

SALTASH TOWN COUNCIL

Minutes of a Meeting of Saltash Town Council held in The Guildhall on Thursday 2nd May 2019 at 7.00 p.m.

PRESENT: R Bickford, G Challen – Vice Chairman, J Dent, M Fox,
S Lennox-Boyd, S Martin, S Miller, M Parker, W Phillips,
A Pinckney, J Rance, B Samuels, P Samuels, D Yates.

ALSO PRESENT: 6 Members of the Public, 1 Member of the Press, S Tamlin -
Cornwall Councillor, R Austin – Community Enterprises PL12,
Reverend B Anderson, R Lane - Town Clerk, J Burge –
Administration Officer.

APOLOGIES: Councillor: J Peggs.

The Vice Chairman in the Chair.

HEALTH AND SAFETY ANNOUNCEMENTS

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

In the absence of the Mayor the Vice Chairman nominated and Council approved Councillor Yates to Chair the next agenda item.

30/19/20 TO ELECT A CHAIRMAN

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

Bickford	For
Brady	Absent
Challen	For
Dent	For
Fox	For
Lennox-Boyd	For
Martin	For
Miller	For
Parker	For
Peggs	Absent
Phillips	For
Pinckney	For
Rance	For
Samuels, B	For
Samuels, P	For
Yates	For

The Chairman read and signed the Chairman's Declaration of Acceptance of Office.

Councillor Yates presented the Mayor's Chain to Chancellor Challen the incoming Mayor.

31/19/20 **INCOMING ELECTED CHAIRMAN TO PRESENT THE PAST MAYOR'S BADGE TO THE OUTGOING MAYOR**

In the absence Councillor Brady this item was not actioned.

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

32/19/20 **TO ELECT A VICE CHAIRMAN**

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

Bickford	For
Brady	Absent
Challen	For
Dent	For
Fox	For
Lennox-Boyd	For
Martin	For
Miller	For
Parker	For
Peggs	Absent
Phillips	For
Pinckney	For
Rance	For
Samuels, B	Absent declared an Interest.
Samuels, P	For
Yates	For

Councillor B Samuels was invited and returned to the meeting.

The Mayor presented the Deputy Mayor's medallion to Councillor P Samuels the incoming Deputy Mayor with the approval of all members.

PRAYERS

Reverend Brian Anderson was introduced as the Mayor's Chaplin for the forthcoming elected year and invited to join the table.

Prayers were made.

33/19/20 **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

The Administration Officer notified the Chairman that she would be recording the meeting.

34/19/20 **DECLARATIONS OF INTEREST**

- a. 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. Declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting:

Councillor	Agenda Item	Pecuniary/Non-pecuniary	Reason
Bickford	17	Non-Pecuniary	Volunteer Director of Community Enterprises
Samuels B	4	Non-Pecuniary	Wife of Vice Chairman

- c. To consider dispensations required.

35/19/20 **CHAIRMAN'S REPORT**

It was **RESOLVED** to note.

36/19/20 **MONTHLY CRIME FIGURES**

It was **RESOLVED** to note.

37/19/20 **REPORT BY COMMUNITY ENTERPRISES PL12**

It was **RESOLVED** to note.

38/19/20 **CNA REPORT FOR NOTING OR MATTERS ARISING.**

A report was not received and no matters arising.

39/19/20 **QUESTIONS FROM THE PUBLIC**

None.

40/19/20 **MINUTES**

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

The Minutes of the Full Town Council Meeting held on Thursday 4th April 2019 were confirmed and signed as a correct record.

The Minutes of the Extraordinary Full Town Council Meeting held on Thursday 4th April 2019 were confirmed and signed as a correct record.

41/19/20 **FINANCE**

- a. To advise receipts in March 2019.

It was **RESOLVED** to note.

- b. To advise payments in March 2019.

It was **RESOLVED** to note.

- c. Urgent and essential works action by the Clerk under Financial Regulation 3.4 of the Town Council's Standing Orders.

None.

- d. To note that the bank reconciliations up to 31st March 2019 were reviewed as correct by the Chairman of Policy and Resources Committee and the Town Clerk.

It was **RESOLVED** to note.

- e. To note that an audit on recent supplier payments by the Chairman of Policy and Resources in line with the Councils Financial Regulations. It was noted that there are no discrepancies to report.

It was **RESOLVED** to note.

42/19/20 **CORRESPONDENCE**

None.

43/19/20 **TO APPROVE THE MINUTES OF THE FOLLOWING COMMITTEES AND TO CONSIDER ANY RECOMMENDATIONS:**

- a. The minutes of the Planning and Licensing Committee held on Tuesday 16th April 2019 were confirmed and signed as a correct record.

It was **RESOLVED** to note.

- b. The minutes of the Staffing Committee held on Tuesday 30th April 2019 were confirmed and signed as a correct record.

It was **RESOLVED** to note.

RECOMMENDATIONS:

i. Minute No 12/19/20 Operational Staffing

1. A finance assistant be appointed for 20 hours per week on NJC scale 13-17.

It was **RESOLVED** to approve.

