk stated that she understood the quotes were to be opened in the presence of Councillors and then Mr Stead would check them and Councillor Austin will make enquiries of Mr Stead. The Clerk reported that Borrowing Approval has been received.

It was **AGREED** that the Clerk will make enquiries with banks and the Public Works Loan Board regarding the best uptake to borrow the money for the cemetery extension.

114/09/10 **POLICIES**

- (a) It was **AGREED** that consideration of the Standing Orders and the Council's disciplinary and grievance procedures are deferred until Councillor Gee is present.
- (b) Councillor Killeya reported that he had incorporated the majority of the comments raised by staff into the staff/councillor relations document. He had sent a query to the Town Clerk and once this is answered he will circulate the policy for consideration at the next meeting.

115/09/10 **MCTI E-MAIL ACCOUNT**

The Clerk reported that Saltash Gateway Community Interest Company were investigating an e-mail account for themselves and, when this is up and running, they will no longer use the MCTI.gov account on the Town Council's web site.

116/09/10 **DISPOSAL OF OLD COMPUTERS**

The Clerk reported that there had been requests for computers from Mr Rance for two students who did not have a computer on which to do their homework, two private individuals who were teaching a child at home, Saltash Heritage who had been asked to pilot a connection to the Cornwall Family History database, St George's Day Centre who wish to provide a computer facility to help provide an additional activity for the elderly and younger physically

challenged clients, Age Concern who do not have a computer and Saltash Rugby Club who wish to have a monitor. It was **RECOMMENDED** that, as there were more requests than computers available:

- (a) A monitor is not split from the package and, therefore, Saltash Rugby Club could not be accommodated.
- (b) In view of the number of requests, individuals are not accommodated and, therefore, Age Concern and the St George's Day Centre are given a computer with printer and Saltash Heritage is given a computer, but there is no printer available.
- (c) The Civic Amenities Committee consider facilitating a computer exchange project.

117/09/10 **TOC H BUILDING**

The Clerk reported a letter from Nicholls and Sainsbury saying that they are looking into the Toc H building, but it is not completely straightforward, and they will be in contact again.

118/09/10 **CIVIC REGALIA**

- (a) The Clerk reported that Michael Spiers are unable to value the regalia as agreed due to staff sickness, but they had put the Council in touch with Michael Newman who had agreed to take on the terms and conditions agreed with Michael Spiers. It was **AGREED** that the information be noted.
- (b) Consideration of an additional link in the Mayoral chain is deferred until Councillor Mrs Hooper is present.

(Councillor Stephens left the meeting)

119/09/10 **PROTOCOL FOR LOCAL COUNCILS (PLANNING)**

In the light of the draft protocol for local councils, with regard to the planning service, consideration was given to the Town Council's procedures. It was **AGREED** that:-

- (a) when sending the plans it would be helpful if the Planning Officer could e-mail their early indication of their decision.
- (b) if the case officer disagrees with the Town Council's recommendation, they should say the reasons for the difference so that Councillors can consider them.
- (c) The Clerk continues to e-mail all Councillors with the reason and ask for further comments.
- (d) If there is no majority decision of ward members, then the Mayor or Deputy Mayor decide the response.

- (e) If a Town Councillor is to attend a Cornwall Council planning meeting to represent the town, priority should be given to a ward member and, if there is more than one Councillor wishing to attend, then the Mayor or Deputy Mayor decides.
- (f) The Planning Officer link, Mrs Cheryl Stansbury, is invited to the next meeting of the Town Council.

120/09/10 **CRB CHECKS**

Consideration was given to a question at full Council by a member of the public who asked the Council's position on the proposed CRB checks. It was **AGREED** that, before discussing the issue, Councillor Mrs Merryn Killeya will contact the MP and ask for guidance on the likelihood of this being made law and also speak with Mr Rance at Livewire.

121/09/10 **ANNUAL SALARY AWARD**

The Clerk reported that the national annual salary award amounted to 1% with effect from 1st April 2009. It was **RECOMMENDED** that the award is implemented and back-dated with effect from 1st April 2009.

(The Town Clerk declared a prejudicial interest and left the meeting during discussion of this item.)

122/09/10 **PRESS REPORTS**

It was **AGREED** that there were no additional press reports required from this meeting.

123/09/10 **CHRISTMAS OFFICE CLOSURE**

The Clerk asked if the Council wished the Council Offices to stay open on Christmas Eve afternoon. It was **AGREED** that the office is closed on Christmas Eve afternoon and staff may take annual leave if they wish.

123/09/10 **DATE OF NEXT MEETING**

Tuesday 1st December 2009 at 7:00pm.

Agenda items:

- (1) New tables for Guildhall.
- (2) Livewire dance project (crime reduction finance).

Precept meeting for all Councillors Tuesday 8th December 2009.

Signed: _____
Chairman

Dated: _____ 19th November 2009