

## **SALTASH TOWN COUNCIL**

### **Minutes of a Meeting of Saltash Town Council held in The Guildhall on Thursday 6<sup>th</sup> February 2020 at 7.00 p.m.**

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

**ALSO PRESENT:** 2 Members of the Public, 1 Member of the Press, Reverend B Anderson, J Baskott – Chair Community Enterprises PL12, D Holley – Cornwall Councillor, H Frank – Cornwall Councillor, R Lane - Town Clerk, D Joyce – Administration Officer.

**APOLOGIES:** Councillors: S Gillies, M Parker.

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#### **PRAYERS**

Reverend B Anderson led prayers.

#### **HEALTH AND SAFETY ANNOUNCEMENTS**

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

#### **298/19/20 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

Cornwall Councillor H Frank notified the Chairman she would be recording the meeting.

#### **299/19/20 DECLARATIONS OF INTEREST**

- a. 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. Declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting:

<b>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary/ Non-Pecuniary</b>	<b>Reason</b>	<b>Left the Meeting</b>
Peggs	19A	Pecuniary	Husband is Surveyor	Yes
P Samuels	22	Non-Pecuniary	Member of the VE75 Committee	Yes
Dent	22	Non-Pecuniary	Relative in the Committee	Yes
B Samuels	22	Non-Pecuniary	VE75 Committee Chairman	Yes

c. To consider dispensations required:

None.

**300/19/20**    **CHAIRMAN'S REPORT**

It was **RESOLVED** to note.

**301/19/20**    **MONTHLY CRIME FIGURES**

It was **RESOLVED** to note.

**302/19/20**    **REPORT BY COMMUNITY ENTERPRISES PL12**

It was **RESOLVED** to note the report.

**303/19/20**    **CNP ACTION POINTS FOR REPORTS**

No report.

**304/19/20**    **CNP REPORT FOR NOTING OR MATTERS ARISING**

No Report.

The Chairman announced the next item of business to be discussed was Agenda Item 15.

**305/19/20** **TO CONSIDER THE CLOSURE OF CORNWALL COLLEGE SALTASH**

John Evans – Chief Executive Cornwall College Saltash addressed members regarding the future closure of Saltash College.

Members discussed the closure and the potential future use of the building and the land in which the College is situated on.

Members thanked Mr Evans for attending and discussing the future of Cornwall College Saltash.

It was **RESOLVED** to note.

**306/19/20** **QUESTIONS FROM THE PUBLIC**

Hilary Frank a resident of Saltash asked Members the following:

I note that under Agenda Item 18a of the meeting of Full Town Council on 6th February you will be receiving the minutes of the Services Committee held on 15th January.

I further note that the third resolution under Item 91/19/20 of those draft Services Committee minutes it states that:

**It was resolved that the Christmas Light Sub Committee receives delegated authority for up to £20,000 on any separate occasion within budget.**

Can I ask:

\* Is £20,000 a misprint? Should this be £2,000?

\* Which budget line is this money coming from?

Thank you.

The Chair advised the resident she will receive a response to her question from the Chairman of the Services Committee in due course.

**307/19/20** **TO APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON THURSDAY 9<sup>TH</sup> JANUARY 2020**

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was **RESOLVED** that the minutes of the Full Town Council meeting held on Thursday 9<sup>th</sup> January 2020 were confirmed and signed as a correct record.

**308/19/20**    **FINANCE**

- a. To advise receipts in December 2019.

It was **RESOLVED** to note.

- b. To advise payments in December 2019.

Councillor Phillips – Chairman of Policy and Finance informed Members that the dispute over the electricity metre readings for the Maurice Huggins Room were still under investigation and payments frozen until a resolution is obtained and the bills tally up with the metre readings.

It was **RESOLVED** to note.

- c. Urgent and essential works actioned by the Clerk under Financial Regulation 3.4 of the Town Council's Standing Orders.

None.