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

2. In order to accommodate Finance staff a larger office be rented at Belle Vue at a cost of £800 per quarter plus rates.

It was **RESOLVED** to approve.

Councillor Bickford was invited and returned to the meeting.

44/19/20 **TO APPROVE THE MINUTES OF THE FOLLOWING SUB-COMMITTEES AND TO CONSIDER ANY RECOMMENDATIONS:**

- a. Business Strategy and Forward Planning held on 1st May 2019.

It was **RESOLVED** to note the meeting was cancelled.

45/19/20 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

None.

46/19/20 **TO APPROVE THE ANNUAL HEALTH & SAFETY POLICY STATEMENT.**

It was **RESOLVED** to approve and adopt the policy.

47/19/20 **CALC VACANCIES ON PLANNING PARTNERSHIP – TO NOTE A POLL WAS HELD AND COUNCILLOR FOX NOMINATED THE PLANNING PARTNERSHIP MEMBER.**

(Pursuant to minute no. 09/19/20)

Following a vote, it was **RESOLVED** that Councillor Fox be nominated as the Planning Partnership Member via CALC.

48/19/20 **CORNWALL COUNCIL – INVESTMENT IN SOUTH-EAST CORNWALL – TO ARRANGE AN ENGAGEMENT MEETING WITH COUNCILLORS.**

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

Councillor Bickford addressed the meeting and requested this matter was put forward:

1. To the P&F Committee
2. A working group under the umbrella of the P&F Committee be established.

It was **RESOLVED** to approve.

49/19/20 **TO NOTE AND RATIFY THE ADOPTION OF THE NEW COMMITTEE STRUCTURE, COMMITTEE TERMS OF REFERENCE, SCHEDULE OF MEETINGS 2019/20, STANDING ORDERS AND FINANCIAL REGULATIONS AS APPROVED AT FULL COUNCIL HELD ON THURSDAY 7TH MARCH 2019.**

(Pursuant to minute no. 539/18/19)

It was **RESOLVED** to note and ratify the adoption of the new committee structures, committee terms of reference, schedule of meetings 2019/20, standing orders and financial regulations.

50/19/20 TO APPOINT MEMBERS TO THE FOLLOWING COMMITTEES:

a. PERSONNEL – SIX MEMBERS.
(PERSONNEL MEMBERS TO NOTE THAT ACAS EMPLOYMENT TRAINING WILL TAKE PLACE ON THURSDAY 20TH JUNE 2019).

Councillor B Samuels addressed the meeting advising that the Personnel committee terms of reference refer to the Town Council recognizing that a stable membership of the committee is desirable and as such membership of the committee should be seen as a long term commitment.

It was **RESOLVED** the five existing members of the Staffing Committee Councillors Challen, Dent, Fox, Rance and B Samuels be elected to the Personnel committee.

Two nominations were put forward Councillors Parker and Peggs for the vacant position on the Committee.

Following a vote it was **RESOLVED** that Councillor Parker join the Personnel Committee.

b. JOINT BURIAL BOARD – FOUR MEMBERS

It was **RESOLVED** the four existing members Councillors Dent, Phillips, Pinckney and B Samuels remain as members.

51/19/20 TO CONSIDER APPOINTMENTS TO THE FOLLOWING WORKING PARTY:

Saltash Neighbourhood Plan Steering Group.

It was **RESOLVED** the two existing members Councillors Dent and Yates remain members.

52/19/20 TO CONSIDER APPOINTMENTS TO THE FOLLOWING OUTSIDE BODIES:

The following appointments were made to the outside bodies listed:

Outside Bodies	Current Councillor Representative	Current Councillor Reserve
Age Concern	Dent	Phillips
Cornwall Association of Large Councils	Town Clerk	N/A
Livewire	Peggs	Vacancy
Mabbot Trust	Dent	Fox
May Fair	Miller	Vacancy

Regatta	Martin	B Samuels
Road Safety	Miller	Parker
Saltash Chamber of Commerce	Lennox-Boyd	Miller
Community Enterprises PL12	Miller	Dent
Saltash Gateway CNA	Challen	P Samuels
Saltash Heritage	Dent	P Samuels
SWRA	Bickford	Rance
TAVATA	Phillips	Vacancy
The Core	Martin	Rance
Saltash Youth Council	Peggs	Rance
Junkyard	Phillips	Peggs

It was **RESOLVED** to note.

53/19/20 **MEET YOUR COUNCILLORS:**

- a. Arrangements for future meetings.

It was **RESOLVED** that Councillors Challen, Dent, P Samuels and Rance, attend the next meeting in Fore Street and Councillors Lennox-Boyd and Yates will be in attendance at the library on Saturday 4th May 2019.

54/19/20 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, it was **RESOLVED** that the public and press leave the meeting because of the confidential nature of the business to be transacted.

55/19/20 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

56/19/20 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was **RESOLVED** that the public and press be re-admitted to the meeting.

