

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Policy and Finance Committee held at The Guildhall on Tuesday 14th May 2019 at 6:30 p.m.

PRESENT: Councillors: R Bickford, G Challen, J Dent, S Lennox-Boyd,
S Martin, J Peggs, A Pinckney, W Phillips - Chairman, B Samuels,
P Samuels - Vice Chairman, D Yates.

ALSO PRESENT: R Lane – Town Clerk, S Emmett – Finance Officer,
J Burge – Administration Officer.

APOLOGIES: Councillors: M Fox, S Miller, M Parker, J Rance.

HEALTH AND SAFETY ANNOUNCEMENTS

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

01/19/20 TO APPOINT A CHAIRMAN

Following a recorded vote, it was **RESOLVED** that Councillor Phillips be appointed Chairman.

Bickford	For
Challen	For
Dent	For
Lennox-Boyd	For
Martin	For
Peggs	For
Phillips	For
Pinckney	For
Samuels B	For
Samuels P	For
Yates	For

02/19/20 **TO APPOINT A VICE CHAIRMAN**

Following a recorded vote, it was **RESOLVED** that Councillor P Samuels be appointed Vice Chairman.

Bickford For
Challen For
Dent For
Lennox-Boyd For
Martin For
Peggs For
Phillips For
Pinckney For
Samuels B For
Samuels P For
Yates For

03/19/20 **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.

04/19/20 **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.

Councillor	Agenda Item	Pecuniary/Non-pecuniary	Reason
Pinckney	17	Non-pecuniary	Code of Conduct

05/19/20 **QUESTIONS FROM THE PUBLIC**

None.

06/19/20 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

None.

07/19/20 **ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 31st MARCH 2019**

It was **RESOLVED** to note.

08/19/20 **PETTY CASH RECONCILED UP TO THE 31st MARCH 2019**

It was **RESOLVED** to note.

09/19/20 **TO RECEIVE A REPORT ON VAT**

It was **RESOLVED** to note.

10/19/20 **TO RECEIVE A REPORT ON INVESTMENTS**

It was **RESOLVED** to note.

11/19/20 **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**

Councillor Phillips highlighted that a discrepancy had been noted. The Finance Officer advised the Committee that there was one invoice relating to two purchase order numbers that had been rectified.

The Finance Officer advised the Committee that an internal audit will take place on Wednesday, 15th May that the AGAR will be submitted to the external auditor by Monday, 1st July.

It was **RESOLVED** to note.

12/19/20 **TO RECEIVE THE CURRENT SALTASH TOWN COUNCIL (STC) AND COMMITTEE BUDGET STATEMENTS**

The Finance Officer advised the Committee that funding being provided, for all projects, by Cornwall Council (CC) was being pursued.

It was **RESOLVED** to note.

13/19/20 **CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND**

None.

14/19/20 **TO REVIEW THE SCHEME OF DELEGATION**

It was **RESOLVED** to approve the revised Scheme of Delegation as attached.

Councillor Pinckney declared an interest in the next agenda item and left the meeting.

15/19/20 **TO RECEIVE CODE OF CONDUCT DETERMINATION NOTICE:**

Decision Notice Number: CCN044/18/19

Complainant: Mrs Avril Pinckney

Subject Member: Cllr John Brady, Saltash Town Council

Date of Assessment: 15th April 2019

Complaint: It is alleged that the Subject Matter has bullied and intimidated the Complainant via email, copying in other Members of the Council

Action: The Subject Matter should apologise, in writing, within 28 days of this Notice to the Complainant for the manner in which he wrote to the Complainant in various e-mails in an attempt to cause her disrespect, attempt to intimidate and bully her by copying in other Members of the Council.

It is further recommended that the Council censure the Subject Member for the reasons as set out above and should consider publishing the censure in a local publication which is available to those living within the vicinity.

It was **RESOLVED** to:

1. Note the code of conduct determination notice.
2. Publish it in the Town Messenger, STC Website and Social Media.
3. Note that Councillor Brady has resigned as an STC Councillor.

Councillor Pinckney was invited to returned to the meeting.

16/19/20

TO CONSIDER COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS

a. Community Chest:

i Application 231 – Saltash Maritime Cadets £1,000.00

It was **RESOLVED** to defer the application on the grounds that lack of information relating to the costings of the uniform for which the funds were to be used and that the application would need to be resubmitted with a breakdown of the uniform costing quotes.

ii Application 232 – Cornwall Air Ambulance Trust £1000.00

It was **RESOLVED** to grant the submission of £1000 to Cornwall Air Ambulance Trust.

b. Festival Fund: None.

17/19/20

DEVOLUTION:

a. To consider Waterside assets devolution from CC:

Councillor Bickford addressed the Committee regarding CC utilising Waterside asset income to conduct works to assets proposed for devolution by CC to STC.

It was **RESOLVED** that:

1. Saltash Town Council wish to continue further discussions regarding devolution of CC assets on the Waterfront/Waterside.
2. Saltash Town Council agree that Cornwall Council should carry out the required maintenance to bring the Phase 1 assets up to a standard fit for transfer to Saltash Town Council, using the revenue generated by those assets to help fund that work. Once this has been done, and any other costings are made available, then a formal decision on devolution can be made.

b. To consider the public Conveniences at Callington Road and St Stephens.

i. Callington Road Public Conveniences:

STC's solicitor have advised that there is a restrictive covenant in place stating that the premises can only be used as a toilet.

