

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Policy and Finance Committee held at The Guildhall on Tuesday 23rd July 2019 at 6:30 p.m.

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

ALSO PRESENT: R Lane – Town Clerk, Dawn Joyce – Administration Officer, S Emmett – Finance Officer.

APOLOGIES: Councillors: D Yates, M Parker.

HEALTH AND SAFETY ANNOUNCEMENTS

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

45/19/20 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

None.

46/19/20 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	Remained in meeting but did not Vote
Peggs	26	Non-Pecuniary	Related	
Peggs	19	Non-Pecuniary	Volunteer	
Bickford	17/B/235	Non-Pecuniary	Knows Applicant	
Dent	17a	Non-Pecuniary	Member of RBL	
Dent	17b	Non-Pecuniary	Husband Trains Cadets	
P Samuels	17b 233		Member of Rotary	
P Samuels	26		Member of Rotary	Yes
B Samuels	17b 233		Member of Saltash Rotary	
Phillips	17b 233	None	I am a member of Saltash Rotary	
Phillips	26	None	I am a member of Saltash Rotary	Yes
Challen	B 235	Non P	Sponsorship	

Challen	20	Non P	Member of flood forum	
Challen	B 236	Non P	Sponsorship	
Martin	19	Non-Pec	The Core committee	
Rance	18		I work at Livewire	There was no vote
Rance	19		I work at Livewire	Gave report then left before vote

47/19/20 QUESTIONS FROM THE PUBLIC

None.

48/19/20 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECIEVED

None

49/19/20 TO APPROVE THE MINUTES OF THE FOLLOWING SUB-COMITTEES AND TO CONSIDER ANY RECOMMENDATIONS:

a. Station Property held on Wednesday 12th June 2019.

It was **RESOLVED** to approve

50/19/20 ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 31ST MAY 2019

It was **RESOLVED** to note

51/19/20 PETTY CASH RECONCILED UP TO 31ST MAY 2019

It was **RESOLVED** to note

52/19/20 TO RECEIVE A REPORT ON VAT

It was **RESOLVED** to note.

53/19/20 TO RECEIVE A REPORT ON INVESTMENTS

It was **RESOLVED** to note.

54/19/20 TO NOTE THAT AN AUDIT ON RECENT SUPPLIER PAYMENTS WAS CONDUCTED BY THE CHAIRMAN OF POLICY & FINANCE IN LINE WITH THE COUNCILS FINANCIAL REGULATIONS. IT WAS NOTED THAT THERE ARE NO DISCREPANCIES TO REPORT.

It was **RESOLVED** to note.

55/19/20 **TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS**

It was **RESOLVED** to note.

56/19/20 **TO RECEIVE THE INTERNAL AUDIT REPORT YEAR ENDED 31ST MARCH 2019**

The Town Clerk and Finance Officer informed members of recommendations received from the Internal Audit Report year ended 31st March 2019.

Recommendation 1:

SLCC guidance states that of the two signatories required for electronic payments at least one should be a Member; thus, two Officers approving payments should be the exception not the norm.

It was **RESOLVED** to note the recommendation has been adopted and a member will sign off approval for all electronic payments via a payment authorisation list.

This practice will be included in Financial Standing Orders.

Recommendation 2:

The Councils website page dedicated to the Transparency Code is fully populated at the earliest opportunity and those items included within the Model Publication Scheme are also made available on the website.

It was **RESOLVED** the recommendation has been adopted and will be implemented at the earliest opportunity.

Recommendation 3:

A risk-based assessment of the adequacy of the Council's 'free reserves' is undertaken and a policy on the minimum and maximum level agreed.

The level and relative importance of each earmarked reserve is robustly reviewed to assess their adequacy and necessity and that they are adjusted accordingly; either between themselves or with the general reserves.

Any remaining inadequacy of free reserves when viewed against the agreed policy should be addressed as part of the general reserves.

It was **RESOLVED** to note the recommendation has been adopted and has been implemented and to be reviewed during precepting for 2020/21.

57/19/20 **TO RECEIVE A REPORT FROM THE FINANCE OFFICER**

It was **RESOLVED** to note.

58/19/20 **CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND**

None.

59/19/20 **TO CONSIDER COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS:**

a. Community Chest:

Councillor Dent declared an interest in the next two agenda items and left the room.

92 Saltash & District RBL £300.00

It was **RESOLVED** to award £300.00.

b. Festival Fund:

231 Saltash Maritime Cadets £1,000.00

It was **RESOLVED** to award £1,000.00

Councillor Dent was invited and returned to the meeting.

Councillors Phillips, B Samuels and P Samuels declared an interest in the next agenda item and left the room.

Mayor in the Chair.

233 Rotary Club of Saltash £84.00

It was **RESOLVED** to refuse the application and waive the charge for the room hire.

Councillors Phillips, B Samuels and P Samuels were invited and returned to the meeting.

Chairman in the Chair.

234 Saltash Bowling Club £250.00

It was **RESOLVED** to award £250.00

Councillors Challen and Bickford declared an interest in the next agenda item and left the room

235 Saltash St Stephen's Cricket Club £1,000.00

It was **RESOLVED** to reject the application on the grounds that the facility is owned by Cornwall Council to whom the applicant should apply.

Councillors Challen and Bickford were invited and returned to the meeting.

