

Minutes of a Meeting of Saltash Town Council held on the virtual platform Zoom on Thursday 14th May 2020 at 7.00 p.m.

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

ALSO PRESENT: 5 Members of the Public, S Tamlin – Cornwall Councillor, Reverend B Anderson, R Lane - Town Clerk, S Burrows – Assistant Town Clerk, M Orchard – Acting Service Delivery Manager, S Emmett – Finance Officer, D Joyce – Administration Officer, M Thomas – Senior Policy and Data Compliance Officer.

APOLOGIES: Councillor: S Lennox-Boyd – Advance notification of late arrival.

ANNOUNCEMENTS

The Chairman confirmed that all present could hear the proceedings.

The Chairman confirmed all person's present.

The Chairman confirmed the meeting was quorate.

The Chairman informed all attendees of the meetings procedures.

1/20/21 **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

Councillor Bickford notified the Chairman he would be recording the meeting for personal test purposes.

The Chair requested and held a one-minute silence in memory of former Councillor Mike Woolford who passed away at the weekend.

2/20/21 **PRAYERS**

Reverend B Anderson led prayers.

3/20/21 **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:

None.

c. To consider dispensations required:

None.

4/20/21 **CHAIRMAN'S REPORT**

It was **RESOLVED** to note.

Councillor Bickford requested authorisation from the host to record the meeting. The Assistant Town Clerk advised due to technical difficulties it was not allowing the host to authorise the record facility.

5/20/21 **TO RESOLVE TO ADOPT SUPPLEMENTARY STANDING ORDERS TO MEET THE STATUTORY REQUIREMENTS FOR THE HOLDING OF REMOTE MEETINGS, AND THIS LASTS UNTIL 7TH MAY 2021 OR THE REPEAL OF LEGISLATION WHICHEVER IS THE EARLIER.**

It was **RESOLVED** to approve and adopt the Supplementary Standing Orders to meet the statutory requirements for the holding of remote meetings, and this lasts until 7th May 2021 or the repeal of legislation whichever is the earliest.

6/20/21 **TO RESOLVE TO ADOPT THE VIRTUAL MEETING PROTOCOL AND PROCEDURE RULES.**

It was **RESOLVED** to approve and adopt the Virtual Meeting Protocol and Procedure rules.

Councillor S Lennox-Boyd connected and joined the virtual meeting.

7/20/21 **TO RESOLVE TO ADOPT THE REMOTE MEETING PROCEDURE AND ROLES.**

It was **RESOLVED** to approve and adopt the Remote Meeting Procedure and Roles.

8/20/21 **TO FORMALLY APPROVE THE COVID-19 DELEGATED DECISION REGISTER AND PROCESS 2020**

It was **RESOLVED** to approve the COVID-19 Delegated Decision Register and Process and decisions made to date.

9/20/21 **QUESTIONS FROM THE PUBLIC**

None.

10/20/21 **TO APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON THURSDAY 5th MARCH 2020**

Please see a copy of the minutes on the STC website.

It was **RESOLVED** that the minutes of the Full Town Council meeting held on Thursday 5th March 2020 were confirmed as a correct record.

The Assistant Town Clerk advised the minutes will be signed upon the return to the Guildhall and made available upon request.

11/20/21

FINANCE

- a. To ratify the following receipts and payments during COVID-19 for the month of February and March 2020.

It was **RESOLVED** to note.

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

None.

- c. To note that the bank reconciliations up to 31st March 2020 were reviewed as correct by the Town Clerk and Chairman of Policy and Finance.

It was **RESOLVED** to note.

The Vice Chairman advised the Chairman the date read to Members was the 30th February which did not correlate with the agenda Members received.

The Finance Officer confirmed the bank reconciliations were up to the 31st March 2020.

- d. 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.

12/20/21

TO RECEIVE A REPORT FROM CLLR B SAMUELS ON CIVIC REGALIA

Councillor B Samuels confirmed all Member had read her report regarding the Deputy Mayor and Mayoress proposed donation to the Town Council of two Civic Regalia chains.

Councillor B Samuels showed the new Mayoress chain, and advised that the small medallion currently on the chain is easily detachable and could be utilised for either the Mayoress medallion or the consort medallion, dependant on whichever is suitable.

Councillor B Samuels advised the back of the chain had sufficient design supports to aid in comfort when being worn.

The Deputy Mayor modelled the proposed Deputy Mayor chain advising Members that the current Deputy Mayor medallion on a blue ribbon would be transferred onto the proposed gold chain.

Councillor B Samuels advised that other Councils have a chain for the Deputy Mayor medallion rather than a ribbon and believes this is an item showing true reflection of the position held.

Councillor B Samuels spoke of the unusual position that both a Husband and Wife would be serving as Town Councillors and feels this would symbolise recognition for that which has not been seen before.

Councillors B Samuels and the Vice Chairman advised Members they would abstain from voting on this item of business.

Councillor Pinckney asked if this was to replace the current Mayoress chain.

The Chairman responded the Mayoress chain is currently retired and due to be displayed in the glass cabinet situated in the Council Chamber at the Guildhall.

The Chairman confirmed these are new pieces of Civic Regalia to replace the Mayoress chain which is in retirement and an additional piece to be worn by the Deputy Mayor. Either can be worn by either party dependant on whichever is more appropriate.

The Chairman wished it to be recorded she abstained from the vote.

It was **RESOLVED** to approve and adopt both of the gifted Civic Regalia chains donated by Councillors B Samuels and Councillor P Samuels.

The Chairman thanked the Deputy Mayor and Councillor B Samuels for their kind donation.

13/20/21 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.

14/20/21 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA

None.

15/20/21 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

16/20/21 TO CONSIDER URGENT NON-FINANCIAL ITEMS

The Mayor informed Members that the Town Council are now flying the NHS Flag at the Guildhall, Library and Brunel Bust to show support for the work of the NHS.

The Chairman thanked all those involved in suggesting and making this possible.

17/20/21 PRESS AND SOCIAL MEDIA RELEASES

None.

18/20/21 DATE OF NEXT MEETING

Thursday 4th June 2020 at 7:00pm.

19/20/21 **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: 7:31 p.m.

Signed: _____
Chairman

Dated: _____

DRAFT