

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 14th March 2023 at 6.30 pm

PRESENT: Councillors: R Bickford, R Bullock, J Dent, S Gillies, M Griffiths, S Martin, S Miller (Chairman), J Peggs, B Samuels, P Samuels (Vice-Chairman), B Stoyel and D Yates.

ALSO PRESENT: 1 Member of the Public, S Burrows (Town Clerk) and D Joyce (Administration Officer)

APOLOGIES: J Brady.

149/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

150/22/23 DECLARATIONS OF INTEREST:

- a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

Councillor	Agenda Item	Pecuniary/Non-Pecuniary	Reason	Left Meeting
Dent	16	Non-Pecuniary	Affiliation through being a Member of Heritage	Yes
Samuels B	18	Non-Pecuniary	Friends with neighbouring property	Yes
Samuels P	18	Non-Pecuniary	Friends with neighbouring property	Yes
Stoyel	18	Non-Pecuniary	Friends with neighbouring property	Yes

- b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

151/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

152/22/23 TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 10TH JANUARY 2023 AS A TRUE AND CORRECT RECORD.

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor Miller, seconded by Councillor P Samuels and **RESOLVED** that the minutes of the Policy and Finance Committee held on 10th January 2023 were confirmed as a true and correct record.

153/22/23 ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 31ST JANUARY 2023.

It was **RESOLVED** to note.

154/22/23 PETTY CASH RECONCILED UP TO 31ST JANUARY 2023.

It was **RESOLVED** to note.

155/22/23 TO RECEIVE A REPORT ON VAT.

It was **RESOLVED** to note.

156/22/23 TO RECEIVE A REPORT ON INVESTMENTS.

It was **RESOLVED** to note.

157/22/23 TO NOTE THAT AN AUDIT ON RECENT SUPPLIER PAYMENTS WAS CONDUCTED BY THE CHAIRMAN OF POLICY & FINANCE IN LINE WITH THE COUNCIL'S FINANCIAL REGULATIONS. IT WAS NOTED THAT THERE ARE NO DISCREPANCIES TO REPORT.

It was **RESOLVED** to note.

158/22/23 TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS.

It was **RESOLVED** to note.

159/22/23 TO RECEIVE A REPORT FROM THE FINANCE OFFICER.

It was **RESOLVED** to note.

Members thanked the Town Clerk for her continued hard work due to the current vacancy of the Finance Officer and the Town Council's Finance Consultants being unavailable until the end of March 2023.

160/22/23 THE TOWN CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND.

It was proposed by Councillor P Samuels, seconded by Councillor Peggs and **RESOLVED** to ratify the Town Clerk's delegated authority to spend.

161/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No report.

162/22/23 TO RATIFY THE TOWN COUNCIL MOTOR VEHICLE INSURANCE POLICY FOR THE YEAR 2023-24.

It was proposed by Councillor Miller, seconded by Councillor P Samuels and **RESOLVED** to:

1. Ratify the appointment of James Hallam Brooker for the year 2023/24 for ERS the underwriter to provide motor insurance cover at a cost of £2,902.28 including applicable taxes;
2. Allocate the cost to budget code 6205 Insurance.

Councillor Dent declared an interest in the next agenda item and left the meeting.

163/22/23 TO RECEIVE A REPORT ON THE APPOINTMENT OF A TOWN COUNCIL SOLICITOR AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk provided a brief verbal overview of the report received and contained within the reports pack.

It was proposed by Councillor Griffiths, seconded by Councillor B Samuels and **RESOLVED** to appoint Coodes Solicitors as the Town Council default Solicitor subject to the nature of the work and timescales involved.

Councillor Dent was invited and returned to the meeting.

164/22/23 TO RECEIVE CORNWALL COUNCILS FORMAL OFF-STREET PARKING ORDER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed Cornwall Council's formal off-street parking order. Members expressed concern and objection to the details contained within the proposal.

Members concerns included:

- lack of flexibility for town and parishes;
- Sunday charging will cause additional inconvenience for residents by visitors displaced from free car parking, and carriageway obstruction due to more street parking on single yellow lines. Hopefully a fear of the overall effect of increased charges on deterring people from casual visits to the town centre, further reducing footfall, has also been incorporated;
- Sunday charging will have a negative impact on residents attending church;
- Plymouth as the neighbouring city could influence people to travel to Plymouth and park in many 'district' car parks for free on any day for up to two hours;
- lack of parking scheme for Saltash residents who utilise the car parks on a regular basis due to limited on street parking.

It was proposed by Councillor Stoyel, seconded by Councillor Bullock and **RESOLVED** to provide delegated authority to the Town Clerk working with Councillor Bickford to respond to the public consultation on behalf of the Town Council.

Members were encouraged to individually respond to the public consultation.

