

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Policy and Resources Committee held at The Guildhall on Tuesday 2nd February 2010 at 7:00pm

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

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

APOLOGIES: Councillors Mrs Merryn Killeya, P Stephens ISM, D Yates

144/09/10 DECLARATIONS OF INTEREST

Councillor Mrs Hooper declared a personal and prejudicial interest in Minute no. 145/09/10(e) regarding a donation to Livewire as she is its President. Councillor Killeya declared a personal and prejudicial interest in the same Minute No. as he is on the Management Committee and Councillor Gee declared a personal interest as a designate member of the Livewire Management Committee.

Councillors Austin and Holley declared a personal interest in Minute no. 156/09/10, relating to the Tamar Bridge Committee as they are Members of that Committee.

Councillor Austin declared a personal interest in Minute no. 150/09/10, relating to the cemetery extension, as he is taking a leading role.

A personal interest in Minute no. 154/09/10 relating to the model of the Royal Albert Bridge was declared by Councillor Killeya as he is a member of Saltash Heritage and Councillor Mrs Hooper declared a personal interest in the same Minute no. as she is a Trustee of Saltash Heritage.

As Directors of Saltash Gateway Community Interest Company (CIC), Councillors Austin and Bickford declared a prejudicial interest in any financial matters relating to CIC. Councillors Killeya and Clements declared a personal interest in the same issue, as members of CIC.

145/09/10 FINANCE

- (a) The Clerk reported on Councillors' basic allowances. The allowance was recommended by a Panel and is based on a formula that 90% of the hours worked by a Councillor were voluntary and that the annual allowance was only for 10% of the total value and this was £180 per annum. The guidance provided that Quality Councils could work towards reducing the 90% voluntary contribution down to 75%, and this would give a basic allowance of £450. There was no provision for the payment of an allowance or honorarium for co-opted members.

It was **RECOMMENDED** that, with effect from 1st April 2009, the basic allowance is set at £200 to allow for the fact that Councillors will no longer receive ink or paper.

- (b) It was **AGREED** that Section 106 money is now covered by other Committees and this can be removed from the agenda.
- (c) The Clerk reported that there had been a change to the external auditor and this would be now Wayne Rickard from the Audit Commission. It was **AGREED** that the information be noted.
- (d) The Clerk read a letter from Saltash Gateway Community Interest Company (CIC) regarding money held in the precept for CIC. It was **AGREED** to respond that the finances are held in reserve to be agreed when projects have been completed.
- (e) **(Councillors Mrs Hooper and Killeya left the meeting for this item having declared prejudicial interest)**

The Clerk read an e-mail from Mr A Rance giving details of the dance sessions which are run by Livewire. Councillor Austin stated that this had arisen as the dance sessions run by the Police in connection with anti-social behaviour had ceased and this had been taken over by Livewire. It was **RECOMMENDED** that £1000 is paid from the Crime Reduction budget.

- (f) The Clerk reported that, with reference to expenditure relating to the Gorsedd, the income from the event had now been spent and there were invoices still outstanding. It was **RECOMMENDED** by the Chairman of the Civic Amenities Committee that, whilst this should have been on his agenda, in principle, the payments are made from the Festival Funding budget, subject to confirmation at Town Council.
- (g) It was **RECOMMENDED** to renew membership of the Tamar Valley Tourism Association at a cost of £45, but that an agenda item is added to the ICTT Committee to consider the additional items on the invoice.

146/09/10

GRITTING & LOCATION OF GRIT BOXES

Councillor Mrs Hooper stated that whilst Cornwall Council did its best during the recent bad weather, their endeavours were not enough in Saltash, and a number of complaints were made concerning the gritting of the roads. There was a problem with a lack of grit bins and people did not realise who to contact when there is a problem. Councillor Austin said he felt that the call centre did not react well and, partly, this was due to staff not being able to get to the call centre. Cornwall Council is now trying to set up an emergency call centre where people will be able to answer calls at home.

The Clerk reported that the Town Council had no powers to provide grit bins. Councillor Bickford suggested that a sticker on the bins showing the telephone number to contact for them to be replenished would assist the people who did not know where to go when there was a problem.

It was **AGREED**:

- (a) (i) To obtain a map from Cornwall Council showing the current location of grit bins.
- (ii) When the map is received, Councillor Gee will co-ordinate the requests for bins and mark on the map, which will then be sent to Cornwall Council asking how many of the new locations they can supply with a grit bin.
- (iii) When Cornwall Council has decided which bins they may be able to supply, this will then be discussed again at the Town Council.
- (b) Cornwall Council is asked to provide stickers on the bins showing the number of the bin to identify it, a telephone number of who to contact and information that the grit is for use on public highways and roads only. The Town Council would be willing to pay for the cost of the stickers.
- (c) Cornwall Council to be asked, if the machinery is to be moved to Bodmin, if it would be possible to keep one or two machines with the grit at Notter Bridge.
- (d) At the start of winter, the Town Council to have details of who to contact in emergencies on their notice boards, newsletter and the website.

