

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Policy and Resources Committee held at The Guildhall on Tuesday 18th October 2011 upon the rising of Full Council

PRESENT: Councillors: M Gee (Chair), R Austin, Mrs H Frank, D Holley, A Killeya, M Killeya, C Oakes, W Phillips, P Stephens ISM.

ALSO PRESENT: Ray Lane - Town Clerk

APOLOGIES: Councillors: Mrs S Hooper MBE, C Riches, D Yates.

HEALTH AND SAFETY ANNOUNCEMENTS

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

77/11/12 DECLARATIONS OF INTEREST

Name	Agenda Item	Personal/ Prejudicial	Reason
C Oakes	16	Personal	Son is First Responder
M Killeya	9	Personal	Friend works for the charity Chicks
A Killeya	9	Personal	Friend works for the charity Chicks
W Phillips	9	Personal	Am acquainted with the applicant.
D Holley	21	Personal	A member of Tamar Bridge Joint Committee.
B Austin	21	Personal	A member of Tamar Bridge Joint Committee.

78/11/12 QUESTIONS FROM THE PUBLIC

None

79/11/12 CLERK'S REPORT ON DELEGATED AUTHORITY TO SPEND

None

Prior to the next item the Chairman brought forward agenda item 13.

Prior to the next item Councillor P Stephens I.S.M. declared an interest and took no part in the voting.

80/11/12 **REQUEST FOR ANNUAL GRANTS FROM SALTASH YOUTH COUNCIL**

Pursuant to minute 72/11/12 members considered further information received from the organisation related to their grant application.

It was **RESOLVED** that the funding application for £3,500 be approved from this year's budget.

81/11/12 **COMPLETION OF THE ANNUAL AUDIT**

The Clerk reported that the External Auditor had completed the audit of the annual return for the year ended 31st March 2011.

The report stated "the opinion of the External Auditor was the information contained in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met".

It was **RESOLVED** that:

1. The Committees thanks be recorded for the work undertaken by the Chairman, Clerk and Finance Officer in ensuring a successful audit.
2. The completion of the Annual Return and External Audit be formally received.
3. Other items not affecting the Annual Audit as reported by the External Auditor be formally noted and addressed by the Clerk.

82/11/12 **REPORT FROM FINANCE OFFICER**

The Chairman presented the report of the Finance Officer.

It was **RESOLVED** that the legality of naming and sharing information on sundry debtors with other organisations be investigated.

83/11/12 **ROOM HIRE – COMPARISON WITH 2010 BOOKINGS**

The Chairman reported that room hire bookings are marginally down as of August 2011 and that the room hire activity was being monitored.

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

84/11/12 **CURRENT COMMITTEE BUDGET STATEMENT**

Members considered the current budget statement.

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

85/11/12 **BUDGET FOR 2012/13**

Members considered the outturn forecast for 2011/12 and determined outturn figures upon which the budget for 2012/13 was set for recommendation to Full Council.

It was **RECOMMENDED** that budget as set be put to Full Council for approval.

It was **RESOLVED** that the budget as set be put to Policy and Resources to be considered as part of the precept.

86/11/12 **UPDATE ON GUILDHALL VAT REGISTRATION**

The Chairman reported on the outcome of a consultants review into the position of the Town Council with regard to VAT registration and partial exception in relation to its future strategy and to achieve potential savings.

It was **RECOMMENDED** that:

1. To take note of the consultant's recommendation that there may be irrecoverable VAT of £10,000 to be funded from reserves if necessary
2. To appoint the consultant to conduct VAT investigative and analysis work up to a cost of £1000 from the audit budget.

87/11/12 **USE OF RESERVES FOR PREVIOUS APPROVED PROJECTS**

The Chairman referred to historic previously approved council capital projects that had not been progressed for various reasons to date.

It was **RECOMMENDED** that Full Council adopt a moratorium on spending anything on projects not approved since May 2007.

88/11/12 **NEW CEMETARY FINANCE UPDATE**

Councillor Austin reported on the cemetery capital finance programme and additional works required to be undertaken within the budget.

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

89/11/12 **INSURANCE**

(a) Civic Regalia – different methods of valuation

It was **RESOLVED** that further detail be gathered for a future report.

90/11/12 **GUILDHALL**

(a) Report from Working Group

Councillor Phillips gave an update report on the completion of a successful works programme for the refurbishment of the Guildhall exterior.

It was **RESOLVED** that:

1. The Committees thanks be recorded for Councillor Phillips work on the working group.
2. The Guildhall Working Party be retained to consider the overall business operation and strategy of the Guildhall.

(b) Update on the Cost of Back Lighting Plaque for the Guildhall Glass Panel on Staircase (Town Clerk)

Members considered a quote for the backlighting.

