

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Policy and Resources Committee held at The Heritage Centre on Tuesday 19th April 2011 upon the rising of Full Council

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

ALSO PRESENT: Andrew Slater – Cornwall Council Emergency Planning Officer, Ray Lane - Town Clerk

APOLOGIES: None.

HEALTH AND SAFETY ANNOUNCEMENTS

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

1/11/12 DECLARATIONS OF INTEREST

Name	Agenda Item	Personal/Prejudicial	Reason
A Killeya	Community Chest 124	Personal	Applicant known & Mayor's Charity
M Killeya	Community Chest 124	Personal	Applicant known & Mayor's Charity
Mrs H Frank	Community Chest 124	Personal	Applicant known
Mrs S Hooper	Community Chest 124	Personal	Applicant known
R Austin	Community Chest 124	Personal	Applicant known
C Oakes	Community Chest 124	Prejudicial	Father of Applicant
D Yates	Community Chest 124	Personal	Applicant known
D Holley	Community Chest 123	Personal	Already donated as County Councillor
R Austin	Community Chest 123	Personal	Already donated as County Councillor
C Riches	Community Chest 123	Personal	Already donated as County Councillor
Mrs S Hooper	Community Chest 123	Personal	Applicant known
A Killeya	Community Chest 123	Personal	Applicant known
	Item 19	Personal	CIC Member
M Killeya	Item 19	Personal	CIC Member
D Yates	Item 19	Personal	CIC Member
H Frank	Item 19	Personal	CIC Member
R Austin	Item 19	Prejudicial	CIC Director

2/11/12 QUESTIONS FROM THE PUBLIC

None.

3/11/12 **COMMUNITY EMERGENCY PLANNING**

Members received a presentation from Andrew Slater – Cornwall Council Emergency Planning Officer (copy on file).

It was **RESOLVED** that:

1. The thanks of the Committee be recorded to Andrew Slater for his presentation.
2. A working party be established to develop a community emergency plan options scheme, consisting of Councillors Gee, Mrs Frank, Yates, Riches and Mrs S Hooper.

4/11/12 **CLERK'S REPORT ON DELEGATED AUTHORITY TO SPEND**

The Clerk reported the following expenditure:

1. £25 from the Civic Occasions' budget for a wreath at the Remembrance Service for the Saltash Firemen.
2. £240 from the Civic Occasions' budget for replacement tablecloths.

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

5/11/12 **REPORT FROM FINANCE OFFICER**

The Clerk reported that the Finance Officer was currently working up the end of year statement figures and this year's committee budget management reports.

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

6/11/12 **BUSINESS RISK ASSESSMENT APRIL 2011**

Members considered a proposed business risk assessment, presented by the Clerk, which would involve the signatories in an audit process to demonstrate due diligence and good governance of public funds, whilst demonstrating best practice and complying with external audit requirements.

It was **RECOMMENDED** that Full Council adopt the business risk assessment process.

7/11/12 **COMMUNITY CHEST APPLICATIONS**

Members considered applications from:

1. Cornwall Blind Association

Prior to the next application Councillor C Oakes declared a personal and prejudicial interest and left the meeting.

2. Saltash First Responders

Councillor C Oakes was invited to rejoin the meeting.

3. Royal British Legion Women's Section

It was **RECOMMENDED** that:

1. Cornwall Blind Association be awarded £250
2. Saltash First Responders be awarded £1,000
3. The Royal British Legion Women's Section be awarded £250

8/11/12

GUILDHALL

- (a) Report from working group

No report.

- (b) Cisternmiser for toilets

Members considered a replacement cisternmiser for the existing one that had broken.

It was **RECOMMENDED** that the cisternmiser be replaced, at a cost of £165 from the Guildhall maintenance budget.

- (c) Hygiene bins for toilets

Members considered the provision of hygiene bins for the toilets.

It was **RECOMMENDED** that a contract be entered into with SWH for the provision of an annual contract for hygiene bins to the value of £52 per annum.

- (d) Friends of the Guildhall Plaque

The Clerk reported that there were numerous styles and colours available for the plaque.