Councillors B Samuels, P Samuels and Stoyel declared an interest in the following agenda item and left the meeting.

165/22/23 TO RECEIVE A RECOMMENDATION FROM THE EXTRAORDINARY JOINT BURIAL BOARD COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

RECOMMENDATION:

38/22/23 TO RECEIVE A REPORT FROM THE TOWN COUNCIL BUILDING SURVEYOR TOGETHER WITH TENDER SUBMISSIONS RELATING TO THE CHURCH WALL OF ST STEPHENS AND TO CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the evaluation from the Town Council's Building Surveyor and discussed the three quotes received.

It was proposed by Councillor Dent, seconded by Councillor Bullock and **RESOLVED** to appoint Company B to carry out works on the partially collapsed wall between St Stephens Courtyard and private residence 'Kellywyth', in accordance with the Specification of Works dated 2nd December 2022 at a total cost of £14,366.67+vat to be taken from budget code 6170 BB EMF Repairs to Cemetery Wall.

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and resolved to **RECOMMEND** to Full Town Council to vire £14,366.67+vat to budget code 6170 BB EMF Repairs to Cemetery Wall from General Reserves.

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and resolved to **RECOMMEND** to the Policy and Finance Committee to provide delegated authority to spend of £1,437.00+vat to the Town Clerk for the associated costs for the Town Council's Building Surveyor to be taken from budget code 6224 PF Professional Costs, relating to management of works to the partially collapsed wall between St Stephens Courtyard and private residence 'Kellywyth'.

It was proposed by Councillor Dent, seconded by Councillor Gillies and **RESOLVED** to approve the above Policy and Finance recommendation.

Councillors B Samuels, P Samuels and Stoyel were invited and returned to the meeting.

**166/22/23 TO RECEIVE A RECOMMENDATION FROM THE DEVOLUTION
SUB COMMITTEE AND CONSIDER ANY ACTIONS AND
ASSOCIATED EXPENDITURE.**

**7/22/23 TO RECEIVE AN UPDATE ON THE TOWN COUNCIL'S
IDENTIFIED DEVOLUTION ASSETS AND LAND PROGRAMME AND
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:**

- b. Cornwall Council Standard Heads of Terms for the Maurice Huggins Tea Room and Victoria Gardens;

The Town Clerk expressed concerns regarding items contained within Cornwall Council's Heads of Terms, such as, the use of the Maurice Huggins Room and the responsibility to repair Victoria Gardens in its current state (Grade II Listed monument, the walls, footpaths, railings, any gates and large trees).

The Town Clerk informed Members that the condition and health and safety aspect of the pine tree (photos provided) had been reported to Cornwall Council's Environment Team as this property falls under their management.

The Town Clerk brought Members attention to the Building Survey report conducted in 2018, five years on.

The report included concerns around the condition of the surrounding walls, railings, pathways and large trees situated in Victoria Gardens.

Members discussed in length their reasons for requesting to devolve as a Freehold Victoria Gardens and the Maurice Huggins Room (MHR) to the Town Council.

The Town Clerk advised Members that the Town Council has a responsibility to ensure due diligence has been met and advised Members to get an up to date Building Surveyors report together with full costing prior to committing the Town Council to a Lease or Freehold with Cornwall Council.

The Town Clerk further confirmed she understood Members frustration and that should they wish to undertake low maintenance works (bedding plants, grass cutting, shrub work) ready for the Spring/Summer months to request from Cornwall Council a Licence to work in Victoria Gardens for that period.

It was **RESOLVED** to note that Cormac are currently addressing uneven footpaths and trip hazards caused by tree roots in Victoria Gardens and that works will raise the paths with a special method that doesn't harm the trees and allow for future growth.

It was **RESOLVED** to note that Cornwall Council have given permission for Saltash Town Council to occupy the Maurice Huggins Room under an implied tenancy at will until such time as devolution is agreed.

It was proposed by Councillor Martin, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council;

1. To request a Licence or Service Level Agreement (SLA) from Cornwall Council to allow the Town Council to tidy the lower lying areas such as, the shrubs, grass cutting and bedding plants, during the months of Spring/Summer 2023;
2. The Climate Change and Environment Working Group to consider a short term vision to tidy Victoria Gardens working with the Town Council and relevant volunteer groups, reporting back at the next Devolution Sub Committee Meeting;
3. To appoint the Town Council's Building Surveyor to provide an updated Building Surveyors Report and associated cost for Victoria Gardens only to be received at future Devolution Sub Committee meeting;
4. To request the latest Cornwall Council's tree condition survey and maintenance works for Victoria Gardens;
5. The Town Clerk to continue to liaise with Cornwall Council to undertake relevant work to the pine and monkey puzzle trees;
6. The Devolution Sub Committee to look at the long term vision of devolving Victoria Gardens and the Maurice Huggins Room to the Town Council;
7. Subject to better negotiations with Cornwall Council, to approve to devolve Victoria Gardens and the Maurice Huggins Room to Saltash Town Council as a Freehold site.

