

REPORT OF THE POLICY & RESOURCES COMMITTEE 17th NOVEMBER 2009

MEMBERSHIP & ATTENDANCE

Chairman: * Mrs J Worrall

Councillors: * Mr M Green
*Mrs M Hampton
*Mrs A Hayward
* Mrs M Jarrett
* Mr R Kipps
Mr K Morris
*Mr S Watkins

*Denotes members present
Also in attendance Cllr N Eve

RECOMMENDATION

There were no recommendations.

09/20 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Morris

09/21 DECLARATIONS OF INTEREST

There were no declarations of interest.

09/22 APPROVAL OF THE MINUTES

The Committee
RESOLVED

The minutes of the meeting dated 8^h September 009 were approved as a true and correct record.

09/23 MATTERS ARISING

Cllr Eve queried the colour of the lights on the trees. He was advised that they would be white as previously requested.

09/24 FINANCIAL COMPARISON STATEMENT 2009/10

Cllr Worrall advised the Committee that due to long term sickness the balance of the salaries was not as high as in previous years, but there would be a levelling out.

Cllr Jarrett confirmed that Chorleywood Matters would be going out this week and that the next one would be in February.

The Committee
RESOLVED
To note the report

09/25 HEALTH AND SAFETY

The results of the Health and Safety inspection of the Parish Council Office and the Parish Halls should be delegated to the relevant Committee. The report was critical about the Parish Office, the resolution of the issues to delegate to P & R.

The Committee have to agree the budget for the coming year for Health and Safety. There was concern of the report especially for Open Spaces and Village Halls. The recommendations to be carried out will be delegated.

Training was still needed for Peter Monahan, Claire James, Andrew Goddard and Derek Sears. This training was free of charge as it came within the Peninsula package.

Three Rivers District Council as freeholder of the Parish Office should be asked for the asbestos certificate and need to verify if it has already been done and if not that it needs to be done, and request a copy of the letter for verification.

In common with all other Authorities in the country, the Committees need to follow their H&S recommendations.

The Committee
RESOLVED

1. The report was noted
2. The decision on the budget will be deferred until Committee's report back.
3. That the budget be held with the various Committees
4. That the H&S report be placed on each Committee agenda to accept and review reports.

Proposed by Cllr Mrs Jarrett and seconded by Cllr Watkins and unanimously agreed.

09/26 EXTERNAL AUDIT RETURN FOR 2008/09

The external report was noted–

1. Not itemised as reported.
2. Did not review effectiveness of the internal audit.

Recommend that the internal audit must be done in the financial year before it closes.

Request a full picture of each internal audit to be available in January/February.

3. Internal Audit.
The internal audit in December ready for Full Council.
To be completed by 31st March.

Reviewed late as internal report late.
Expenditure Powers - Require clarification from NALC.

Fidelity Guarantee - accept the proposal as detailed in the agenda
Proposed by Cllr Worrall - unanimously agreed.

Trustee Information - No members of the public are on Village Halls Committee, no further action at the moment.

09/27 BUDGET STRATEGY

The Chairman suggested that the budget was to be set at no more than last year.

The Committee was advised that certain items would go up and others would come down.

Cllr Jarrett proposed that Chorleywood Matters could contain adverts – there was concern on work involved setting up the scheme Concern that the adverts would not cover the extra paper and printing and could end up costing more. Inclusion of adverts should be a money earner and would not be worth doing unless we cover our overheads.

Expenditures.

A meeting needs to be arranged between the Parish and Business Association to discuss the Late night shopping evening and the lights.

Christmas lights - all other Parish Councils pay for their lights.

Committee are recommended to put in a figure no more than last year for both capital and revenue.

The Committee decided to aim for a nil increase in the budget - proposed from the chair by Cllr Worrall and unanimously agreed.

09/28 HALIFAX GUARANTEED RESERVE

Cllr Eve asked if anybody had looked at anywhere else for the money and for better figures.

It will involve finding a bank that will take Council money.

Cllr Eve questioned whether the amount should be split between two banks/buildings societies as the guarantee from the Government was only for £50,000.

Decision 1. To be discussed at the extraordinary meeting on Tuesday 1st December, 2009.

Decision 2. Investigate alternative banks/building societies

Decision 3. Consider not putting more than £50,000 into any one bank/building society. .

Resolution.

Plan to have a cost management plan for the next P & R meeting. .
Investigate whether we need to split the money into two different accounts, for security
purposed.
Investigate the rates available from banks/building societies for Parish Council funds.

09/29 CLOSURE

There being no further business the meeting closed at 9.23pm

These minutes have been checked by the Chairman.

Signature..... Date.....

These minutes were agreed as a true and correct record at the Policy & Resources meeting and
signed by the Chairman.

Signature Date