

## SALTASH TOWN COUNCIL

### Minutes of a Meeting of the Policy and Resources Committee held at The Guildhall on Tuesday 17<sup>th</sup> April 2018 at 7:00 p.m.

**PRESENT:** Councillors: R Bickford, G Challen, J Dent (Mayor, ex-officio voting), B Phillips - Chair, S Miller, P Samuels, G Taylor, D Yates (Deputy Mayor, ex-officio voting).

**ALSO PRESENT:** 3 Members of the Public, Councillors Parker, Pinckney and Thorn, R Lane – Town Clerk, S Burrows – Administration Officer, M Thomas – Senior Administrator, S Emmett – Finance Officer.

**APOLOGIES:** Councillors: C Cook – Vice Chair, J Rance.

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### HEALTH AND SAFETY ANNOUNCEMENTS

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

**14/18/19** **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

A Member of the public declared that the meeting would be recorded.

**15/18/19** **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>Item</b>	<b>Pecuniary/Non-pecuniary</b>	<b>Reason</b>
Dent	10/82	Non-pecuniary	Member of Committee
Dent	10/83	Non-pecuniary	Member of local branch RBL

- d. To Note ongoing dispensations:

**16/18/19** To note an ongoing dispensation for Councillor Rance to act as Chair of the Saltash Team for Youth and commissioning of Youth Work.

It was **RESOLVED** to note.

**17/18/19** To note an ongoing dispensation for Councillors Challen and Miller for Full Council and all associated Committees in relation to their roles as representatives of Saltash Town Council on the Chamber of Commerce.

It was **RESOLVED** to note.

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

None.

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

Please see a copy of the minutes on STC website or request to see a copy at the Guildhall.

The minutes of the meeting of the Property Maintenance Sub-Committee held on Tuesday 27<sup>th</sup> March 2018 were confirmed and signed as a correct record.

It was **RESOLVED** to note.

**20/18/19** **FINANCE**

a. Report from Finance Officer:

It was **RESOLVED** to note.

b. To receive the current Committee budget statement:

It was **RESOLVED** to note.

c. To receive a report on investments:

It was **RESOLVED** to note.

d. VAT:

It was **RESOLVED** to note.

e. To review the Risk Management Plan 2018-2019:

It was **RESOLVED** to approve.

f. To review the Internal Control Annual Statement:

It was **RESOLVED** to approve.

The Town Clerk informed members of the updated Local Government Financial Regulations.



24/18/19

**GENERAL DATA PROTECTION REGULATION**

Members received a report from the Senior Administration Officer.

- a. GDPR Officer and Senior Information Risk Owner (SIRO) appointment:

It was **RESOLVED** to note that the appointments will be considered by the Staffing Committee.

- b. Staff training:

It was **RESOLVED** to note that Staff training is ongoing as it is made available.

- c. Policies and Privacy Impact Statement:

It was **RESOLVED** to note the Senior Administration Officer is working up the policies.

- d. Budget Provision:

It was **RESOLVED** to approve the cost within budget to purchase a shredder and lockable office cabinets to enable STC to be GDPR compliant.

- e. To consider an information audit:

It was **RESOLVED** to note this is being progressed by the Senior Administration Officer.

- f. To consider a report to upgrade the server to allow STC to be GDPR compliant:

It was **RESOLVED** to appoint IRQ Systems Ltd at a cost of £9,040.00 subject to budget allocation by the Chair and the Town Clerk.

25/18/19

**TRANSPORTATION (BUS/TRAIN/ROAD)**

No Report.

26/18/19

**SERVICE DEVOLUTION AND ASSET TRANSFERS**

It was **RESOLVED** that this item be removed as a standard agenda item.

**27/18/19**      **COMMUNITY EMERGENCY PLAN**

It was **RESOLVED** to note.

**28/18/19**      **TO RECEIVE REPORT FROM WORKING GROUPS AND OUTSIDE BODIES**

a. Neighbourhood Plan Steering Group:

It was **RESOLVED** to note that the Saltash Neighbourhood Plan Consultation Document and Sustainability Checklist is now available for public consultation.

b. Road Safety Committee:

No Report.

It was **RESOLVED** that the minutes be circulated to STC members.

c. Anti-Social Behaviour:

It was **RESOLVED** to note that the ASB Group has been incorporated into the Safer Saltash Group that is fully supported by the Office of the Police and Crime Commissioner including a grant to help improve community safety and reduce crime and anti-social behaviour in Saltash.

**29/18/19**      **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.

**30/18/19**      **AS REQUIRED OR IF NECESSARY**

**31/18/19**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**32/18/19**      **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR**

None.

**33/18/19**     **PRESS RELEASES**

None.

**34/18/19**     **DATE OF NEXT MEETING**

Tuesday 19<sup>th</sup> June 2018 at 7:00 p.m.

Rising at: 20:25 p.m.

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

Chairman

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