

**REPORT OF THE POLICY & RESOURCES COMMITTEE MEETING 16<sup>th</sup> MARCH 2010**

**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  
There was one member of the public present

**MINUTES**

**09/47 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**09/48 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**09/49 APPROVAL OF MINUTES**

The Minutes of the meetings dated 19<sup>th</sup> January 2010 were agreed as a true and correct record.

**09/50 MATTERS ARISING FROM THE MINUTES**

There were no matters arising.

**09/51 FINANCIAL COMPARISON STATEMENT 2009/10**

The Committee  
RESOLVED  
To note the report

**09/52 ELECTION OF CHAIRMAN**

Members discussed the history and fairness of the current system, the importance of continuity and the benefits of potential change. It was considered that under the current system the Vice Chairman should take a more active role, attending chairman's briefings, and being involved with projects on behalf of the council. This would ensure that when they became chairman they would be up to speed.

Cllr Morris proposed that the system be changed to an election system. This proposal was not seconded and the proposal fell. The Chairman advised members that this was the last opportunity to make a recommendation for change before the new council and therefore if there were no further proposals the current system as outlined in standing orders would stay in place.

No further proposals were received and therefore the Clerk confirmed, it would be Chorleywood East's turn to select a Vice Chairman, and assuming Cllr Kipps was re-elected he would become Chairman of the Council for 2010/11.

The Committee  
RESOLVED

To keep the process in place for selection of the Vice Chairman and Chairman in place as outlined in standing orders.

#### **09/53 APPLICATION FOR GRANT FUNDING**

Members considered the grant application from the Cricket Club for the replacement of the cricket nets. The Clerk explained the financial situation and the position of the committee regarding how much money they were entitled to award without having to go to Full Council.

She explained that there was £1300, currently in the budget and as this was the end of the year any money not allocated would be returned to reserves. If the Committee wished to grant more than £1300, they would have to make a recommendation to Full Council for their consideration and that the remaining balance would be taken from reserves.

The Committee therefore  
RESOLVED

To offer the Cricket Club £1300 grant funding towards replacement of the cricket nets.

This was proposed by Cllr Watkins, seconded by Cllr Morris and unanimously approved.

*The grant was allocated in accordance with Local Government (Misc Provision) Act 1976*

#### **09/54 FIVE YEAR PLAN**

The Committee considered the items outlined within the report and agreed that these should be added to the five year plan. It was also agreed that a report would go to the next P&R Committee to prioritise the items and to ascertain a way forward. Cllr Eve asked if an additional item could be added for a review of salaried staff to be carried out by an external organisation to ensure that members of staff were being paid at the correct rate. The Clerk confirmed that this exercise should be carried out every five years or so, and that a report should be issued to members of the council on an annual basis.

The Committee  
RESOLVED

That items for the Five Year Plan would be as follows:-

- Parish Office Premises
- Storage
- Parish Office decoration, and schedule of works
- Parish Plan
- Salary Review

#### **09/55 FINANCIAL RISK ASSESSMENT AND AUDIT OF THE INTERNAL AUDITORS**

Having considered the details within the Financial Risk Assessment

The Committee  
RESOLVED

To approve the Financial Risk Assessment  
That the Clerk takes the appropriate action as outlined in the report  
That a review takes place in 12 months time

This was proposed by Cllr Kipps, seconded by Cllr Jarrett and unanimously approved.

Members also considered the review of the effectiveness of the internal auditor. They considered the five key points namely, the Scope of the internal audit, the independence of the internal auditor, the competence of the auditors, the relationship between the internal auditor and the RFO and the audit planning and reporting.

The Committee  
RESOLVED

That the appointed internal auditors RBS Audit Solutions were considered to be effective and should be engaged for a further year.

That question 6 in section 2 of the annual return should be answered positively, following the criteria as outlined in the *Accounts and Audit (Amendment)(England) Regulations 2006*.

The was proposed by Cllr Green, seconded by Cllr Watkins and unanimously approved.

#### **09/56 CALENDAR OF MEETINGS 2010/11**

Members considered the two proposed calendar of meetings. Cllr Kipps requested that the Village Halls Trust Meeting time be brought forward to 7.00pm to ensure enough time for proper debate prior to the commencement of the Planning Committee meetings.

The Committee  
RESOLVED

That the two sets of calendars be approved

That the meetings time for the Village Halls Trust Meeting be brought forward to 7.00pm

That the Clerk informs the Council of the calendar of meeting appropriate as soon as the date of the general election is known.

#### **09/57 PARISH COUNCIL CHARITY QUIZ NIGHT**

Members discussed the detail of the Chairman's Charity Quiz Night, which had been approved at Full Council (min 09/60 refers)

The Committee  
RESOLVED

That the event be free of charge to participants and the funding for refreshments would be used from the unspent Chairman's allowance budget.

That funds would be raised by way of a raffle, proceeds of which would be shared between the Peace Hospice and Chorleywood Youth Club.

This was proposed by Cllr Watkins, seconded by Cllr Mrs Hayward and unanimously approved, from the legal power *Local Government Act 1972, S145 provision of entertainment*.

#### **09/58 ADVICE FROM THE COUNCIL'S INSURERS REGARDING POOR WEATHER CONDITIONS**

Members considered the advice given by the Council's insurers and

The Committee  
RESOLVED

That the Council would not grit public spaces during adverse weather conditions but would put notices explaining why they had come to this decision.

**09/59 PROTOCOL BETWEEN OFFICERS AND MEMBERS**

The Chairman advised that she had asked for this item to be put on the agenda as she felt that there had been times when the behaviour of Councillors in the Council Chamber had been inappropriate for a public meeting. Criticisms of the Clerk and or the staff were not welcome in a public meeting. It was suggested that if members were critical of reports or comments being put before them they should contact the Chairman or the Clerk before the meeting to address the situation. She stated it was neither useful or professional to criticise individuals in a public meeting.

She therefore proposed from the Chair that the document outlining the protocol between officers and members be circulated to all Councillors following the election.

The Committee  
RESOLVED  
To unanimously approve the Chairman’s proposal.

**09/61 CONFLICTS OF INTEREST**

Members considered the information received from NALC and The Standard Board for England and agreed with its content. Therefore

The Committee  
RESOLVED  
That the Clerk writes to the Monitoring Officer at TRDC with a copy to the Chief Executive with the information received, asking them to reconsider their decision.  
That following the election the Council selects members onto committees taking the advice from NALC into account.  
That if TRDC does not review its policy then the case is forwarded to the Standard Board for England.

**09/62 CLOSE**

The meeting having started at 8.00pm and finished at 10.35pm

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 .....