

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Policy and Resources Committee held at The Guildhall on Wednesday 5th January 2011 at 7:00pm

PRESENT: Councillors: M Gee (Chairman), R. Austin, D Holley, A Killeya, M Killeya (Vice-Chairman), C Oakes, W Phillips, D Yates.

ALSO PRESENT: Councillors: R Bickford, P Clements,
Ray Lane - Town Clerk

APOLOGIES: Councillors: Mrs S Hooper MBE, C Riches, P Stephens ISM.

134/10/11 DECLARATIONS OF INTEREST

All members declared a personal interest in any items relating to Councillors' allowances, to be considered under the proposed precept.

Councillors P Clements, A Killeya and M Killeya declared a personal interest in any items related to C.I.C. matters, as members.

Councillor R Austin declared a prejudicial interest in any items related to C.I.C. matters, as a Director of C.I.C.

Councillors R Austin and W Phillips declared a personal interest in the Community Chest application from Youngstagers Youth Theatre Group.

Councillor W Phillips declared a personal interest in minute **139/10/11**.

Councillors A Killeya and M Killeya declared a personal interest in minute **141/10/11** relating to allotments.

135/10/11 COMMUNITY CHEST APPLICATIONS

1. Members considered an application from CHICKS.

It was **RESOLVED** that CHICKS be informed that the request is to be referred to the Youth Council for a response which will be reported back to this Committee for further consideration.

2. Members considered an application from the Youngstagers Youth Theatre Group.

It was **RECOMMENDED** that £500.00 be granted and that the Council be acknowledged by the appropriate use of the Town Council logo.

136/10/11 CLERK'S REPORT ON DELEGATED AUTHORITY TO SPEND

No report.

137/10/11 **UPDATE FROM FINANCE OFFICER**

The Chairman read out a written report from the Finance Officer updating members on progress to date regarding outstanding issues.

It was **RESOLVED** to seek the Internal Auditor's views on the V.A.T. situation in relation to the 2009/2010 accounts being signed off.

It was **RESOLVED** to extend the Committee's thanks to the Finance Officer for work conducted to date.

138/10/11 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 and having regard to the confidential nature of the business to be discussed it was **RESOLVED** that the press/public be excluded from the meeting for the following item of business.

139/10/11 **GUILDHALL**

(a) Report from working group

Councillor M Killeya reported on activity and quotes received to date for the appointment of a surveyor to conduct a comprehensive survey of the Guildhall.

It was **RECOMMENDED** that Full Council delegate authority for the Working Group to consider surveyors' quotes up to the value of £3,500.

(b) Other issues relating to Guildhall

Members considered the necessity for an electrical survey.

It was **RESOLVED** that an electrical survey should be contained within the surveyor's brief, together with other service checks and inspections.

140/10/11 **PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960**

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

141/10/11 **CEMETERY EXTENSION**

(a) Update

Councillor R Austin reported that the practical completion certificate for the project had been received from the Construction Services Manager and that, apart from some minor works still to be completed including planting, water connection and road works, the extension had been successfully completed.

However, it has been identified that, due to a bund requirement, the area set aside for allotments may have to be reduced, but the adjacent land set aside for future allotment use can be used to compensate for any loss.

(b) Finance

Councillor R Austin reported that the extension was expected to be completed within budget.

(c) Official opening ceremony for Churchtown allotments

It was confirmed that the official opening will take place on Saturday 16th April 2011.

(d) Other issues

No other issues.

It was **RESOLVED** that the reports be noted.

Prior to the next item Councillor R Austin declared a prejudicial interest as a C.I.C Director and left the meeting.

142/10/11 **COMMUNITY HEALTH NETWORK PROJECT**

Members considered a date to meet with Mr Les Williams (C.I.C.) to progress the issue.

It was **RESOLVED** that the Mayor, any committee members available and the Clerk meet with Mr Williams on 6th January 2011 prior to Full Council.

Councillor R Austin was invited to return to the meeting.

143/10/11 **CORNWALL'S COMMUNITY GRANTS**

No items.

144/10/11 **TOWN MACES**

The Clerk reported that, subject to insurance confirmation, arrangements for the repair work to be undertaken and the supply of storage boxes was being programmed.

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

145/10/11 **SALTASH TOWN BAND REQUEST**

Members considered a request from the band that should it fold the Town Council act as custodian of their assets, or sell them and hold the proceeds in the event that the band should ever be reformed.