It was **RESOLVED** to accept the quote to the value of £210 to be funded by £112 as received on the closure of the Friends of the Guildhall account and £98 from the EMF building repairs budget.

(c) Update On Emergency Fire Door Equipment

The Clerk reported that the fire door guards had now been fitted to comply with health and safety fire risk requirements financed from a reduction in the general fire equipment contract cost.

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

91/11/12 COMMUNITY CHEST APPLICATIONS

Chicks

It was **RESOLVED** that the application be referred to the Saltash Youth Council.

Herods Woods Archers

It was **RECOMMENDED** that £500 be awarded.

Spectrum

It was **RESOLVED** that Spectrum be requested to provide more information on what they presently do in Saltash and supply further evidence as to how any monies awarded would be spent in Saltash and on its community.

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It was **RESOLVED** that the application be deferred to the next meeting so that the applicant can apply by the normal process and provide the formal documented information required for the committees consideration.

92/11/12 **ADDITIONAL PROCEDURES (Councillors Gee and M Killeya)**

It was **RESOLVED** that Councillors Gee and M Killeya's procedural item will be considered at the next meeting.

It was **RESOLVED** that Councillor A Killeya's procedural item on planning protocol will be considered at Full Council.

93/11/12 **BUSINESS CASE FOR TOC H BUILDING**

Councillor Austin provided an update report and that Cornwall Council are to sell the building.

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

94/11/12 **UPDATE ON OFFER FROM CORNWALL COUNCIL TO LEASE A PIECE OF LAND TO THE TOWN COUNCIL TO ACCOMODATE THE PROPOSED ASHTORRE FERRY MONUMENT**

No report received.

It was **RESOLVED** that the Clerk will progress a report from Cornwall Council

95/11/12 **CIVIC REGALIA**

a. Security – Report from Insurers

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

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

It was **RESOLVED** that the quote from Fattorini be accepted on the basis of the following work to be conducted during the first two weeks of January 2012.

1. Q0042691:1 at a cost of £162.75
2. Q0042691:2 at a cost of £96
3. Q0042691:3 the ribbons only to be repaired at a cost to be determined.
4. Q0042691:4 the ribbons only to be repaired at a cost to be determined.

96/11/12 **FRAMING OF PRINTS**

It was **RESOLVED** that the item be referred to the Civic Amenities Committee for consideration.

97/11/12 **FIRST RESPONDER VEHICLE - LOCAL COMPANIES MAY BE ABLE TO SPONSOR A VEHICLE**

It was **RESOLVED** that it be noted Councillor Reid is progressing.

98/11/12 **TEMPORARY CLOSURE OF DISABLED TOILET IN THE GUILDHALL**

It was **RESOLVED** that it be noted the closure had been authorised by the Mayor and endorsed by the Council.

99/11/12 **CODE ON DATA TRANSPARENCY**

It was **RESOLVED** that information required by the code will be displayed on the website as a specific finance item.

100/11/12 **POLICY FOR ASSET TRANSFER FROM CORNWALL COUNCIL**

(a) Public Toilets

Member considered the establishment of a policy making working party to progress the issue.

It was **RESOLVED** that a policy making working party be established consisting of Councillors: M Gee, B Phillips, B Austin.

101/11/12 **USE OF S106 MONEY TO HAVE A LASTING LEGACY**

The Chairman requested members consider the use of S106 money to fund a lasting legacy such as a building or land.

It was **RESOLVED** that a working party be established to progress the proposal consisting of Councillors: M Gee, B Austin, H Frank, C Oakes, A Killeya.

102/11/12 **REVIEW OF BRIDGE TOLLS**

The Chairman drew members attention to the possibility of future bridge toll increases.

It was **RESOLVED** that the Clerk arrange a tour of the bridge and meeting with the bridge Manager to explore future toll increases and other matters of interest.

103/11/12 **PURCHASE OF TOWN CRIER'S UNIFORM**

Members considered the purchase of a dedicated Town Crier's uniform.

It was **RESOLVED** that Councillors Gee and A Killeya will progress and report to the next meeting.

104/11/12 **COMMUNICATION FROM OFFICE TO COUNCILLORS BY EMAIL**

The Chairman reported on issues relating to the non receipt of email from the office and invited members to consider delivery and receipt methods.

It was **RESOLVED** that no action be undertaken and the report be noted.

105/11/12 **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.

106/11/12 **AS REQUIRED**

None

107/11/12 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

108/11/12 **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR**

None

109/11/12 **PRESS REPORTS**

None

110/11/12 **DATE OF NEXT MEETING**

Tuesday 20TH December 2011.

Rising at 10.45

Signed: _____
Chairman

Dated: _____
November 3rd 2011