

## SALTASH TOWN COUNCIL

### Minutes of a Meeting of the Policy and Finance Committee held at The Guildhall on Tuesday 10<sup>th</sup> December 2019 at 6:30 p.m.

**PRESENT:** Councillors: R Bickford, G Challen, J Dent, M Fox, M Parker, J Peggs, W Phillips – Chairman, A Pinckney, B Samuels, P Samuels – Vice Chairman, D Yates.

**ALSO PRESENT:** 6 Members of the Public, R Lane – Town Clerk, D Joyce - Administration Officer, S Emmett – Finance Officer.

**APOLOGIES:** Councillors: S Gillies, S Lennox-Boyd, S Martin, S Miller, J Rance.

### HEALTH AND SAFETY ANNOUNCEMENTS

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

### **116/19/20** RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

None.

### **117/19/20** 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
P Samuels	18B 96	Non-Pecuniary	Member of the Committee	Yes	
B Samuels	18B 96	Non-Pecuniary	Chairman of the Committee asking for funding	Yes	
Dent	18B 96	Non-Pecuniary	Husband on the Committee	Yes	
Bickford	18B 97	Non-Pecuniary	Committee Member	Yes	

c. To consider dispensations required.

None.

**118/19/20 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

None.

**119/19/20 TO APPROVE THE MINUTES OF THE FOLLOWING SUB-COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

None.

**120/19/20 ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 31<sup>ST</sup> OCTOBER 2019.**

It was **RESOLVED** to note.

**121/19/20 PETTY CASH RECONCILED UP TO 31<sup>ST</sup> OCTOBER 2019.**

It was **RESOLVED** to note.

**122/19/20 TO RECEIVE A REPORT ON VAT.**

The Finance Officer reported the VAT Return is due on the 7<sup>th</sup> February for the period 01/10/19– 31/12/19.

It was **RESOLVED** to note.

**123/19/20 TO RECEIVE A REPORT ON INVESTMENTS.**

The Finance Officer reported the following investments:

- £200,000 with Public Sector Deposit Fund (Variable Interest Current Average 0.76%)
- £400,128 with Barclays Active Saver. (Interest Rate 0.30%)
- £400,650 with Nationwide on a 95 Days' Notice. (Interest Rate 1.10%)
- £452,791 with Cornwall Council instant Access Account. (Interest Rate Variable currently between 0.75% - 0.80%)

It was **RESOLVED** to note.

**124/19/20** **TO NOTE THAT AN AUDIT ON RECENT SUPPLIER PAYMENTS WAS CONDUCTED BY THE CHAIRMAN OF POLICY & RESOURCES IN LINE WITH THE COUNCILS FINANCIAL REGULATIONS. IT WAS NOTED THAT THERE ARE NO DISCREPANCIES TO REPORT.**

It was **RESOLVED** to note.

**125/19/20** **TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS.**

It was **RESOLVED** to note.

**126/19/20** **TO CONSIDER COMMITTEE BUDGET VIREMENTS.**

The Finance Officer informed Members of the various department expenditure and budget virements (Please see attached).

Members were concerned of the internet costs occurred at the Library and requested a detailed report be made available outlining the reasons for the cost being higher.

Members requested the Budget Virements that require approval be circulated prior to meetings.

It was **RESOLVED** to:

1. Approve the Budget Virements.
2. Circulate the Budget Virements to all Members prior to the meetings.
3. Circulate a detailed report into the costs for the Library internet services be reported to all Members.

**127/19/20** **TO RESOLVE TO OPT TO TAX EXEMPT SUPPLIES ON THE LIBRARY BUILDING PL12 6DX.**

It was **RESOLVED** to recommend to opt to tax exempt supplies on the library building to Full Town Council on Thursday 9<sup>th</sup> January 2020.

**128/19/20** **TO RECEIVE A REPORT FROM THE FINANCE OFFICER.**

No Report.

**129/19/20 CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND.**

No Report.

**130/19/20 TO CONSIDER COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS:**

a. Community Chest:

None.

b. Festival Fund:

95 Saltash Music and Speech & Drama Festival 2020 £1,000.00

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

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

The meeting was inquorate.