- d. To note that the bank reconciliations up to 31<sup>st</sup> December 2019 were reviewed as correct by the Town Clerk and Chairman of Policy and Finance.

It was **RESOLVED** to note.

- e. To note that an audit on recent supplier payments by the Chairman of Policy and Finance in line with the Councils Financial Regulations. It was noted that there are no discrepancies to report.

It was **RESOLVED** to note.

**309/19/20**    **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

No Report.

**310/19/20**    **TO APPROVE THE AMENDED PRECEPT 2020/21 INFORMATION LEAFLET**

It was **RESOLVED** to approve.

**311/19/20**    **CORRESPONDENCE**

Additional correspondence of thanks received from Mr Brooking and was read to Members.

It was **RESOLVED** to note.

- a. NHS Kernow - Fourth Workshop to be held for the Review of Community Services.

It was **RESOLVED** to note.

- b. Cornwall Gateway Community Network Panel – to receive press release regarding Cornwall Fire and Rescue Service consultation.

The Vice Chair and B Samuels informed Members of their recent attendance and encouraged all Members to engage with the consultation.

The Vice Chair offered assistance if Members wished to know more information regarding statistics and facts presented at the consultation.

It was **RESOLVED** to note.

- c. Cornwall Council – Climate Change Development Planning Document.

It was **RESOLVED** to refer the development planning document to the Climate Change Working Party and the Neighbourhood Plan Steering Group.

**312/19/20** **TO RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

a. Services held on Wednesday 15<sup>th</sup> January 2020.

Councillor Miller – Vice Chairman Services Committee raised concerns regarding Minute No. 91/19/20:

2. One member of those members who were unable to attend this evening's meeting be given the opportunity to join the Sub Committee to establish a membership of 8 members.
3. The Sub-Committee receive delegated authority for expenditure up to £20,000 on any separate occasion within budget.

It was **RESOLVED** that parts 2 and 3 as above be deleted and the minutes be amended to read:

1. A Christmas Light Sub Committee be established comprising the following Members:  
Councillors Challen, Fox, Miller, Parker, Pinckney, B Samuels, P Samuels plus other Members who expressed an interest.
2. The Chairman of Services informs Members of a proposed date for the first Sub Committee meeting.

It was further **RESOLVED** that the Sub Committee be established with all associated delegated authorities.

b. Planning and Licensing held on Tuesday 21<sup>st</sup> January 2020.

It was **RESOLVED** that the minutes of the Planning and Licensing Committee held on Tuesday 21<sup>st</sup> January 2020 were confirmed and signed as a correct record subject to an amendment to reflect Councillor Lennox Boyd had given her apologies.

c. Personnel held on Tuesday 28<sup>th</sup> January 2020.

**RECOMMENDATIONS:**

89/19/20 CHRISTMAS OPERATIONAL HOURS 2020

It was RECOMMENDED that the Guildhall and Library will close at 5pm on the 23<sup>rd</sup> December 2020 and that a Saltash Day be awarded to all staff on the 24<sup>th</sup> December 2020.

The Guildhall and Library be closed during the Christmas and New Year period reopening on Monday 4<sup>th</sup> January 2021.

A Service Delivery inspection and emergency call out service will remain in place throughout the holiday and closure period.

It was **RESOLVED** to approve.

90/19/20 STAFFING:

a. To consider the vacant post of the Senior Library Information Assistant.

It was RECOMMENDED that the post be increased from 30 to 37 hours per week and re-titled Community Hub Team Leader.

It was **RESOLVED** to approve.

b. To consider the recruitment process for casual appointments.

It was RECOMMENDED that the Recruitment Policy be updated to delegate authority for the appointment of Casual, temporary and agency staff to Line Managers.

It was **RESOLVED** to approve.

It was **RESOLVED** that the minutes of the Personnel Committee held on Tuesday 28<sup>th</sup> January 2020 were confirmed and signed as a correct record subject to a date amendment on Minute no 89/19/20.

