

SALTASH TOWN COUNCIL

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

PRESENT: M Gee (Chairman), R. Austin, Mrs H Frank, Mrs S Hooper MBE, A Killeya, M Killeya (Vice-Chairman), C Oakes, W Phillips, D Yates.

ALSO PRESENT: 1 Member of the public, Ray Lane - Town Clerk

APOLOGIES: Councillors: D Holley, 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.

193/10/11 DECLARATIONS OF INTEREST

Name	Agenda Item	Personal/Prejudicial Reason
None.		

194/10/11 QUESTIONS FROM THE PUBLIC

None.

195/10/11 CLERK'S REPORT ON DELEGATED AUTHORITY TO SPEND

The Clerk reported that emergency repairs had been conducted to the front doors to maintain the security of the building.

196/10/11 REPORT FROM FINANCE OFFICER

The Chairman informed members of the report detailing that:

1. The Lloyds account had now been closed and funds transferred to the main Barclays account.
2. A BACS method of payment was being established.
3. Direct Debits were being taken up, where possible, for service accounts, to gain discounts.
4. A new audit process was being established for two signatories to sign off BACS payment statements and bank reconciliations.
5. The accounts are currently coming into good financial administrative order, however write offs to the value of £159 of a historical nature are required before the year end, for the end of year accounts.
6. The end of year accounts are being worked up.

It was **RECOMMENDED** that Full Council approve a total write off to the value of £159.

197/10/11 **SCHEME OF DELEGATION**

The Mayor presented a Scheme of Delegation (copy on file), which he proposed, to improve the effectiveness and efficiency of the administrative and operational processes of the Council.

It was **RECOMMENDED** that Full Council adopt the scheme, with further recommendations from the Staffing Committee to be included.

198/10/11 **GUILDHALL**

(a) Report from working group

The Clerk reported that the surveyor had commenced on the survey and that the report would follow.

(b) Other issues relating to Guildhall

The Clerk reported that it had been identified that additional statutory certificates were required to the value of £1020.

It was **RECOMMENDED** that Full Council approve the sum of £1020 be taken from general reserves and put in the Policy and Resources Health and Safety budget to action the statutory works 2010/11.

199/10/11 **CEMETERY EXTENSION**

(a) Update

Councillor Austin reported that the works were now practically completed bar some snagging works being undertaken.

Although there was still an outstanding issue with regard to the water connection for the neighbouring property.

It was **RESOLVED** that a meeting be held to resolve the water issue to be attended by the Mayor, Chairman of P & R, Councillor Austin and the Clerk.

(b) Other issues

It was **RESOLVED** that the current budget statement be inspected by the Chairman.

200/10/11 **TOWN MACES**

(a) Repair and Cleaning of the Maces

It was **RESOLVED** to remove this item.

(b) Update on Storage

The Clerk reported on the current situation with the storage of the maces at the bank.

It was **RESOLVED** to move the item to agenda item 20.

201/10/11 **SALTASH TOWN BAND REQUEST**

In the absence of Councillor Holley, no report.

202/10/11 **PROCESS FOR DEALING WITH CONSULTATION DOCUMENTS**

Members considered a report paper from the Mayor (copy on file).

It was **RESOLVED** that the policy be approved and adopted.

203/10/11 **INTERNAL AUDIT REPORT (INTERIM) 2010/11**

Members considered the report (copy on file).

It was **RESOLVED** that two signatory members would review and sign off bank reconciliations on a monthly basis.

204/10/11 **TOWN COUNCIL INVESTMENT STRATEGY**

It was **RESOLVED** that the item be referred to the next full council as one item headed 'Financial Policies' with the 'Statement for Internal Control' and all Councillors to receive a copy with the agenda.

205/10/11 **STATEMENT FOR INTERNAL CONTROL**

It was **RESOLVED** that the item be referred to the next full council as one item headed 'Financial Policies' with the 'Town Council Investment Strategy' and all Councillors to receive a copy with the agenda.

206/10/11 **BUDGET AND PRECEPT CYCLE**

Members considered the report of the Mayor (copy on file).

It was **RECOMMENDED** that the policy report be considered by Full Council for approval and adoption.

207/10/11 **CORNWALL RURAL COMMUNITY COUNCIL VITAL VENUES UPDATE**

Members received a report from the Mayor and Vice Chairman on the merits of joining the organisation.

It was **RESOLVED** that:

1. Councillor Frank inform other community halls of the opportunity to join.
2. A member of staff determine the range and value of membership benefits and report back to the August meeting.

It was **RECOMMENDED** that Full Council approve membership at a cost of £47, to be financed from the Policy & Resources Guildhall Misc budget.

208/10/11 **PLANNING FUTURE CORNWALL–CORNWALL CORE STRATEGY**

Members considered a report by the Mayor (copy on file).

It was **RESOLVED** that the Mayor will produce a proposal document for member consideration to determine a response.

It was **RECOMMENDED** that Full Council consider the Mayor's proposed document and the Clerk action the response when known.

209/10/11 **TOWN COUNCIL FACEBOOK PAGE**

The Mayor informed members that he had received the idea which had been put forward at a Mayor's Youth Panel meeting.

It was **RESOLVED** that the Mayor and Vice Chairman would investigate the feasibility and report back.

210/10/11 **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.

211/10/11 **CLOSURE OF FRIENDS OF THE GUILDHALL ACCOUNT**

The Chairman informed members the account had now been closed and funds transferred to the main account. It was understood the account had been established for the benefit of the Guildhall and members considered the funds should be utilised in the manner they were collected.

It was **RECOMMENDED** that the funds be placed in the Guildhall repairs EMF.

It was **RESOLVED** that the Clerk cost the establishment of back lighting and a plaque for the staircase glass.

212/10/11 **UPDATE ON V.A.T.**

The Chairman reported that the sum of £33,311.62 had been recovered for the years 2007/08, 2008/09 and 2009/10.

However, it would be necessary to write off the sum of £15573.35, representing a missed VAT claim for the year 2006/07 and an accumulation of mis-matched amounts from the VAT accounts for the previous seven years, which may not have been claimed.

It was **RECOMMENDED** that Full Council write off from the accounts the sum of £15573.35 from the VAT account, being for the years 2006/07 and an accumulation of mis-matched amounts from the accounts for the previous seven years, which may not have been claimed.

It was **RESOLVED** that:

1. A process for a three monthly VAT check by two Signatories be included in the Mayor's Budget and Precept Cycle report.
2. The Clerk investigate and report to Full Council on the effect the VAT income and loss will have on the reserves.

213/10/11 **VAT REGISTRATION**

The Clerk reported that he was investigating the current liability of the Council for electing to pay VAT.

It was **RESOLVED** that the Clerk continue investigating.

214/10/11 **MACES**

Members considered the current security arrangements for the maces.

It was **RESOLVED** that the Clerk continue investigations for alternative security storage.

215/10/11 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

216/10/11 **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR**

None.

217/10/11 **PRESS REPORTS**

None.

218/10/11 **DATE OF NEXT MEETING**

Tuesday 19th April 2011.

Rising at 9.18

DRAFT