

## SALTASH TOWN COUNCIL

### Minutes of a Meeting of the Policy and Finance Committee held at The Guildhall on Tuesday 29<sup>th</sup> October 2019 at 6:30 p.m.

**PRESENT:** Councillors: G Challen, J Dent, M Fox, S Gillies, S Martin, S Miller, M Parker, W Phillips – Chairman, A Pinckney, J Rance, B Samuels, P Samuels – Vice Chairman, D Yates.

**ALSO PRESENT:** 4 Members of the Public, R Lane – Town Clerk, D Joyce – Administration Officer, S Emmett – Finance Officer, J Hingley – Finance Assistant.

**APOLOGIES:** Councillors: R Bickford, S Lennox-Boyd, J Peggs.

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### HEALTH AND SAFETY ANNOUNCEMENTS

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

**77/19/20** **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

Councillor G Challen notified the Chairman she would be recording the meeting.

**78/19/20** **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.

Councillor	Agenda Item	Pecuniary/ Non-Pecuniary	Reason	Left the Meeting	Remained at the Meeting and did not Vote
J Dent	22b	Non-Pecuniary	Was a member of K.G Committee, still on register of interest	Yes	
S Martin	22b	Non-Pecuniary	Vice-Chair of Chamber	Yes	
S Martin	22b	Non-Pecuniary	On Kalan Gwav Committee	Yes	
S Martin	22a	Non-Pecuniary		Yes	
G Challen	28	Non-Pecuniary	Member of Flood Forum	Yes	
D Yates	28	Non-Pecuniary	Near Resident		Yes

c. To consider dispensations required.

It was **RESOLVED** to note that a dispensation for Councillor Miller for Full Council and all associated Committees in relation to his role as a representative of Saltash Town Council on the Chamber of Commerce to the end of the municipal year 2021.

**79/19/20 QUESTIONS FROM THE PUBLIC**

None.

**80/19/20 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECIEVED**

None.

**81/19/20 TO APPROVE THE MINUTES OF THE FOLLOWING SUB-COMITTEES AND TO CONSIDER ANY RECOMMENDATIONS:**

None.

**82/19/20 ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 31<sup>st</sup> AUGUST 2019**

It was **RESOLVED** to note.

**83/19/20 PETTY CASH RECONCILED UP TO 31<sup>st</sup> AUGUST 2019**

It was **RESOLVED** to note.

**84/19/20**      **TO RECEIVE A REPORT ON VAT**

The Finance Officer informed members VAT return is due on the 7<sup>th</sup> November for the period 01/07/19-30/09/19.

It was **RESOLVED** to note.

**85/19/20**      **TO RECEIVE A REPORT ON INVESTMENTS**

The Finance Officer reported the following investments:

1. £200,000 with Public Sector Deposit Fund (Variable interest current average 0.76%)
2. £345,128 with Barclays Active Saver (Interest Rate 0.30%)
3. £400,650 with Nationwide on a 95 Days' Notice (Interest Rate 1.10%)
4. £452,791 with Cornwall Council instant Access Account (Interest rate variable currently between 0.80% - 0.85%)

It was **RESOLVED** to note.

**86/19/20**      **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.

**87/19/20**      **TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS**

It was **RESOLVED** to note.

**88/19/20**      **TO RECEIVE THE INTERNAL AUDIT REPORT YEAR ENDED 31<sup>ST</sup> MARCH 2019**

It was **RESOLVED** to note.

**89/19/20**      **TO RECEIVE THE CONCLUDED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2019.**

It was **RESOLVED** to note.

**90/19/20**      **TO CONSIDER COMMITTEE BUDGET VIREMENTS FROM THE DEVOLVED ASSETS AND SERVICES GENERAL RESERVE FOR ADDITIONAL BUDGET COSTS INCURRED FOR DEVOLVED ASSETS AND SERVICES.**

It was **RESOLVED** to defer to the Policy and Finance Precept meeting to be held Tuesday 3<sup>rd</sup> December 2019.

**91/19/20**      **TO RECEIVE A REPORT FROM THE FINANCE OFFICER.**

No Report.

**92/19/20**      **CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND**

No Report.

**93/19/20**      **TO CONSIDER THE RENEWAL OF PERSONNEL CONTRACT.**

It was **RESOLVED** to defer the item to allow additional time for the Finance Officer to investigate consolidating contracts with the renewal of the Health and Safety contract for which the Council could potentially save on financial costs. Members agreed interim measures to be put in place if required.

**94/19/20**      **TO CONSIDER THE RENEWAL OF HEALTH AND SAFETY CONTRACT.**

It was **RESOLVED** to defer the item to allow additional time for the Finance Officer to investigate consolidating contracts with the renewal of the Personnel contract in which the Council could potentially save on financial costs. Members agreed interim measures to be put in place if required.

95/19/20

**TO CONSIDER REMOVING THE GRANT POLICY FLOW CHART AND AMEND THE TIME FRAME.**

The Chair reported that the flow chart is incorrect and was unaware until staff highlighted inconsistencies which now suggests the chart and grant policy requires reviewing.