Councillors Lennox-Boyd and Challen declared an interest in the next agenda item and left the room.

236 Saltash United Juniors £1,000.00

It was **RESOLVED** to award £750.00

Councillors Challen and Lennox Boyd were invited and returned to the meeting.

Councillor Rance declared an interest in the next agenda item and remained in the room to answer questions regarding the reports received.

60/19/20 TO RECEIVE DETACHED COMMISSIONING OF YOUTH WORK REPORTS FROM JUNKYARD SKATEPARK, LIVEWIRE AND THE CORE FOR THE PERIOD OF MARCH 2019 TO JUNE 2019

Councillor Rance informed Members that Junkyard Skatepark is Detached Commissioning, Livewire and The Core are Open Access and Outreach Commissions.

It was **RESOLVED** to note.

Councillors Martin, Peggs and Rance declared an interest in the next agenda item and left the room.

61/19/20 **TO RECEIVE A REPORT AND RECOMMENDATION OF COMMISSIONING OF YOUTH WORK TENDERS 2019/20. (Pursuant to minute no. 212/18/19)**

Councillor Rance amended the submitted tender report by informing Members that Councillor Martin had submitted her apologies as she was unable to attend on the day.

It was **RESOLVED** to award the following for Delivery of Youth Work 2019-20 allocated to budget - Commissioning Youth Work:

1. Livewire - £15,000
2. The Core - £15,000
3. Junkyard Skatepark - £10,000

Councillors Martin, Peggs and Rance were invited and returned to the meeting.

Councillors Challen and Lennox-Boyd declared an interest in the next agenda item and left the room.

62/19/20 **TO CONSIDER THE OFFER OF LAND TO BE USED AS A COMMUNITY ORCHARD FOR SALTASH**

It was **RESOLVED** to defer subject to a site survey, determination of future ongoing maintenance costs, management options and accessibility.

Councillors Challen and Lennox-Boyd were invited and returned to the meeting.

63/19/20 **TO CONSIDER THE PURCHASE OF UP TO FIVE ADOBE ACROBAT LICENCES**

It was **RESOLVED** to approve subject to consultation with STC's IT Consultant to consider alternative options to ensure VFM.

64/19/20 **TO CONSIDER AMENDMENTS AND ADOPT STC POLICIES:**

- a. Freedom of Information

It was **RESOLVED** to approve and adopt the Freedom of Information policy.

- b. Safeguarding

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

c. Time off for dependants

It was **RESOLVED** to approve and adopt the Time off for Dependants policy.

d. Lone Working

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

e. Mayors Protocol Guide

It was **RESOLVED** to approve and adopt the Mayors Protocol Guide.

f. Social Media

It was **RESOLVED** to defer and in the interim the Head of Administration and Library Services receive delegated authority, to include uploading, sharing and following organisations / groups / charities / Cornwall Council / town traders who provide information relating to public services, transport, or any town event that is likely to be of interest to residents of Saltash and members of the public.

g. Zero Tolerance

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

65/19/20

TO CONSIDER SUB COMMITTEE TERMS OF REFERENCE AND MEMBERSHIP

It was **RESOLVED** to increase Sub Committee Membership to eight Members with a quorum of five and that the following additional members be appointed:

1. Library – B Samuels, P Samuels, M Fox
2. Property Maintenance – B Samuels, P Samuels, G Challen
3. Station – Removal of Mayor and Deputy Mayor and replace with J Rance, G Challen and P Samuels.

66/19/20

TO SEEK AUTHORITY TO DISPLAY THE SALTASH CHRONICLES TAPESTRY AT THE GUILDHALL – COUNCILLOR MARTIN.
(Pursuant to minute no. 25/19/20)

It was **RESOLVED** to approve subject to the tapestry being gifted to the Town Council.

67/19/20 **TO RECEIVE A REPORT ON A PLASTIC FREE COMMUNITY – COUNCILLOR PEGGS.**
(Pursuant to minute no. 75/19/20f)

It was **RESOLVED** to defer to the next Full Council.

Councillor Peggs declared an interest in the next agenda item and left the room.

68/19/20 **TO REVIEW THE COUNCIL'S APPOINTED SURVEYOR AND LEGAL SERVICES**

It was **RESOLVED** to retain the Town Councils existing Building Surveyor for a three-year period.

It was **RESOLVED** to retain the Town Council's existing Solicitor and appoint specialist Solicitor's for services and professional work as may be required.

Councillor Peggs was invited and returned to the meeting.

69/19/20 **TO RECEIVE THE HEALTH AND SAFETY AUDIT REPORT AND APPOINT A HEALTH AND SAFETY CHAMPION**

It was **RESOLVED** to note the Health and Safety Audit Report and that the appointment of a member as a Health and Safety Champion be deferred to Full Council.

70/19/20 **TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:**

a. Neighbourhood Plan Steering Group:

No Report.

b. Road Safety Committee:

It was **RESOLVED** to note.

71/19/20 **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.

72/19/20 **AS REQUIRED OR IF NECESSARY**

None.

73/19/20 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

74/19/20 **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN**

None.

75/19/20 **PRESS AND SOCIAL MEDIA RELEASES**

None.

76/19/20 **DATE OF NEXT MEETING**

Tuesday 29th October 2019 at 6:30 p.m.

Rising at: 20:13

Signed: _____

Chairman

Dated: _____

DRAFT