

**Minutes of a Meeting of Saltash Town Council held on the virtual platform Zoom on Thursday 4<sup>th</sup> June 2020 at 7.00 p.m.**

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

**ALSO PRESENT:** 2 Members of the Public, H Frank – Cornwall Councillor, R Lane - Town Clerk, S Burrows – Assistant Town Clerk, S Emmett – Finance Officer, M Orchard – Acting Service Delivery Manager, J Hingley – Finance Assistant, D Joyce – Administration Officer.

**APOLOGIES:** Councillor: G Challen – Chairman, S Martin.

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Vice Chair in the Chair.

**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.

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

None.

**21/20/21** **PRAYERS**

Councillor Yates led prayers.

**22/20/21**      **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.

**23/20/21**      **TO VOTE A VICE CHAIR**

Following a vote, it was **RESOLVED** to elect Councillor Dent as Vice Chairman of the Committee due to the absence of the Mayor.

**24/20/21**      **CHAIRMAN'S REPORT**

It was **RESOLVED** to note.

**25/20/21**      **QUESTIONS FROM THE PUBLIC**

My question for FTC 04/06/2020 is as follows, " what arrangements if any are being put in place to open the public toilets in Saltash prior to June 15th and how are Council going to provide the appropriate cleaning regime compatible with Covid-19 safety? Will Council also confirm the cleaning of toilets if opened will have a dedicated concierge throughout opening "

I do hope you will take my question onboard in the spirit it is meant.

Member of the public.

Councillor B Samuels thanked the member of the public for the question and answered the question as follows:

We are currently in discussions with Cornwall Council and CALC regarding the standards that have been approved for the Nationwide re-opening of Public Toilets. Although the necessity varies very much from Town to Town the principals are the same.

All our Service Delivery Personnel will be undergoing specialist training shortly, regarding the usage of certain chemicals which are necessary and appropriate for dealing with the current Covid 19 pandemic. This policy is clearly detailed by following the links on the Cornwall Council Website detailing the Corona Virus and the principals being adopted by Cornwall Council and indeed Town and Parish Councils, these are being updated regularly as new information and guidelines become available.

We have all the necessary PPE protective equipment already in place for the cleaning regime that will be required.

Risk assessments and Health and Safety reports are in hand.

We are following National Health England guidelines and advice combined with the advice being given to us by (Cornwall Association of Local Councils).

We understand that CALC will be updating their guidance further in the next couple of days regarding anticipated town footfall projection, type of businesses reopening so that we are able to operate a cohesive policy throughout the county as well as opening a certain number of Public Toilets as would be deemed appropriate for our own individual Town requirements.

In fact, myself, the Mayor and the Town Clerk attended a Town Centre reopening meeting yesterday which was organised by Sarah Mason from Cornwall Association of Local Councils regarding the way forward for Town re-opening along with providing the necessary hygiene facilities.

There is a huge amount of work being done behind the scenes by our staff in order to facilitate re-openings as appropriate.

Further details will be made available on our Town Council website and social media platforms in the coming days.

**26/20/21**      **TO RATIFY THE COVID-19 DELEGATED DECISION REGISTER**

It was **RESOLVED** to approve the items listed on the COVID-19 Delegated Decision Register.

**27/20/21**      **TO RECEIVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON THURSDAY 14<sup>th</sup> MAY 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 14<sup>th</sup> May 2020 were confirmed as a correct record.

The minutes will be signed upon the return to the Guildhall and made available upon request.

**28/20/21**      **FINANCE**

- a. To ratify the following receipts and payments during COVID-19 for the month of April 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 30<sup>th</sup> April 2020 were reviewed as correct by the Town Clerk and Chairman of Policy and Finance.

It was **RESOLVED** to note.

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

It was **RESOLVED** to note.

**29/20/21**      **TO APPROVE THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN STATEMENTS FOR 2019/20:**

- a. To approve and sign section 1 of the Annual Governance Statement 2019/20.

It was **RESOLVED** to approve.

The Chairman signed the document and showed all Members the document had been signed.

**30/20/21**      **TO APPROVE THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN STATEMENTS FOR 2019/20:**

- a. To approve and sign section 2 Annual Governance Statement 2019/20

It was **RESOLVED** to approve.

The Chairman signed the document and showed all Members the document had been signed.

**31/20/21**      **TO RECEIVE END OF YEAR BUDGETS FOR ALL COMMITTEES UP TO THE 31<sup>ST</sup> MARCH 2020.**

It was **RESOLVED** to note.

**32/20/21**      **TO RECEIVE THE INTERNAL AUDITORS YEAR END REPORT 31<sup>ST</sup> MARCH 2020**

It was **RESOLVED** to note.

