

REPORT OF THE POLICY & RESOURCES COMMITTEE MEETING 25th JANUARY 2011

MEMBERSHIP & ATTENDANCE

Chairman: * R Kipps

Councillors: * N Eve
* M Green
* Mrs A Hayward
* Mrs M Jarrett
* G Liley
* S Watkins
* Mrs J Worrall

*Denotes members present

There were no members of the public present

RECOMMENDATIONS

1. APPLICATION FOR GRANT FUNDING

Members considered the application for grant funding from Christchurch School and agreed it was a worthy project. Currently there was only £100 in the budget and the School had asked for a total of £500.

The Committee

RESOLVED TO RECOMMEND

That the Council agrees to pay a grant of £500 to Christ Church School , being £100 from the current grant budget and £400 from reserves, the £400 *is* to be paid back to reserves from the grant budget at the beginning of the next financial year.

This was proposed by Cllr Eve, seconded by Cllr Mrs. Worrall and unanimously agreed.

MINUTES

10/39 APOLOGIES FOR ABSENCE

There were no apologies for absence

10/40 DECLARATIONS OF INTEREST

Cllr Watkins declared an interest in Agenda Item 6, Application for Grant Funding.

10/41 APPROVAL OF MINUTES

Subject to the changes made at Full Council, the Minutes of the meeting dated 23rd November 2010 were agreed as a true and correct record.

10/42 MATTERS ARISING FROM THE MINTUES

There were no matters arising.

10/43 FINANCIAL COMPARISON STATEMENT 2010/11

The Committee
RESOLVED
To note the report

10/44 APPLICATION FOR GRANT FUNDING

See Recommendation 1

10/45 AUDIT REPORT FOR THE FIRST INTERIM INTERNAL AUDIT 2010/11

The Committee
RESOLVED
The report be noted and that there is no action to be taken.

This was proposed by Cllr Mrs Hayward seconded by Cllr Watkins and unanimously approved.

10/46 FINANCIAL RISK ASSESSMENT AND EFFECTIVENESS OF THE INTERNAL AUDIT

Members discussed the actions in the Financial Risk Assessment and agreed that Standing Orders should be reviewed in the summer of 2011. The Clerk was asked to note this in her diary for a P&R agenda item for this time.

The Committee
RESOLVED
That the Clerk put the revision of Standing Orders on the Agenda for the summer P&R Meeting.

This was proposed by Cllr Mrs Worrall , seconded by Cllr Liley, and unanimously agreed.

Members also reviewed the effectiveness of the Internal Auditor assessing the performance of the Auditors against the criteria.

The Committee
RESOLVED
To continue to use the services of the Internal Auditor RBS Solutions.

This was proposed by Cllr Mrs Worrall, seconded by Cllr Mrs Hayward and unanimously agreed.

10/47 LATE NIGHT SHOPPING EVENT REVIEW

Members were concerned that the majority of the shops did not seem to participate in the best dressed shop competition. The Clerk confirmed that leaflets had been hand delivered to all the shops by a Councillor about a month before the date. It was suggested that the competition should either be changed or abandoned. However Members came to the conclusion that Officers should contact the Business Association and state that the event would run this year but would need the support of local businesses. The Clerk advised that she thought the Business Association had an E-Group which perhaps the Parish Council could join where entry forms could be circulated for this year's event.

The Committee
RESOLVED
That the Officers contact the Business Association to join the E-Group so that information about Late Night Shopping could be forwarded to all members of the association.

10/48 EMAILING OF AGENDAS AND MINUTES TO COUNCILLORS

There was concern that if agendas and minutes were circulated via email that this would not be legal. The Clerk confirmed that she had checked with NALC who has agreed that this was within the legal meaning

of 'delivered to the usual place of residence' as an email address had to be registered to an individual. The Clerk also advised that this would be voluntary and would be tailored to each individual's needs. It would be a simple process to set up, and may save money. The Members did agree that the Council could not reimburse members for printing cartridges as this could prove more costly than postage, however it was felt that reams of paper could be provided if required.

The Committee

RESOLVED

That Members should be offered the opportunity to receive their agenda's and minutes via email commencing from the next municipal year.

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

10/49 HEALTH AND SAFETY UPDATE

Members were concerned that despite reminders there had been no response from TRDC regarding the asbestos report. The Council was still waiting for comments from the surveyors department relating to the Bullsland Hall, having received an inspection in May 2010.

The Committee

RESOLVED

That the Clerk write to the Chief Executive of TRDC asking him to chase up the Surveyors Department for the information required.