It was **RESOLVED** that the conveniences are not to be adopted through the devolution process.

ii. St Stephens Public Conveniences:

STC's solicitor have advised that there is overage provision in place and that there is a sitting tenant.

It was **RESOLVED** that the conveniences at Callington Road and St Stephens are not to be adopted through the devolution process.

18/19/20 **TO CONSIDER CCTV PROVISION AND COSTS**

Councillor Challen provided a report detailing the proposals and costs regarding CCTV for the town for members consideration.

It was **RESOLVED** that Councillor Challen will update the Committee when further proposals and costs have been received.

19/19/20 **TO RECEIVE AN UPDATE REPORT ON THE ICO REGISTRATION OF COUNCILLORS**

Following the change to the regulations, current registrations will not be renewed and there is no requirement to register town councillors in the future.

However, Councillors are reminded that they still have a responsibility under Data Protection legislation and GDPR to handle data appropriately and with care. And that the revised Data Protection Awareness and Procedures (Including GDPR) Guide as provided should be referred to.

It was **RESOLVED** to note.

20/19/20 **TO APPROVE ADOPTION AND AMENDMENT TO THE FOLLOWING POLICY:**

- a. Appointment of a Mayor’s Cadet – To consider removing the word “uniformed” from the Mayor of Saltash Protocol Guide

It was **RESOLVED** to approve the amendment to the policy.

21/19/20 **TO CONSIDER APPOINTMENTS TO THE FOLLOWING WORKING PARTIES:**

The following appointments were made to the working parties listed:

Working Party	Composition	Current Membership
Section 106 Steering Group	Four Members	Cllrs Dent, Peggs, Mayor and Deputy Mayor
S106 Working Party (Pursuant to minute no.412/18/19)	Three Members	Cllrs Dent, Peggs and P Samuels
Strategic Working Party	Ten Members	Cllrs Bickford, Dent, Lennox-Boyd, Martin, Parker, Peggs, Phillips, B Samuels, P Samuels, Yates

It was **RESOLVED** to note and that the Strategic Working Party will replace the BS&FP Working Party and its Terms of Reference and are to Focus on Devolution and Forward Planning reporting back to the P&F Committee.

22/19/20 **TO CONSIDER THE FOLLOWING SUB COMMITTEES AND ITS TERMS OF REFERNCE AND MEMBERSHIP:**

The following appointments were made to the working parties listed:

Sub Committee	Composition	Current Membership	Finance Delegated Authority
Business Strategy & Forward Planning	Committee Chairman, Cllr Bickford, Mayor & Deputy Mayor	This Sub Committee has been disbanded	This Sub Committee has been disbanded
Station Property	Five Members plus Mayor & Deputy Mayor	Cllrs Bickford, Dent, Peggs, Phillips, Yates, Mayor & Deputy Mayor	Expenditure up to £20,000 on any separate occasion within the budget

It was **RESOLVED** to approve.

23/19/20 **TO CONSIDER THE LIBRARY AS A VENUE FOR “MEET YOUR COUNCILLORS”**

(Pursuant to minute no. 22/19/20 from the Full Town Council on 4th April 2019)

Following members discussion, it was agreed that:

- a. The library be included as an additional venue on a weekly basis for ‘Meet Your Councillor’.
- b. The Administration Team will produce a rota for Councillors attendance for the monthly Fore Street Meeting and Weekly Library Meeting.
- c. The Councillor display stand be updated.
- d. A Councillor display stand be made available for the Library.
- e. Councillor Peggs liaises with the Caretaker regarding noticeboard displays.

24/19/20 **CC – INVESTMENT IN SOUTH-EAST CORNWALL – TO ARRANGE AN ENGAGEMENT MEETING WITH COUNCILLORS.**

(Pursuant to minute no. 14/19/20 and 48/19/20)

It was **RESOLVED** to consider the investment in South-East Cornwall as the first item of business at the next Strategic Working Party.

25/19/20 **TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES**

- a. Neighbourhood Plan Steering Group:
 - i. Councillor Yates updated members on progress to date. A steering group meeting is being held on Wednesday 15th May 2019.

It was **RESOLVED** to note.

- b. Road Safety Committee:

No Report.

26/19/20 **TO RECEIVE DELIVERY OF YOUTH WORK REPORTS – DECEMBER 2018 – MARCH 2019:**

a. Livewire

It was **RESOLVED** to note.

b. The Core

It was **RESOLVED** to note.

It was agreed Councillor Martin will produce an article for the Town Messenger on the Youth Work reports.

27/19/20 **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.

28/19/20 **AS REQUIRED OR IF NECESSARY**

None.

29/19/20 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

30/19/20 **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR**

None.

31/19/20 **PRESS AND SOCIAL MEDIA RELEASES**

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

a. Code of Conduct determination notice.

b. Youth report article by Councillor Martin for the Town Messenger.

32/19/20

DATE OF NEXT MEETING

Policy and Finance Committee to be held on Tuesday 23rd July 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: 8:02 p.m.

Signed: _____

Chairman

Dated: _____

DRAFT