It was **RESOLVED** that Councillors R Austin and D Holley liaise with the band to determine storage volume and environmental conditions required for the storage of the assets and report back to Committee.

146/10/11 **FIRE DRILL PRACTICES**

Councillor A Killeya gave a feed back review report relating to health and safety issues resulting from a fire drill held during a meeting of Full Council.

Members considered future arrangements.

It was **RECOMMENDED** that:

1. A register of all public attending council meetings be held at reception.
2. The first item on all agendas will be a Health and Safety Fire announcement.
3. Hall hire booking forms will detail the responsibility of the hirer for the fire safety registration and evacuation of their guests.
4. Fire drills will be conducted one per year for Full Council and Guildhall Hirers and two per year for staff.
5. Arrangements be made with a suitable user group to conduct an emergency evacuation exercise of elderly and disabled users.

147/10/11 **PLANNING**

(i) **Full Council Meeting prior to Policy and Resources Committee**

Members considered the establishment of a regular Full Council meeting to consider planning applications prior to Policy and Resources Committee meetings.

It was **RECOMMENDED** that the establishment of a regular Full Council meeting to consider planning applications prior to Policy and Resources Committee meetings, as required, be approved.

(ii) **Communication issues**

Members considered the issue of communication in relation to some recent difficulties with Cornwall Council over the delivery of planning applications and the limited time available from receipt for consideration at Full Council and public consultation.

The Clerk reported that the Town Council were working with Cornwall Council to alleviate the timing problems and that applications were now being listed on the agenda from the weekly notification list, whilst awaiting hard copies of the applications.

Councillor D Holley stated that, due to application submission dates, consultation periods and committee cycles, conflicts of timing would be inevitable and suggested that, in the event of any delay in the receipt of the hard copies, interested parties be advised that applications can be viewed online or at Cornwall Council.

It was **RECOMMENDED** that:

1. Planning applications for Full Council Committee be scheduled to allow the longest public consultation period, whilst also meeting the Cornwall Council deadline for a response.
2. That the ward to which the planning application relates be included on the agenda list of applications.

148/10/11 **DRAFT POLICY ON USE OF TOWN LOGOS AND SEALS**

Councillor A Killeya proposed a draft policy on the use of the town logos and seals.

It was **RESOLVED** that the policy be reviewed by members and referred to the next Full Council meeting.

149/10/11 **PROCESS FOR DEALING WITH CONSULTATION DOCUMENTS**

It was **RESOLVED** that the item be deferred to the next meeting.

The Chairman brought forward agenda item 20 to be considered next.

150/10/11 **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD BY THE CHAIR**

1. Saltash Live at Home Scheme.

Members received a letter of thanks for a Community Chest Award and a request to use the Town Council logo in the next news letter to acknowledge the award.

It was **RESOLVED** that the use of the logo be approved.

2. Cornwall Rural Community Council.

Members received a letter of invitation to attend a meeting of the CRCC Vital Venues with a view to joining.

It was **RESOLVED** that the Clerk will determine the date of the next meeting and a member of the Guildhall Working Party will attend.

151/10/11 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 and having regard to the confidential nature of the business to be discussed it was **RESOLVED** that the press/public be excluded from the meeting for the following item of business.

152/10/11 **CONSIDERATION OF PRECEPT 2011/2012**

The Chairman gave an introduction to the proposed precept and reported on work carried out by the Mayor, Vice Chairman of Policy and Resources, Town Clerk, Finance Officer and himself in relation to the proposed precept 2011/12 document.

Councillor A Killeya put forward a precept brief, including a medium term financial strategy, on options available to the Council.

It was **RESOLVED** that:

1. The Committee work to a 5% increase in the precept and a draw down of approximately £40,000 from unallocated reserves.
2. All Committees would produce proposals for reducing their net revenue budget.
3. The Committee adopt the principle of a medium term plan to equalise net revenue budget and precept, and reduced unallocated reserves to zero over a 6-7 year period.

153/10/11 **PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960**

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

154/10/11 **PRESS REPORTS**

It was **RESOLVED** that there be no press report.

155/10/11 **DATE OF NEXT MEETING**

Tuesday 18th January 2011 and Special Meeting to be held on Thursday 27th January 2011.

Meeting closed at 9.18 p.m.