

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Policy and Resources Committee held at The Guildhall on Tuesday 15th February 2011 upon the rising of Full Council

PRESENT: Councillors: M Gee (Chairman), R. Austin, Mrs H Frank, D Holley, C Oakes, D Yates.

ALSO PRESENT: Simon Swale – Community Network Manager, Andrew Slater – Cornwall Council Emergency Management Officer, Ray Lane - Town Clerk

APOLOGIES: Councillors: Mrs S Hooper MBE, A Killeya, M Killeya (Vice-Chairman), W Phillips, C Riches, P Stephens ISM,

HEALTH AND SAFETY ANNOUNCEMENTS

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

175/10/11 DECLARATIONS OF INTEREST

Name	Agenda Item	Personal/Prejudicial Reason
None.		

176/10/11 BRIEFING FOR COUNCILLORS

The Chairman welcomed Simon Swale – Community Network Manager and Andrew Slater – Cornwall Council Emergency Management Officer.

Simon Swale introduced the concept of a Community Emergency Plan and Andrew Slater.

Andrew Slater gave a verbal presentation with handouts (copies on file) focussing on the potential for a flexible, non specific, simple plan which would identify assets, communication systems and vulnerable people to help self help measures prior to the arrival of emergency services in the event of an emergency.

It was **RECOMMENDED** that the item be referred to Full Council.

177/10/11 CLERK'S REPORT ON DELEGATED AUTHORITY TO SPEND

The Clerk reported that, due to faults with the office telephone and answering machine and to improve communications within the offices, three new handsets and an answer phone had been ordered to the value of £250.

In order to offset the cost and reduce ongoing operational costs, a quote had been sought from the communications company to transfer the service

provision from BT which would achieve a 39.62% reduction in call costs and 19.03% reduction in line rental.

The Chairman proposed that, due to the limited use of the fax machine, the fax and dedicated line be discontinued and that the e-fax system be used and promoted.

It was **RESOLVED** that:

1. The Clerk's delegated expenditure be noted.
2. The service provision be transferred to achieve cost savings.
3. The fax and fax line be removed subject to all other services for alarms being maintained.
4. The fax number be deleted from all documents.
5. An independent operational handset be maintained to ensure a line of communication separate to the main operating system.

178/10/11 **REPORT FROM FINANCE OFFICER**

The Clerk reported that the Finance Officer was currently working through the back log of work and progressing towards the year end and that, if any members required any information, this would be available from the office.

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

179/10/11 **GUILDHALL**

(a) Report from working group

The Chairman reported that a surveyor had now been appointed and a full report would follow upon completion of the survey.

(b) Other issues relating to Guildhall

None.

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

180/10/11 **CEMETERY EXTENSION**

(a) Update

Councillor Austin reported that the water supply was currently being installed, 90% of the planting had been completed and that he expected the cemetery works to be fully completed when the cemetery opened.

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

(b) Couch Grass

Members considered the removal of couch grass by weed killing.

It was **RECOMMENDED** that the cost for the removal of the grass be referred to Full Council.

(c) Other issues

None.

181/10/11 **CORNWALL'S COMMUNITY GRANTS**

No items.

It was **RESOLVED** that the item be removed from the agenda.

182/10/11 **TOWN MACES**

The Clerk reported that the repair to one of the Town Maces and supply of the secure storage box had been completed and the other was expected shortly.

With regard to their safe storage at the bank it has been discovered upon the bank's refusal to hold any additional item of value, that the bank no longer has a policy of holding valuable items for its customers and that the Town Council are the only client enjoying this as an unguaranteed privilege. Therefore, it is not known how much longer this privilege will continue.

Members also considered the addition of the Finance Officer and Administration Officer to have authority to pick up and return the maces when required.

The Chairman raised the issue of the bank's continued unresponsiveness to requests to set up an electronic payment system which members considered.

It was **RESOLVED** that:

1. Alternative safe storage for the maces be investigated and costed.
2. The Finance Officer and Administration Officer be authorised to collect and return the maces from safe storage.
3. The Clerk conduct the annual review of investments and banking arrangements.

183/10/11 **SALTASH TOWN BAND REQUEST**

Councillors Austin and Holley reported that a feasibility report relating to the request from Saltash Town Band for the Town Council to act as custodians of the bands assets in the event that the band folded was ongoing.

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

184/10/11 **PROCESS FOR DEALING WITH CONSULTATION DOCUMENTS**

Members considered proposals submitted by the Mayor.

It was **RESOLVED** that the item be referred to Full Council.

185/10/11 **CORNWALL RURAL COMMUNITY COUNCIL VITAL VENUES UPDATE**

In the absence of Councillor M Killeya no report.

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

186/10/11 **PLANNING FUTURE CORNWALL–CORNWALL CORE STRATEGY**

Members considered comments submitted by the Mayor.

It was **RESOLVED** that the item be referred to Full Council.

187/10/11 **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.

188/10/11 **ANY ITEMS AS NECESSARY**

None.

189/10/11 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

190/10/11 **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR**

1. The Chairman informed members of an account that was set up by the 'Friends of the Guildhall' a number of years ago to which nobody had any recollection of.

It was **RESOLVED** that the account be closed.

2. The Chairman raised the issue of street signs having Cornish language interpretation on them.
Councillor D Holley informed members that it was Cornwall Council policy.

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

3. The Chairman informed members that an application for Community Chest funding from Marie Curie had be returned as it was not a Saltash based organisation.

It was **RESOLVED** that report be noted.

191/10/11 **PRESS REPORTS**

None

192/10/11 **DATE OF NEXT MEETING**

Tuesday 13th March 2011.

Rising at 8.40pm

DRAFT