It was proposed by Councillor Martin, seconded by Councillor Peggs and resolved to **RECOMMEND** to Policy and Finance to allocate to budget code 6224 Professional Costs the Building Surveyors fees to undertake a Building Surveyors Report for Victoria Gardens only.

It was proposed by Councillor Martin, seconded by Councillor Gillies and **RESOLVED** to approve the above Policy and Finance recommendation.

167/22/23 TO RECEIVE A REPORT ON THE SETUP OF THE MEET YOUR COUNCILLOR SESSION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor P Samuels, seconded by Councillor Martin and **RESOLVED** to approve the request for the Service Delivery Department to deliver and collect necessary items for Meet Your Councillors sessions outside Bloom Hearing Specialists on Fore Street.

168/22/23 TO CONSIDER A FESTIVAL FUND APPLICATION:

a. Festival Funds

Application Number	Organisation	Amount Requested
FF113	Saltash Fair Committee	£3,000

It was proposed by Councillor Gillies, seconded by Councillor Peggs and **RESOLVED** to award £3,000.

169/22/23 TO RECEIVE AND NOTE REPORTS ON FUNDING AWARDED:

a. FF112 – Saltash Christmas Festival

It was **RESOLVED** to note.

170/22/23 TO RECEIVE A REPORT ON THE CORONATION FROM THE MAY FAIR COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members considered a request received from the Saltash May Fair Committee contained within the reports pack, to provide a funding contribution to the Coronation event.

Members discussed the Coronation celebrations and spoke of the money previously budgeted by the Town Council for the event.

It was proposed by Councillor Bickford, seconded by Councillor B Samuels and **RESOLVED** to approve £1,500.00 to the May Fair Committee for the extra Coronation elements for the event allocated to budget code 6202 Civic Occassions, subject to the relevant receipts and Town Council funding agreements being met.

171/22/23 TO RECEIVE THE FOLLOWING RECOMMENDED POLICIES FROM THE SERVICES COMMITTEE AND CONSIDER RECOMMENDING TO FULL COUNCIL:

- a. Town Council Playpark Match Funding
(Pursuant to Services Committee held on 9.2.23 minute nr. 118/22/23)

It was proposed by Councillor Peggs, seconded by Councillor Martin and resolved to **RECOMMEND** to Full Council to be held on Thursday 13th April 2023.

Councillor Martin left the meeting.

- b. Hire of Public Loudspeakers
(Pursuant to Services Committee held on 9.2.23 minute nr. 118/22/23)

Councillor Martin returned to the meeting.

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** to defer to a future Policy and Finance meeting the Hire of Public Loudspeakers until the levels of sound have been further investigated and associated expenditure for PPL/PRS licensing has been explored and considered.

172/22/23 TO CONSIDER DELEGATING TO THE TOWN CLERK TO REVIEW THE FOLLOWING TOWN COUNCIL DOCUMENTS:

The Town Clerk requested an additional Town Council document – Receiving Public Questions, Representations and Evidences at Meetings be considered in the delegation for review due to its correlation to Standing Orders.

It was proposed by Councillor Dent, seconded by Councillor Miller and **RESOLVED** to approve:

1. Delegated authority to the Town Clerk to review Standing Orders, Financial Regulations, Scheme of Delegation, Receiving Public Questions, Representations and Evidence at Meetings and Agenda templates, reporting back at a future Policy and Finance meeting;
2. To terminate the Standing Orders Working Group as it is no longer required.

173/22/23 TO RECEIVE A QUARTERLY REPORT FOR THE COMMISSIONING OF PROFESSIONAL YOUTH WORK IN SALTASH:

a. Livewire

It was **RESOLVED** to note.

b. The Core

It was **RESOLVED** to note.

c. Junkyard Skatepark

It was **RESOLVED** to note.

174/22/23 TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:

a. Neighbourhood Plan Steering Group

No further updates at this time.

b. Saltash Team for Youth

It was **RESOLVED** to note.

c. Section 106 Panel

No report due to meeting not taking place.

175/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

176/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

177/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

To resolve that the public and press be re-admitted to the meeting.

178/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

179/22/23 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

Councillor Stoyel left the meeting.

It was proposed by Councillor Miller, seconded by Councillor Dent and **RESOLVED** to issue the following Press and Social Media Releases;

1. Awarded Festival Fund Grant – Saltash Fair Committee;
2. Coronation funding liaising with the Saltash May Fair Committee;
3. Cornwall Council's Formal Off Street Parking Order.

DATE OF NEXT MEETING

Wednesday 10 May 2023 at 6.30 pm

Rising at: 8.17 pm

Signed: _____
Chairman

Dated: _____