33/20/21

**TO RECEIVE END OF YEAR REPORTS FROM THE FINANCE OFFICER**

The Finance Officer informed Members that the overall unallocated reserve figure is (subject to clarification with auditor): £268,084

The Finance Officer spoke of the following options for utilisation of overall underspend & unallocated reserve:

- 1) The contingency currently allocated is £280,000.  
The current policy is 5 months' contingency of operating expenditure equating to £481,941. Therefore, there is shortfall of £201,941. The shortfall figure of £201,941 could be taken from the overall underspend and we will not have to precept any further contingency in future years unless there is future growth in the council's overall future operational activities and responsibilities. Also Earmarked funds will no longer form part of the overall contingency and will be made up of 'Free Reserves' as recommended by the internal auditor.
- 2) To offset the proposed library works loan circa £200,000 utilising the unallocated reserves instead.
- 3) To create an EMF to enable investment in property purchases. Any remaining funds can be allocated to the devolution fund. Currently on completion of the Station Building refurbishment there is a further £47,250 to be put back into reserves which is currently ring-fenced for any cash-flow shortfall within the project.

Members discussed the options, and all believed option 1 was by far the best option in these current circumstances. All Members echoed that the intent to keep the precept low in following years was essential.

It was **RESOLVED** to approve option 1 to take the shortfall figure of £201,941 from the overall underspend and not have to precept any further for 5 months' contingency in future years, although any future resolution to increase the contingency to 5.5 or 6 months would have a consequential effect on the precept, as would future growth in the Councils' overall future operational activities and responsibilities.

Members thanked the Finance department for all their hard work to get the end of year figures completed whilst working under extreme difficulties due to the current circumstances.

34/20/21

**TO CONSIDER THE FINANCIAL IMPACT OF THE COVID19 VIRUS**

It **RESOLVED** to note.

**35/20/21 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

None.

**36/20/21 CORRESPONDENCE**

- a. Letter received from Cornwall Council regarding temporary 12-month renewal of existing dog control Public Spaces Protection Orders which will expire in October 2020.

It was **RESOLVED** to approve the actions Cornwall Council are proposing to take with no further comments to be submitted at this stage.

**37/20/21 TO RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEES:**

- a. The meeting of the Planning and Licensing Committee held on Tuesday 17th March 2020.

It was **RESOLVED** that the minutes of the Planning and Licensing Committee meeting held on Tuesday 17<sup>th</sup> March 2020 were confirmed as a correct record.

- b. The meeting of the Services Committee held on Wednesday 11th March 2020.

It was **RESOLVED** that the minutes of the Services Committee meeting held on Wednesday 11<sup>th</sup> March 2020 were confirmed as a correct record.

- c. The meeting of the Policy and Finance Committee held on the virtual Zoom platform 19th May 2020.

It was **RESOLVED** that the minutes of the Policy and Finance Committee meeting held on Tuesday 19<sup>th</sup> May 2020 were confirmed as a correct record.

- d. The meeting of the Personnel Committee held on the virtual Zoom platform Tuesday 26th May 2020.

It was **RESOLVED** that the minutes of the Personnel Committee meeting held on Tuesday 26<sup>th</sup> May 2020 were confirmed as a correct record.

The Chairman of Personnel Cllr B Samuels thanked her fellow Personnel Members for their hard work to get the huge number of documents approved at the latest Personnel Committee under extreme difficulties due to the current circumstances.

All minutes will be signed upon the return to the Guildhall and made available upon request.

**38/20/21 TO RECEIVE THE MINUTES OF THE FOLLOWING SUB COMMITTEES:**

- a. Christmas Lights and Town Events Sub Committee held on Thursday 12th March 2020.

It was **RESOLVED** that the minutes of the Christmas Lights and Town Events Sub Committee meeting held on Thursday 12<sup>th</sup> March 2020 were confirmed as a correct record.

The minutes will be signed upon the return to the Guildhall and made available upon request.

**39/20/21 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.

**40/20/21 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

**41/20/21 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**42/20/21 TO CONSIDER URGENT NON-FINANCIAL ITEMS**

None.

**43/20/21 PRESS AND SOCIAL MEDIA RELEASES**

It was **RESOLVED** to issue the following press and social media releases at the appropriate time:

1. Re-opening of the Public Toilets.
2. Hanging baskets and bunting in Fore Street.

**44/20/21**      **DATE OF NEXT MEETING**

Thursday 2<sup>nd</sup> July 2020 at 7:00pm. Subject to sufficient business. Please continue to check the Town Council website and social media for any updates.

**45/20/21**      **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: 7:56 p.m.

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

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