

SALTASH TOWN COUNCIL

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

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

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

APOLOGIES: Councillor D Holley (Saltash Gateway Community Interest Company)

163/09/10 DECLARATIONS OF INTEREST

Councillor Bickford declared a personal interest in Minute No. 165/09/10 as he is a member of the Regatta committee.

Councillors Bickford and A Killeya declared a personal interest in Minute No. 173/09/10 regarding e-mail address of MCTI as member and Director respectively of Saltash Gateway Community Interest Company (CIC).

The following interests in Community Chest applications were declared:

- (i) **104 Burraton Community Centre** – Councillors Mrs Merryn Killeya and Yates both declared a personal interest as they are members of Burraton Players which uses Burraton Community Centre.
- (ii) **107 Wesley Church** – Councillor Riches declared a personal and prejudicial interest as a Steward of the Church with special responsibility for the youth club and the Mellings are personal friends and will leave during discussion of the application. A personal interest was declared by Councillor Clements, as he is a member of the Church; Councillor A Killeya, as the Mellings have delivered notices for him in the past, and by Councillor Mrs Merryn Killeya, as she is acquainted with the applicant, Paul Melling.
- (iii) **108 SHADO Centre** – Councillor Mrs Hooper declared a personal and prejudicial interest as she helped with the application and is President of SHADO and will leave during discussion of the application.
- (iv) **109 &110 Tamar Trotters** – Councillor Stephens declared a personal interest as Tamar Trotters have been involved with the May Fair of which he is chairman.
- (v) **111 St John's Ambulance** – A personal interest was declared by Councillor Mrs Hooper as her husband is a former Chairman of St John's Ambulance.

- (vi) **113 K2** – A Personal interest was declared by Councillor Stephens as he is a member of the K2 Committee and by Councillor Bickford as the applicant is a personal friend.
- (vii) **114 4 Flutes** – Councillor Mrs Hooper declared a personal interest as the Sue Hooper Charity Foundation helped towards the purchase of the bass flute. Councillor Stephens also declared a personal interest as the applicants are involved in the May Fair and Councillor Austin declared a personal interest as the applicant is known to him.
- (viii) **115 Live at Home scheme** – Councillor Riches declared a personal interest as he is the scheme’s representative on Cornwall Council. A personal interest was also declared by Councillor Austin as he is involved with the scheme and the applicant is known to him.

164/09/10

COMMUNITY CHEST APPLICATIONS

- (a) The Chairman referred to Application No. 105 from Brunel Primary & Nursery who wished to create allotments on the school site. Councillor Gee stated that the Town Council currently has no power to give funding to schools but could do so if the Council adopt The Power of Well-Being. It was unanimously **RECOMMENDED** and that the application is deferred until the Council has Power of Well-Being.
- (b) With reference to Application No. 104 Burraton Community Centre requested an extension of time regarding the removal and replacement of the asbestos roof. It was **RECOMMENDED** to extend the time allowed to 31st March 2011.
- (c) The following applications were considered and assessed on strength of project (4 points maximum), sustainability (2 points maximum), track record (1 point maximum), cost-effectiveness (1 point maximum), contribution by applicant (1 point maximum) and benefits to Saltash Town Council in terms of publicity, support for events or projects involving the Town Council (1 point maximum).

Following assessment, it was **RECOMMENDED** that:-

- (i) Applications scoring under 5 are not considered for Community Chest Funding on this occasion.
- (ii) The following awards are made:-

Applications from Round 4, December 2009, previously deferred:

<u>No.</u>	<u>Organisation</u>	<u>Project</u>	<u>Award</u>
102	Saltash Youth AFC	Continue with the school club coaching programme with primary schools in Saltash and fund equipment for Saltmill project on Saturday mornings.	£800 (Cllr A Killeya abstained)

106 U3A Study day. £500

Applications from Round 1, March 2010, payable in April :

<u>No.</u>	<u>Organisation</u>	<u>Project</u>	<u>Award</u>
107	Saltash Wesley Model Railway	Maintenance of worn and unusable tracks.	£300

(Councillor Riches left the meeting for this item having declared a personal and prejudicial interest)

108	SHADO	Renew fascia boards/upvc barge boards, renew guttering & down pipes.	£1500
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It was **AGREED** to advise the Club that this was a good application.

(Councillor Mrs Hooper left the meeting for this item having declared a personal and prejudicial interest.)

109 & 110	Tamar Trotters	New equipment and competition transport costs for Junior Athletics Club. Replacement kit.
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It was initially **AGREED** by 5 in favour, 1 against and 2 abstentions (Councillors Clements and Gee) that application nos. 109 and 110 be treated as one application.

It was subsequently deferred to ask for a breakdown of what they are to spend the money on, together with costs, and ask them to re-submit the applications as one, because two applications from the same club cannot be considered. Also, it should be noted that the maximum grant is £1000, except in exceptional circumstances.

111	St John's Ambulance, Saltash	To install a ramp and new entrance and to upgrade toilet facilities to improve access for people with disabilities and pushchairs.
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This is deferred to ask for quotations or order of magnitude to do the ramp, new entrance and toilet. It would be nice to know if the likely usage has been calculated.

112	Saltash Tennis Centre	To replenish stocks of mini tennis apparatus.
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This is deferred for a breakdown of apparatus and costs, together with confirmation whether the Centre is a business or a charity.

