

## SALTASH TOWN COUNCIL

### Minutes of a Meeting of the Policy and Resources Committee held at The Guildhall on Tuesday 17<sup>th</sup> May 2011 upon the rising of Full Council

**PRESENT:** Councillors Mrs S Hooper MBE, M Gee (Chair), A Killeya, C Oakes, C Riches, D Yates.

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

**APOLOGIES:** Councillors R Austin, Mrs H Frank, D Holley, M Killeya, W Phillips, P Stephens ISM.

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#### 21/11/12 **ELECTION OF CHAIRMAN AND VICE-CHAIRMAN**

**The Mayor took the Chair to receive nominations for a Chairman and Vice-chairman.**

Councillor A Killeya nominated Councillor Gee as Chairman.  
Councillor Mrs S Hooper seconded the nomination.  
Councillor Gee was unanimously elected Chairman.

**Councillor Gee in the Chair.**

Councillor A Killeya nominated Councillor M Killeya as Vice-chairman.  
Councillor Mrs S Hooper seconded the nomination.  
Councillor M Killeya was unanimously elected Vice-chairman.

It was **RESOLVED** that Councillor Gee be Chairman and Councillor M Killeya, Vice-chairman.

#### **HEALTH AND SAFETY ANNOUNCEMENTS**

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

#### 22/11/12 **DECLARATIONS OF INTEREST**

<b>Name</b>	<b>Agenda Item</b>	<b>Personal/ Prejudicial</b>	<b>Reason</b>
All Councillors	8	Personal	All Councillors receiving or entitled to receive an allowance or travelling expenses
Mrs Hooper	16	Prejudicial	Associated with various organisations affiliated to Saltash Youth Council

**23/11/12**      **QUESTIONS FROM THE PUBLIC**

None.

**24/11/12**      **CLERK'S REPORT ON DELEGATED AUTHORITY TO SPEND**

The Clerk reported that under delegated powers he had purchased a wreath for the Saltash Firefighters' Memorial Service, to the value of £25.

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

**25/11/12**      **REPORT FROM FINANCE OFFICER**

The Chairman reported that he had held a meeting with the Finance Officer and informed Members that he was currently busily engaged with the end of year returns.

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

**26/11/12**      **DRAFT BUDGET OUTTURN FIGURES 2010/11**

The Chairman presented the budget outturn report for 2010/11 to Members.

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

**27/11/12**      **REPORT FROM AUDITOR**

The Chairman presented the final internal audit report for 2010/11, as conducted by the Internal Auditor, which stated that the overall financial risk is low and that all tests were satisfactory, subject to a few minor adjustments.

The Internal Auditor also stated at the time of audit that there had been a vast improvement in the Council's financial management and governance since his last audit.

The Chairman reported that the VAT return for the previous six months was ready and, upon submission of a prior outstanding claim, it would be despatched, whereupon all future claims would be submitted on a three monthly basis.

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

**28/11/12**      **GUILDHALL**

(a)    Report from working group

The Chairman reported that the maintenance report had been received, however, the costed report was awaited and that, when received, the sub group would meet to consider maintenance recommendations and options.

The Chairman reported that the boilers were still awaiting replacement pumps and that subsequently, following further problems, one of the boilers had been shut down and was awaiting repair.

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

Councillor A Killeya reported on the potential to procure a mobile air conditioning unit for the top office to alleviate the lack of ventilation reported by staff and as referred to in the maintenance report.

It was **RESOLVED** that a mobile air conditioning unit be procured under delegated powers from the Guildhall maintenance EMF budget.

(b) Back lighting and plaque for Guildhall glass panel on stairs

The Clerk reported that he was progressing the plaque with Councillor Mrs S Hooper MBE.

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

(c) Any other issues

None.

**29/11/12**      **CEMETERY EXTENSION**

The Chairman reported that the scheme had now been finalised and Members considered options for the surplus funds.

It was **RESOLVED** that:

1. Surplus funds would remain in the 2011/12 budget.
2. The Cemetery Sub Group would be dissolved along with its delegated powers.

**30/11/12**      **ELWELL WOODS**

The Chairman reported that the Council's involvement with the scheme at this stage had ceased and that Cornwall Council was now the responsible body for finance and procurement.

However, progress of the scheme would be reported regularly to the committee.

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

**31/11/12**      **SALTASH TOWN BAND REQUEST**

No report.

**32/11/12**      **GUILDHALL V.A.T. REGISTRATION**

The Chairman updated members on the details and criteria to be considered for electing to register for VAT in relation to revenue receipts and capital expenditure.

It was **RESOLVED** that:

1. The Clerk liaises with the VAT department to ascertain if they will provide a definitive written response.
2. The Clerk obtains a quote from a VAT consultant for VAT registration guidance.

**33/11/12**      **TOWN MACES**

(a)    Security

The Clerk reported on the security measures undertaken by other local councils for the storage of their mace, and that up-graded security measures were currently being sourced and costed, in the event the maces would be permanently stored at the Guildhall.

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

**Prior to the next item Councillor Mrs S Hooper MBE declared a prejudicial interest and left the meeting.**

**34/11/12**      **SALTASH YOUTH COUNCIL**

Members considered an application for annual grants from Saltash Youth Council.

It was **RESOLVED** that:

1. Saltash Youth Council is requested to submit a full set of accounts.
2. The Chairman to liaise with the applicant to determine why the organisation requires an additional £3500 when they have reserves of £9000, and is the application for a specific project.

**Councillor Mrs S Hooper MBE was invited and returned to the meeting.**

**35/11/12**      **CAPITAL ASSET TRANSFER STRATEGY**

Councillor A Killeya reported on a recent meeting of the sub-group and various recommendations arising from the meeting, for Members to consider.

It was **RECOMMENDED** that Full Council consider the report.

All future reports to go to and be considered directly by Full Council.

**36/11/12**      **RENEWAL OF ANNUAL MEMBERSHIP OF THE CORNWALL ASSOCIATION OF LOCAL COUNCILS**

Members considered the renewal of annual membership of the Cornwall Association of Local Councils at a cost of £1881.23.

It was **RESOLVED** to renew membership of CALC.

**37/11/12**      **COMMUNITY EMERGENCY WORKING PARTY**

The Chairman reported that he was progressing a meeting of the working party.

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

**38/11/12**      **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR**

Committee Meetings

Councillor A Killeya proposed that he prepare a report on the feasibility of reducing the number of committee meetings, in order to alleviate the administration workload, following a recommendation from the Staffing Committee.

It was **RESOLVED** that Councillor A Killeya prepare a report.

Web Site

The Chairman informed Members of a request from a local nursery to be included on the Council community information section of the web site.

It was **RESOLVED** that:

1. The request is denied on the basis it is considered to be a commercial enterprise.
2. Only not for profit organisations be featured on the web site.

Standing Orders

The Chairman reported that revised standing orders was work in progress, however, the National Association of Local Councils had recently released new model standing orders and that these would also be now be considered in the course of the Council's revisions.

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

**39/11/12**      **PRESS REPORTS**

None.

**40/11/12**      **DATE OF NEXT MEETING**

Tuesday 21<sup>st</sup> June 2011.

Rising at 8.52 pm.

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

Chairman

Dated:      2<sup>nd</sup> June 2011