147/09/10 **QUALITY STATUS**

The Clerk reported that, in checking what was needed for the application for Quality Status, it was noted that an Annual Report was not completed last year and this will be undertaken. The Clerk also reported that, as she will be leaving, she will not be the qualified Clerk and it was hoped this would be completed before she left, and any new Town Clerk should either have the qualification or work towards it. It was **AGREED** that the Clerk check the situation regarding the number of elected members to qualify for Quality Status before continuing further.

148/09/10 **GUILDHALL**

- (a) Consideration was given to a choice of new tables for the Guildhall and details circulated. It was **AGREED** to obtain a table from Consortium a folding leg and an easy fold conference table before making a decision.
- (b) It had been suggested that a green appraisal of the Guildhall should be carried out and, therefore, it was **AGREED** that:
 - (i) Councillor Riches obtains the cost of undertaking such an appraisal from Cornwall Council,

- (ii) Councillor Killeya approaches Saltash Environmental Action (SEA)
- (iii) the office obtains a commercial cost for undertaking a green appraisal.

149/09/10 **ART LOSS REGISTER**

The Clerk reported that details of the art loss register have been sent to the Council's insurers and a reply was awaited.

150/09/10 **EXTENSION TO CEMETERY**

Mr Nicholls had stated that the information provided by Mr Stead was most useful, but he is clarifying a couple of points with the Anthony Estate solicitors in relation to a fixed figure for the contribution cost, as it is currently too vague. He is also raising with them the deletion of the clause relating to the Council not objecting to future planning applications on the old farm building site. He is clarifying with Robert Stead a landscaping plan and details of the caretakers' hut and there are a few other pre-contract enquiries, but he hoped this would be complete within the next couple of weeks. It was **AGREED** that:

- (a) the Council's usual signatories have authority to pay the purchase price to the solicitor,
- (b) the Clerk will follow-up with the bank regarding borrowing.

151/09/10 **POLICIES**

- (a) The Clerk stated that the new copy of the Standing Orders from the National Association of Local Councils is now available and it was **AGREED** to purchase a copy of this at a cost of £18.00.
- (b) The consideration of disciplinary and grievance procedures has still to be followed up.
- (c) The Town Clerk still has to provide the final wording of the draft protocol on staff/Councillor relations.

152/09/10 **MCTI E-MAIL ACCOUNT**

Councillor Bickford stated that the new e-mail address for Saltash Gateway Community Interest Company (CIC) is ready, but not in use yet. Once it is in use, there can be a phased withdrawal of using the MCTI address.

153/09/10 **CONFIDENTIAL PART II**

It was unanimously **RESOLVED** to move into Confidential Part II to consider issues relating to the Toc H building and that the Press and Public be excluded from the meeting.

154/09/10 **TOC H BUILDING**

In Confidential Part II the Clerk informed the Committee of discussions held regarding the building. It was **RESOLVED** to move back into open Part I where it was **AGREED** that the Council's investigations continue.

155/09/10 **SALTASH HERITAGE**

A letter was reported from Saltash Heritage requesting permission to keep the Royal Albert Bridge model on display. It was **RECOMMENDED** that permission is granted, provided that they acknowledge it is on loan by courtesy of the Town Council, and also the Council would ask if it is possible that the train can be made to go back and forward.

156/09/10 **MAYOR'S CADET**

Councillor Killeya had circulated a copy of a protocol for appointing a Mayor's cadet. It was **AGREED** that the protocol is adopted and that further consideration is given at a later date as to whether a badge on ribbon should be purchased or an alternative. Councillor Killeya was congratulated for his work on the protocol.

157/09/10 **REPORTS FROM TAMAR BRIDGE COMPANY**

It was **AGREED** that any future reports from the Committee should go to the Industry, Commerce, Transportation and Tourism Committee.

158/09/10 **CONFIDENTIAL PART II**

It was unanimously **RESOLVED** to move into Confidential Part II to discuss staffing and that the press and public be excluded from the meeting.

159/09/10 **STAFFING**

In Confidential Part II Councillors considered staffing. It was **RESOLVED** to move back into Open Part I of the meeting where it was **AGREED** that:

- (a) the appointment of Mrs Spencer as receptionist be confirmed and that she is permitted to enter into the superannuation scheme,
- (b) following the resignation of the Town Clerk and Mrs Abbott, an informal staffing working group is set up to set a structure and policies and report back to the next Policy and Resources Committee. The Group will comprise of the Mayor, Deputy Mayor, the Chairman and Vice-Chairman of the Policy and Resources Committee, Councillor R Austin and either the Mayor or Deputy Mayor Elect, depending if they are included in the above.

160/09/10 **ST PIRAN'S FLAG**

A letter was reported from the Celtic League asking Councils to consider recognising St Piran's Day by giving staff an extra day's holiday. It was **AGREED** by 5 in favour and 1 against that a day's holiday for St Piran's Day is not granted but that the Town Council continues to fly the flag on the 5th March.

161/09/10 **PRESS REPORTS**

It was **AGREED** to issue a press report on flying the St Piran flag just before the day.

143/09/10 **DATE OF NEXT MEETING**

Tuesday 2nd March 2010 at 7:00pm.

Signed: _____
Chairman

Dated: 18th February 2010