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

**313/19/20 TO APPROVE THE MINUTES OF THE FOLLOWING SUB COMMITTEES AND TO CONSIDER ANY RECOMMENDATIONS:**

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

**RECOMMENDATIONS:**

**54/19/20 TO CONSIDER A DEED OF VARIATION TO THE SERVICE AGREEMENT WITH CORNWALL COUNCIL.**

It was RECOMMENDED to Full Town Council to approve the Deed of Variation.

It was **RESOLVED** to adopt and approve.

**55/19/20 TO CONSIDER THE FOLLOWING LIBRARY WORKS:**

- a. Tender specification and approve invitations to tender

It was RECOMMENDED to Full Town Council to approve the tender specification and drawings and to appoint the Town Council's Building Consultant to progress the planning application and tender.

It was **RESOLVED** to approve.

- b. Public consultation quotes and appointment of marketing company.

It was RECOMMENDED to Full Town Council to appoint Company A at a cost of £3,722.00 and that costs be allocated to budgets - Library Transition Fund and Professional Fees.

It was **RESOLVED** to approve.

It was RECOMMENDED to Full Town Council to virement the shortfall of costs from General Reserves to Professional Fees.

It was **RESOLVED** to approve.

It was **RESOLVED** that the minutes of the Library Sub Committee held on Thursday 30<sup>th</sup> January 2020 were confirmed and signed as a correct record.

Councillor Peggs was invited and returned to the meeting.



**314/19/20**     **TO CONSIDER APPOINTING AN STC REPRESENTATIVE ON THE POLICE AND CRIME COMMISSIONER COUNCILLOR ADVOCATE SCHEME**

It was **RESOLVED** to appoint Councillor Rance as a Representative.

**315/19/20**     **TO RECEIVE AN UPDATE FROM THE CLIMATE CHANGE WORKING PARTY**

The Vice Chair asked how staff time would be allocated to administer an Energy audit of Saltash Town Council.

Councillor Martin – Chair Climate Working Party assured Members the report was at the early stages of progression and would not involve any Council Staff at this time.

Councillor Peggs has stated she will be stepping down from the Working Party.

It was **RESOLVED** to note.

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

**316/19/20**     **TO CONSIDER THE VE75 GUILDHALL ROOM BOOKING.**

Members were informed by the Chair the VE75 Committee has provisionally booked the Guildhall and Council Chamber for the Bank Holiday Friday 8<sup>th</sup> May Celebrations and requested the Council waver the costs for hiring of the rooms and the running costs on the day.

It was **RESOLVED** to approve.

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

**317/19/20**     **PLANNING**

a.     Applications for consideration: None.

b.     Tree applications/notifications: None.

**318/19/20**     **CONSIDERATION OF LICENSE APPLICATIONS**

None.

**319/19/20**     **MEET YOUR COUNCILLORS**

a. Arrangements for future meetings.

It was **RESOLVED** that Councillors Gillies, Phillips and Fox will attend the next meeting held in Fore Street on Saturday 8<sup>th</sup> February 2020.

**320/19/20**     **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.

**321/19/20**     **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

**322/19/20**     **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was **RESOLVED** that the public and press be re-admitted to the meeting.

**323/19/20**     **TO CONSIDER URGENT NON-FINANCIAL ITEMS**

Civic Service

The Chairman reminded Members of the Civic Service to be held on Sunday 15<sup>th</sup> March 2020 and informed Members that the Head of Administration and Library Services will be attending in place of the Town Clerk, who is unavailable on this date.

**324/19/20**     **PRESS AND SOCIAL MEDIA RELEASES**

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

1. Precept Leaflet to be published on the STC website.
2. Community Bunting – Councillor Peggs to write a review.

**325/19/20**     **DATE OF NEXT MEETING**

Thursday 5<sup>th</sup> March 2020 at 6:30 p.m.

**326/19/20**    **COMMON SEAL**

It was **RESOLVED** that the Common Seal of the Council be affixed to all Deeds and Documents necessary to give effect to the foregoing Acts and Proceedings.

Rising at: 8:17 p.m.

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

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