Members agreed it needs to be reviewed, renewed and updated. Councillor Challen spoke of the requirement of a reviewed grants policy which subsequently must be adopted. Councillor Challen added that due to the importance of the document a Working Party must be formed in order to give due care and attention and the final amended version to be taken to Full Council for adoption.

Councillor Yates proposed that documents that are to be amended be done so in a visible way to highlight the changes clearly and to allow Members to make knowledgeable decisions.

It was **RESOLVED** to approve that:

1. The established Working Party make amendments to the chart and grant policy returning the amended policy for consideration at future Full Council Committee meeting.
2. The Working Party is to be led by the Mayor and attended by the following Members:

Councillors Challen, Dent, Fox, Martin, Parker, B Samuels, P Samuels and Yates.

96/19/20

**TO CONSIDER COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS:**

a. Community Chest:

237	Coombe Woods Regeneration Project	£502.19
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The applicant was invited by the Chair to speak to Members regarding the project and funds requested. The applicant stated that all works completed so far have been due to donations or personally funded.

The application for funding was for the purchase of 14 A3 colour printed perspex screens depicting educational information relating to the wildlife found in the woods with any further costs for wooden frames and installation to be incurred by the applicant.

Councillor Challen spoke of the application being delayed due to time constraints not being met and administrative errors in the application being misplaced. Councillor Challen confirmed that the costs shown were obtained earlier on in the year and advised Members that costings shown may have increased.

Councillor Martin informed Members she had assisted in submitting the previous application in February 2019 and informed Members it was advised by the administration department that the submission of the application was too late to discuss at the Policy and Finance meeting held in July. The application was left in the hands of the Council and subsequently was misplaced.

Councillor Martin declared an interest and left the room.

The Chair noted that VAT had not been considered on the application and the Finance officer advised that the additional VAT cost and 2% to cover inflation would make the total cost £603.00.

Councillor Challen advised Members that the applicant does not have a bank account for funds to be deposited and stated a Local Charity – Saltash Lions Club had offered to act as an intermediary for the purposes of financial transactions.

It was **RESOLVED** to:

1. Approve the Saltash Lions Club Charity for the purpose of an intermediary for the method of payment.
2. Award £630.00 to Coombes Wood Regeneration Project.

Councillor Martin was invited and returned to the meeting.

b. Festival Fund:

93 Saltash Chamber of Commerce Christmas Festival Project  
£1,500.00

Councillor Challen asked if Councillor Miller and Martin are on the board for the Chamber of Commerce and asked if they should declare an interest. Councillor Miller stated a dispensation was currently in place for himself.

Councillor Martin declared an interest and left the room.

The Vice Chair queried why Members were looking at this application due to it not adhering to the current Grants Policy in which to allow 26 weeks before funds are required.

The Chair stated that the term on the policy is in relation to successful applicants funding, stating to allow 26 weeks for any funds to be processed and received. The Chair added on Page 5 of the Grants Policy it stated that it is the responsibility of the applicant to submit the application 20 working days prior to the Policy and Finance Committee meeting in which this application had done so.

Members requested if Councillor Miller, as a Member of the Chamber of Commerce, could advise if monies donated by the Gilston Road Project and Quora were available for the use of the Christmas Festival. Councillor Miller stated all financial information had been provided with the application along with bank statements which were mandatory for a grant application.

Members discussed the application at length and noticed many errors in the completion of the form.

The applicant was in attendance and was invited to speak by the Chair.

The applicant spoke to Members about the completion of the application and reasons for quoted figures being submitted from 2018 due to specific 2019 quotes having not yet been established.

The Chair advised Members of not seeing the application prior to last week. The Chair understood that applications received could potentially be waiting for up to 3 months prior to any discussions taking place at a Committee meeting. It was the understanding of the Committee that the time frame is present to allow for further information to be requested and submitted prior to a decision being made by the Policy and Finance Committee.

The Chair informed Members that this process did not seem to be in place with the administration of the applications. Members commended the public for the time and effort spent in organising events and submissions of grant applications which have now highlighted additional support is required from the Council in assisting applicants in the completion of grant applications.

It was **RESOLVED** to reject the application on the grounds that:

1. The application is incomplete.
2. Standard mandatory requirements were not being met to assist Members in the scoring process.
3. Additional support be offered to applicants wishing to apply for a grant from Saltash Town Council be considered at the Grant Policy Working Party.

4. Councillor Challen and the Chair assist the applicant in the completion of the form by highlighting errors and requesting additional information required.

Councillor Dent declared an interest and left the room.

94           Kalan Gwav 2019                           £1675.00

Members discussed the application and conceded the previous application had set a precedent and as the application had not been completed correctly it must also be rejected.

It was **RESOLVED** to reject the application due to being incomplete.

Councillors Martin and Dent were invited back and returned to the meeting.