It was **RESOLVED** that Councillor Mrs S Hooper would liaise with the Clerk to determine the style and colour to be selected.

- (e) Any other issues

The Chairman reported that he had now received the asbestos inspection report, periodic electrical inspection report and Guildhall survey report, and that the five year costed priority report was expected next week.

It was **RESOLVED** that the reports be considered by the working group.

9/11/12 **CEMETERY EXTENSION**

(a) Statement of costs

Councillor Austin presented a draft final statement of costs to date and informed members the project had been completed on time and within budget.

It was **RESOLVED** that a final project budget statement, when known, be received at a future meeting.

(b) Allotment costs

It was considered the item had been covered in the statement of costs.

(c) Additional costs

It was considered the item had been covered in the statement of costs.

10/11/12 **ELWELL WOODS**

The Chairman presented a final statement of costs to date.

It was **RESOLVED** that the project budget would be closed upon agreement of the closing figures with the project team.

11/11/12 **OFFICE EQUIPMENT**

(a) IT equipment upgrade

Members considered a report from the IT Consultant regarding a five year replacement forecast programme (to be reviewed annually) for IT equipment to optimise usability, cost effectiveness and forward budgeting.

The report recommended for year 1, 2011/12, the purchase of a replacement computer and software for the computer currently on loan.

It was **RESOLVED** that a replacement computer and associated software be purchased up to the value of £600 from the IT office equipment budget.

(b) IT equipment quotes

It was considered the item had been covered in (a).

12/11/12 **SALTASH TOWN BAND REQUEST**

Councillors Holley and Austin will seek further clarification on information required and will report back to a future meeting.

13/11/12 **GUILDHALL V.A.T. REGISTRATION**

The Clerk reported that, having consulted with the VAT department following comments from the internal auditor, he had received conflicting information and was pursuing a definitive response.

It was **RESOLVED** that the Clerk would report back when more information had been received.

14/11/12 **TOWN MACES**

(a) Security

Members considered alternative arrangements for the security of the maces.

The Mayor requested a review of the cleaning and replacement options for all regalia be conducted.

It was **RESOLVED** that:

1. The photographic album of the maces and other items be made available at the next meeting.
2. Contact be made with other authorities to determine alternative security holding availability options.
3. A review of all regalia cleaning and replacement options be conducted, to include detailed photographic records of all items, including engraving.

15/11/12 **ANTI-SOCIAL BEHAVIOUR FUND FOR SATURDAY YOUTH PROJECT**

Members considered a request from the Mayor for agreement, in principle, for the use of funds from the anti-social behaviour fund to finance youth workers in support of the Saturday youth project.

It was **RECOMMENDED** that Full Council approve the sum of £500 to fund an eight week pilot scheme.

16/11/12 **SALTASH YOUTH COUNCIL**

Members considered a request for two grants for youth council activities.

It was **RESOLVED** that the item be deferred pending Saltash Youth Council being requested to provide more detail with regard to the proposed use of the two grants requested.

17/11/12 **SALTASH GATEWAY C.I.C.**

Members considered a request for support funding for the Project Coordinator post within CIC for the period 1st April 2011 to 31st March 2012.

It was **RECOMMENDED** that Full Council approve the funding from the CIC Project Officer budget.

18/11/12 **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR**

Bus Shelters

Councillor Yates raised the issue of a bus shelter provision and location consultation policy.

It was **RECOMMENDED** that Full Council adopt the following policy:

‘That any proposed bus shelters installations be advertised in the Town Messenger for consultation purposes. If no objections are received it will be considered sufficient consultation has taken place, should any objections be received to a particular proposed installation then it will be subject to further consideration by the ICTT Committee.’

Capital asset transfer strategy

The Mayor requested members consider a capital asset transfer strategy to enable a business plan submission to be made to Cornwall Council.

It was **RESOLVED** that a meeting be held with Cornwall Council to determine further details to enable a business plan submission.

19/11/12 **PRESS REPORTS**

None.

20/11/12 **DATE OF NEXT MEETING**

Tuesday 17th May 2011.

Rising at 10 pm.

Signed: _____
Chairman

Dated: _____
4th May 2011