

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Policy and Resources Committee held at The Guildhall on Tuesday 21st June 2011 upon the rising of Full Council

PRESENT: Councillors M Gee (Chair), R Austin, Mrs H Frank, D Holley, A Killeya.

ALSO PRESENT: Councillor R Bickford, Connor Brady – Mayor’s Panel of Youth, 1 Member of the Public, Ray Lane - Town Clerk

APOLOGIES: Councillors Mrs S Hooper MBE, M Killeya, C Oakes, W Phillips, C Riches, P Stephens ISM, D Yates.

HEALTH AND SAFETY ANNOUNCEMENTS

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

41/11/12 DECLARATIONS OF INTEREST

Name	Agenda Item	Personal/ Prejudicial	Reason
None			

42/11/12 QUESTIONS FROM THE PUBLIC

The Chairman introduced and welcomed Connor Brady, of the Mayor’s Panel of Youth, to the meeting and invited him to speak regarding K3.

Connor informed Members about an initiative to introduce a Saturday Evening Club at K3 for 13 – 15 year olds, aimed at providing them with their own social activity venue, that would be run by volunteers aged 16 plus.

He stated that he was currently advertising the initiative and seeking volunteers, including adults, to run it.

The Chairman thanked Connor for his presentation.

It was **RESOLVED** that Councillors A Killeya and Austin be authorised to issue a press release in support of the project.

43/11/12 CLERK’S REPORT ON DELEGATED AUTHORITY TO SPEND

None.

44/11/12 REPORT FROM FINANCE OFFICER

The Chairman read out a report from the Finance Officer.

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

45/11/12

GUILDHALL

(a) Report from working group

It was **RESOLVED** that the item had been covered under Full Council minute **97/11/12**.

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

The Clerk reported that the work was in progress.

It was **RESOLVED** that the report be noted and that the work would be conducted under the Chairman's delegated powers.

(c) Emergency fire door equipment

The Clerk reported that work was in progress and negotiations were taking place with a fire and security company to provide the equipment.

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

(d) Report to investigate movement of the kitchen

Members considered a recommendation arising from the Guildhall survey to commission a report to investigate structural movement in the kitchen.

It was **RESOLVED** that a report be commissioned, up to a cost of £1000, from the Guildhall Maintenance EMF.

(e) Purchase of tables

Members considered the purchase of replacement tables for the Guildhall.

It was **RESOLVED** that 12 tables be purchased, up to a value of £960, from the Guildhall Replacement Budget.

(f) Disposal of old tables

Members considered the disposal of tables and furniture that were no longer viable for repair or needed.

It was **RESOLVED** that:

1. All tables and furniture no longer required be offered to community groups, and that any furniture not viable for repair be disposed of.

2. That any associated disposal costs be met from the Guildhall Replacement Budget.

(g) Purchase of fridge

Members considered the replacement of the faulty fridge.

It was **RESOLVED** that the fridge be replaced, up to a cost of £186, from the Guildhall Replacement Budget.

(h) Purchase of new screens

Members considered the replacement of the damaged projector screens.

It was **RESOLVED** that two new mobile screens be purchased, up to a value £200, from the Guildhall Replacement Budget.

46/11/12 FOLLOW UP HEALTH AND SAFETY AUDIT

Members considered the requirement for a health and safety audit for 2011.

Councillor A Killeya reported that the audit for 2010 had been comprehensive and had not identified any major problems, and that any outstanding issues were being considered and addressed through the Staffing Committee.

It was **RESOLVED** that an audit would not be necessary for 2011.

47/11/12 PAPER ON OPTIONS TO REDUCE COMMITTEE MEETINGS

Councillor A Killeya presented members with a report on options to reduce committee meetings (copy on file), in order to reduce staff workload and address the efficient use of Councillors' time.

It was **RECOMMENDED** that:

1. Option iii) to keep the current structure, but reduce meetings to bi-monthly with, on average, an extra unscheduled meeting of each main committee for precept, be adopted by Full Council.
2. Option Bi) to institute a 'meetings holiday' in August, with only Full Council meeting and an additional Planning Meeting only if absolutely required by application volume/deadlines be adopted by Full Council.
3. The options, if approved by Full Council, be reviewed in March 2012.
4. Councillor A Killeya draft a further report and proposed calendar of meetings for Full Council.

48/11/12 ADDITIONAL PROCEDURES

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

49/11/12 **SALTASH TOWN BAND REQUEST**

Councillor Austin reported that he had a meeting with the bandleader regarding storage of instruments, and that the issue was being progressed.

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

50/11/12 **GUILDHALL V.A.T. REGISTRATION**

The Chairman reported that the Clerk was attending a training course on V.A.T., to further determine the Council's current position and future options.

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

51/11/12 **YOUNGSTAGERS YOUTH THEATRE**

Members considered an extension for a Community Chest funding application Offer, due to a postal delay in the Youngstagers submitting their return documents.

It was **RESOLVED** that an extension would be granted for the return of the documents, in order for the grant to be issued.

52/11/12 **SALTASH YOUTH COUNCIL**

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

53/11/12 **CIVIC REGALIA**

a. Security

The Clerk reported that feasibility for the secure storage of the maces at the Guildhall was ongoing with insurance and security companies, whilst also seeking external accommodation availability.

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

b. Cleaning and refurbishment of Civic Regalia (chains and medallions)

Members considered options for the cleaning and refurbishment of the Civic Regalia (chains and medallions).

It was **RESOLVED** that Fattorini's be engaged to examine and quote for the work, at a cost of £35 from the Robes and Civic Regalia EMF.

54/11/12 **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.

55/11/12 **AS REQUIRED**

Members considered information relating to a planning application.

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

56/11/12 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

57/11/12 **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR**

Planning decisions.

Councillor Austin raised the issue of the Planning Officer requesting comments from Councillors following Full Council decisions.

It was **RESOLVED** to note that Councillor A Killeya was drafting a process and statement to address the issue for consideration by Full Council.

58/11/12 **PRESS REPORTS**

None.

59/11/12 **DATE OF NEXT MEETING**

Tuesday 19th July 2011.

Rising at 9.25 pm.

Signed: _____
Chairman

Dated: _____ 7th July 2011