10/50 WEBSITE AND EMAILS

The Committee

RESOLVED

To note the Report.

10/51 PAYMENT OF SALARIES BY BACS

Following discussion regarding the processes and a full briefing on the necessary safeguards in place

The Committee

RESOLVED

That the Clerk instigates payments of salaries by BACS for the next financial year.

This was proposed by Cllr Mrs Worrall and seconded by Cllr Mrs Hayward, and unanimously approved.

10/52 EXCLUSION OF PRESS AND PUBLIC

The Committee

RESOLVED

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest, that the press and public be temporarily excluded for agenda item 13a, 15, and 16 and they are instructed to withdraw.

This was proposed by Cllr Mrs Worrall, seconded by Cllr Green and unanimously approved.

Whilst the discussion on the following items took place in private the

Committee

RESOLVED

That the minute numbers 10/53 and 10/54 be recorded in Part 1 minutes.

10/53 ANNUAL PARISH MEETING

The Chairman advised that the War Memorial Hall had been booked on a Wednesday as it was the only date available. After consideration, Members felt the idea of the Parish Council holding a community based Annual Parish Meeting was a good one, however it would need publicity and community involvement. Members felt that there may be insufficient time to organise this properly for this year, but that it should be investigated more thoroughly for next year. It was considered that a flyer should be produced and handed out to all Chorleywood based voluntary organisations who attended both the Village Day and Quiz Night.

As the decision to have the event in the hall had been taken less than six months before the date of this meeting the Chairman proposed the suspension of Standing Orders.

This was proposed by Cllr Mrs Jarrett and seconded by Cllr Mrs Worrall, and agreed unanimously.

Standing Orders were suspended at 9.45 pm

The Committee

RESOLVED

That the Annual Parish Meeting shall be held at the Parish Council Offices, on 10th May 2011.

This was proposed by Cllr Mrs Jarrett, seconded by Cllr Mrs Worrall and unanimously agreed.

Standing Orders were reinstated at 9.48 pm.

10/54 TO CONSIDER THE PRESENTATION AND FORMAT OF THE ANNUAL REPORT

Cllr Eve requested that the meeting be called into Confidential Business to enable a full and frank discussion.

The Committee

RESOLVED

That the discussion relating to the presentation and format of the annual report be discussed under confidential business to allow for full and frank discussion, but that the minutes would be recorded in the usual way.

Cllr Eve stated that the Council had been discussing the possible application for Quality Council status for ten years however there seemed to be little progress. However one of the functions looked at was the annual report. He felt that the quality of the annual reports varied, being a collection of individual reports which showed no correlation, and were difficult to read. In past editions there had been errors in the reports of grammar, spelling and punctuation. Some reports were sent in from outside bodies and there was unnecessary repetition. He also felt that the financial reports were difficult to understand and the use of bar and pie charts were not relevant. He felt that the publication should be more professional and the report should be about this Council and what this Council has done. He felt that the report should be edited by the Chorleywood Matters Editorial team to give a more uniform approach and check for errors.

The Clerk advised that all Committee Chairman would need to stick to a strict deadline to enable the publication to be ready on time. She also advised that she was not trained in professional publications and only had the Publisher programme on her computer to work with. If members wanted a more professional publication the set up and production of the report would have to go to an outside body which would have significant cost implications.

After further discussion

The Committee

RESOLVED

That the deadline for all reports from Committee Chairman and representatives for Outside Bodies would be 5th April 2011.

That reports to be written by Parish Councillors as representatives of outside bodies (with the exception of the report from the PCSO)

That all reports would go through the Editorial Team and they would be given the authority to change wording.

That there would be no bar chart to show the attendance records.

That there would be no pie chart for the financial comparison.

That the publication would have a simple cover, printed on white paper with relevant photographs to accompany the text.

Cllr Eve thanked the Committee for allowing the discussion to take place.

The Resolution was proposed by Cllr Eve, seconded by Cllr Kipps and unanimously approved.

10/55 ABSENCE OF THE CLERK

The Committee

RESOLVED

To note the report

That the Senior Admin Officer in consultation with the Chairman and Vice Chairman be allowed, should the need arise to either engage temporary staff, or allow overtime at the usual rate to cover the staff absences.

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

PRIVATE & CONFIDENTIAL

10/56 ANNUAL SALARY REVIEW

10/57 CLOSURE

The meeting having started at 8.00pm, finished at 10.55pm

These minutes have been checked by the Vice 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