113 K2 Youth Centre Developing an after-school drop-in session based on Healthy Minds & bodies.

This is deferred to obtain a breakdown of costs of apparatus and what funds are required.

114 4 Flutes Help with funding for bass & alto £1000 flutes.

115 Saltash Live At Home Scheme To expand & up-date its office equipment. A lap-top computer and a printer/copier are now needed. £400

165/09/10 REQUEST FROM SALTASH REGATTA COMMITTEE

A request was received from Saltash Regatta Committee for the Regatta to be a Civic event. It was **AGREED** that the request be granted.

166/09/10 GRITTING & LOCATION OF GRIT BOXES

As reported at the Town Council meeting, a map is being prepared by Highways showing the location of grit boxes in the Town. It was **AGREED** that the list of areas requested to have a grit bin is compiled and a final list is drawn up in June and that Grenfell Avenue is added to the list.

167/09/10 QUALITY STATUS

The Clerk reported that photocopying is being undertaken in readiness to submit an application.

168/09/10 GUILDHALL

- (a) The Clerk reported that it had not been possible to have delivery of tables on a return basis and therefore one table is being purchased for considerable, which it is hoped to have by the Town Council meeting. It was **AGREED** that the action is approved.
- (b) The Clerk reported that it had not been possible to find a commercial firm who was able to undertake a green survey of The Guildhall. Councillor A Killeya reported that Saltash Environmental Action Committee were not aware of anyone. Councillor Riches reported that he had spoken with "Green Cornwall". It was **AGREED** that he will chase a reply for the next meeting.

169/09/10 ART LOSS REGISTER

The Clerk reported that the Council's insurers were not able to give a specific answer on the Art Loss Register. It was **AGREED** that clarity is sought.

170/09/10 **EXTENSION TO CEMETERY**

Councillor Austin showed a leaflet which he had prepared giving background information on the cemetery extension, which he proposed to submit to Cornwall Council to seek funding. It was **AGREED** that:-

- (a) the Town Seals are added to the leaflet
- (b) copies of the leaflet are given to parties who might be interested in funding the cemetery extension, including the Portfolio holder for Cornwall Council and the Officer who has control of monumental construction.
- (c) thanks are extended to Councillor Austin for the work he has undertaken.

171/09/10 **ACCESS TO CORNWALL'S COMMUNITY GRANTS**

(Councillors Austin and Riches declared a personal interest as Cornwall Councillors)

Councillor Austin stated that it is not certain that Community grants will be available next year. However, the funds this year may be carried into the next financial year. Councillor Austin will clarify whether an organisation can apply more than once.

It was **AGREED** that an item appears on the May agenda of all Committees to consider projects suitable for application to the Community grants.

172/09/10 **POLICIES**

- (a) The Clerk reported that the new Standing Orders are very much different than the existing ones and therefore they will need to be completely re-examined. It was **AGREED** that Councillors Mrs Hooper, A Killeya, Gee, Mrs Merryn Killeya and the Clerk meet to look at the document and put forward a revamped copy for consideration at the next meeting.
- (b) The Disciplinary and Grievance Procedures will be deferred for review.
- (c) The draft protocol on staff/Councillor relations is on-going.

173/09/10 **MCTI E-MAIL ACCOUNT**

Councillor Bickford reported that the MCTI e-mail address is now usable and the change over is on-going.

174/09/10 **TOC H BUILDING**

The Clerk reported that the Solicitor is still looking into the Toc H land but it would appear to be registered to Cornwall Council. The matter is on-going.

175/09/10 **MAYOR'S CADET**

Councillor A Killeya reported that he is drafting a letter to go out to uniformed organisations and it was **AGREED** that this is now removed from the agenda.

176/09/10 **GUILDHALL**

The Clerk reported that following the annual service of the fire alarms and emergency lighting, there is a need to replace 34 batteries in 8 light fittings at a cost of £304 plus VAT and also the batteries in the fire alarm panel at a further cost of £64 plus VAT.

It was **RECOMMENDED** that the batteries are replaced.

177/09/10 **ADDITION TO MAYOR'S CHAIN**

The Mayor showed the draft proposal for the addition of a hand-painted enamelled disc for the Mayor's Chain. It was **AGREED** that it will be a lovely addition.

178/09/10 **STAFFING**

- (a) Councillors reported on the informal meetings to discuss the Town Clerk's replacement. They have visited Falmouth Town Council and plan to visit another Town Council. They have met with a representative of South West Provincial Employers and from that meeting there was a clearer understanding of options available. They are prepared to help with the job description using Cornwall Association and National Association of Local Councils and could undertake the whole process of recruiting. They advised that the new Town Clerk should be appointed before undertaking any re-organisation of administration. The process will take a minimum of three months and could be six months.

It was **AGREED** that the informal Committee should meet again before the Town Council to formulate their recommendations to Council.

- (b) It was unanimously **RESOLVED** to move into Confidential Part II to discuss interim arrangements and that the Press and Public be excluded.

(The Town Clerk declared a prejudicial interest and left the meeting during the Part II discussion)

It was **RESOLVED** to move back into open meeting.

- (c) It was **RECOMMENDED** that the Clerk is asked to stay on initially for the month of May.

179/09/10 **PRESS REPORTS**

It was **AGREED** that no specific reports were required.

180/09/10 **DATE OF NEXT MEETING**

Tuesday 20th April 2010 at 7:00 pm.

Signed: _____
 Chairman

Dated: 18th March 2010