95           Saltash Music Speech & Drama Festival 2020   £1000.00

Members noticed the application did not adhere to the 20 days prior notice outlined in the Grants Policy as it was submitted on the 21<sup>st</sup> October 2019.

It was **RESOLVED** to defer the application until the next Policy and Finance meeting to be held on 10<sup>th</sup> December 2019.

Councillor Pinckney left the room.

**97/19/20    TO CONSIDER A REFUND OF UNSPENT FUNDING FROM A COMMUNITY CHEST AWARD TO LATCHBROOK NEIGHBOURHOOD ASSOCIATION. (Pursuant to Policy and Resources Committee meeting on 12<sup>th</sup> June 2012 minute no. 24/12/13)**

It was **RESOLVED** that any unspent portions of a grant must be returned to Saltash Town Council as stated in the current Grants Policy.

Councillor Yates left the room.

Councillor Pinckney and Yates returned to the meeting.

**98/19/20    TO CONSIDER THE DEPUTY MAYOR WEARING THE PENDANT IN THE PRESENCE OF THE MAYOR AT ALL OFFICIAL FUNCTIONS.**

Councillor Challen updated Members regarding the official protocol not allowing the Deputy Mayor to wear Civic Regalia at civic events at which the Mayor is present.

Councillor Challen added that due to no official consort being appointed and the Deputy Mayor accompanying the Mayor on numerous civic events it was without objection from herself that the Deputy Mayor be allowed to wear the pendant.

Cllr P Samuels asked that the Mayors' Protocol guide be amended to include any Deputy Mayor wearing the Civic Regalia Pendant in the presence of the Mayor at all official functions for future Mayoral Years.

It was **RESOLVED** to approve that:

1. The Deputy Mayor wears the Civic Regalia pendant in the presence of the Mayor at all official functions during the Mayors term of office 2019/20.
2. The Mayor reviews the Mayors' Protocol guide regarding Civic Regalia.

**99/19/20**      **TO RECEIVE AMENDMENTS TO STANDING ORDERS.**

It was **RESOLVED** to approve and adopt the amendments to Standing Orders.

**100/19/20**      **TO REVIEW THE ADVERTISING OF THE TOWN MESSENGER.**

It was **RESOLVED** to defer until reports can be provided by the Head of Administration and Library Services at the next Policy and Finance meeting to be held on 10<sup>th</sup> December 2019.

**101/19/20**      **SALTASH CHRONICLES TAPESTRY.** (Pursuant to Library Sub Committee meeting on 17<sup>th</sup> June 2019 minute no. 25/19/20 and Policy and Finance meeting on 23<sup>rd</sup> July 2019 minute no.66/19/20)

Councillor Martin informed Members that the tapestry is being gifted to STC with conditions to be outlined by the owners of the tapestry.

It was **RESOLVED** to accept the formal offer of the tapestry as a gift subject to consideration any terms and conditions.

Councillor Challen declared an interest and left the room.

**102/19/20** **TO RECEIVE A REPORT REGARDING LAND AT BARKERS HILL (COMMUNITY ORCHARD).** (Pursuant to Policy and Finance Committee meeting on 23<sup>rd</sup> July 2019 minute no 62/19/20)

Members discussed the application for the Community Orchard following a report obtained from the Councils Building Surveyor and concerns outlined in the report.

Members agreed the safety of the public visiting the orchard was disconcerting as no parking is available and there is currently no safe passage for entering the Orchard.

Members expressed concern for ongoing Capital Works that would be required for operational purposes as well as concerns of the flood reports and condition of the land. Members were hesitant of the unforeseen costs in maintaining the land that needed due consideration and could potentially be significantly high.

It was **RESOLVED** to reject the offer of land at Barkers Hill (community orchard).

Councillor Challen was invited back and returned to the meeting.

**103/19/20** **TO RECEIVE AN UPDATED GDPR REPORT.** (Pursuant to Policy & Finance Committee meeting on 29<sup>th</sup> January 2019 minute no. 181/18/19)

It was **RESOLVED** to note.

**104/19/20** **TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:**

a. Neighbourhood Plan Steering Group –

Councillor Yates updated Members of regular weekly meetings in which public consultations are considered and advised. The next scheduled meeting is to be held on 30<sup>th</sup> October 2019.

b. Road Safety Committee – No Report.

c. Saltash Team For Youth – No Report.

d. Section 106 Steering Group – No Report.

e. Strategic Working Party – No Report.

**105/19/20 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

**106/19/20 AS REQUIRED OR IF NECESSARY**

None.

**107/19/20 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**108/19/20 URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN**

None.

**109/19/20 PRESS AND SOCIAL MEDIA RELEASES**

It was **RESOLVED** to issue the following Press Release:

1. Coombe Woods Community Chest Application – Publicise support for the notice boards to be supplied and the Councils gratitude to Voluntary workers for their consistent hard work.

**110/19/20 DATE OF NEXT MEETING**

Tuesday 10<sup>th</sup> December 2019 at 6:30 p.m.

Rising at: 8:17 p.m.

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

Chairman

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