96 Saltash VE75 Committee £1,486.00

The Chairman deferred the application to the Planning and Licensing Committee to be held on Tuesday 17<sup>th</sup> December 2019 due to the meeting being inquorate.

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

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

97 Saltash Regatta £2,985.20

It was **RESOLVED** to approve in principle due to the event being held in the new financial year 2020-2021.

Councillor Bickford was invited and returned to the meeting.

It was **RESOLVED** to award £1,499.50 in principle due to the event being held in the new financial year 2020-2021.

**131/19/20** **POLICIES:**

- a. The Role of Saltash Town Council Representatives on Outside Bodies.

Members discussed the Role of Council Representatives on Outside Bodies and the need for a policy to ensure Members are adhering to their roles and responsibilities.

Councillor Bickford suggested and all Members agreed that:

The following point be removed:

- i. Members cannot apply to Council for a dispensation if they are a representative on an Outside Body.

And replaced with:

- ii. Members who have are a constituted active, controlling or financial member with voting rights of an Outside Body may not be appointed as a Council Representative to the same Outside Body.

It was agreed by all Members to include:

- iii. Members cannot be a Council Representative to an Outside Body if they are a member of the same Outside Body and have a dispensation in place.

It was **RESOLVED** to approve in principle subject to agreed changes and further updates.

**132/19/20** **TO APPOINT A TOWN COUNCIL REPRESENTATIVE FOR THE MABBOTT TRUST.**

It was **RESOLVED** to appoint Councillor Dent as a nominated Trustee to the Mabbott Trust.

**133/19/20 TO REVIEW THE ADVERTISING OF THE TOWN MESSENGER (PURSUANT TO MINUTE NO.100/19/20 P&F 29.10.19).**

It was **RESOLVED** that Councillor Phillips produce a report liaising with the Administration Officer to include costs for distribution, production and options for advertising in multiple outlets subject to budget availability.

The Chairman and Administration Officer to report back to the Policy and Finance meeting on 25<sup>th</sup> February 2020.

**134/19/20 TO CONSIDER THE USE OF THE GUILDHALL FOR ST PETROCS (PURSUANT TO MINUTE NO. 222/19/20 FTC 07.11.19).**

It was **RESOLVED** that the Chairman is to discuss viable options of support the Council can offer to St Petrocs reporting back to all Members.

**135/19/20 TO RECEIVE REPORTS FOR DETACHED YOUTH WORK FROM MARCH 2019 TO MARCH 2020:**

a. Livewire

It was **RESOLVED** to note.

b. The Core

It was **RESOLVED** to note.

c. Junkyard Skate Park

It was **RESOLVED** to note.

All Members thanked Councillor Rance for her hard work in assisting all three organisations in applications for funds and her continuing hard work for the youth in the community.

**136/19/20** **TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:**

a. Neighbourhood Plan Steering Group:

Councillor Yates reported on the Neighbourhood Plan Steering Group progress and informed Members the group had successfully gone through all consultation responses and were now looking at implementing changes to the existing plan.

Councillor Yates is hopeful to show the changes in the 2<sup>nd</sup> week of January 2020.

b. Road Safety Committee:

No Report.

c. Saltash Team for Youth:

No Report.

d. Section 106 Steering Group:

No Report.

e. Strategic Working Party:

Councillor Bickford updated Members of works and meetings being undertaken by the Strategic Working Party and will report back to Members on any developments.

**137/19/20** **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.

**138/19/20** **AS REQUIRED OR IF NECESSARY.**

None.

**139/19/20** **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**140/19/20 URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN.**

None.

**141/19/20 PRESS AND SOCIAL MEDIA RELEASES.**

It was **RESOLVED** to issue the following Press and Social Media Releases:

1. Speech Music, Speech & Drama Festival awarded funding.
2. Saltash May Fair awarded funding.

**142/19/20 DATE OF NEXT MEETING**

Tuesday 25<sup>th</sup> February 2020 at 6:30 p.m.

Rising at: 7:43 p.m.

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

Chairman

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