
REPORT OF THE POLICY & RESOURCES COMMITTEE MEETING 20th SEPTEMBER 2011

MEMBERSHIP & ATTENDANCE

Chairman: * Mrs A Hayward

Councillors: * T Edwards
* Mrs M Jarrett
* R Kipps
* Mrs L Sutherland
* S Watkins
* Mrs J White
* Mrs J Worrall

*Denotes members present

There were no members of the public present

RECOMMENDATIONS

1. **DOCUMENT RETENTION POLICY**

Members of the committee considered the items within the proposed policy, the Clerk confirmed that the discussion had taken place with the Internal Auditors and CIPFA audit regulations. The Clerk also confirmed that all financial records were to be kept from the year of audit, therefore in reality the financial documents would be retained for seven years.

Members discussed the Information Bulletin and agreed that the papers should be retained for six months. The Clerk also explained that press cuttings were taken from the Watford Observer every week and kept in a book for future reference, however to her knowledge they had never been used. The Committee decided that only articles relating directly to the Parish Council should be retained, for a period of six months only.

Discussion took place regarding emails. Members felt that the officers would have to use discretion and retain emails which formed correspondence, keeping them in paper format, and treated the same way as letters. General information and requests for information would not be retained, for longer than three months.

The Committee

RESOLVED

To recommend to Full Council

That the Retention Policy as attached in appendix 1 be adopted.

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

During the debate it was noted that the Beavers had had their allotment pitch vandalised at Dog Kennel Lane. It appeared that the pitch has been targeted as no other damage was caused on the rest of the site. The Chairman wished as a gesture of good will to send a voucher to the Beavers for £25 for a local store in order that they could purchase new seeds and gardening equipment.

The Committee

RESOLVED

That a Voucher be purchased for £25.00 from a local store and donated to the Beavers Association.
That the money be taken from the Grants Budget, under Section 111 of the Miscellaneous Powers of Local Authorities.

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

2. **INTERNAL AUDIT REVIEW OF CEMETERY PROCEDURES**

Members considered the document and the recommendations from the Internal Auditor. There were minor changes made to the items 8 and 9, which are attached in appendix 2 of this report.

The Committee

RESOLVED TO RECOMMEND

That the Cemetery Procedures be adopted.

This was proposed by Cllr Mrs Sutherland and seconded by Cllr Watkins.

MINUTES

11/24 APOLOGIES FOR ABSENCE

There were no apologies for absence.

11/25 DECLARATIONS OF INTEREST

There were no declarations of interest.

11/26 APPROVAL OF MINUTES

The Minutes of the meeting dated 19th July 2011 were agreed as a true and correct record.

11/27 MATTERS ARISING FROM THE MINUTES

11/04 Councillors Surgeries – It was agreed that the next Councillor surgery would be booked for 19th November 2011 if available, if not the surgery would take place on 12th November 2011. It was agreed that the Clerk would confirm the date with the Library and report back to Full Council.

11/28 FINANCIAL COMPARISON STATEMENT 2011/12

The Chairman had asked the Clerk to prepare a financial report for Village Day, which was circulated at the meeting. It was agreed that the day had been a great success and the budget figures showed a net profit. The Chairman congratulated the Finance Officer for her diligence in recovering the fee from a performer who failed to turn up on the day who had been paid in advance.

There were no other budgetary issues and

The Committee

RESOLVED

To note the report

11/29 DOCUMENT RETENTION POLICY

See Recommendation 1

11/30 HEALTH AND SAFETY UPDATE

Cllr Mrs Sutherland stated that the review of the office accommodation was well overdue and could end up being considerably expensive, however it was necessary to assess the situation using formal guidelines. Therefore Cllr Mrs Sutherland and Cllr Mrs Worrall agreed to carry out the Office Risk Assessments and Fire Assessments, along with the Senior Admin Officer. They agreed they would carry out the assessment using the Peninsula guidelines.

The Clerk advised she had a meeting with the Director of Planning and Leisure within the next few weeks and would discuss the possibility of extending the lease on the building. She would also chase the asbestos certification.

The Committee

RESOLVED

That the Fire and office Risk Assessments would be carried out in the near future by the Senior Admin Officers, Cllr Mrs Sutherland and Cllr Mrs Worrall, using official guidelines.

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

11/31 WEBSITE AND EMAILS

The Clerk advised that the Senior Admin Officers computer had now been fixed, she had lost her email file however all other information had been restored. Members discussed changing the Councillors emails and it was agreed that members should be offered the opportunity to have a Parish Council email address. They agreed the format to be first name, surname, @chorleywood-pc.gov.uk. Members would be asked to confirm if they wish to have a parish email address at Full Council.

The Clerk was asked to check if the parish emails would go into their inbox already held and if the reply would be automatic from the parish email and not their personal one.

Members discussed if draft minutes should be published on the website as such. It was agreed that once minutes had been confirmed by the Chairman of committee they could be emailed to all councillors in draft format for information. It was hoped that any typing or grammatical errors could be addressed before being published. This would not apply to any Part II items.

The Committee

RESOLVED

That the Councillors be offered Parish Council email addresses to be confirmed at Full Council
That Draft minutes be circulated via email after being agreed by the Committee Chairman.

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

11/32 COUNCILLORS TRAINING

It was agreed that training for the Four Year Vision that is being taken by Carina Helm from HAPTC would be booked. It was agreed that the Clerk would try and book the trainings session and confirm the date at the Full Council meeting .

The Committee

RESOLVED

That the Clerk books the training course for week commencing 14th November and confirm the details at Full Council.

11/33 QUEENS DIAMOND JUBILEE

Members considered what should be done if anything to celebrate the Queens Diamond Jubilee. It was generally considered that it would be better to do something for the community as a whole rather than choosing a sector of the community. It was agreed suggestions could be requested at the Local Area Forum and in Chorleywood Matters. All the Members of the Council would also be asked for their ideas.

11/34 PROPOSED RENEWAL OF THE TELEPHONE SYSTEM

The Clerk advised that the Senior Admin Officer had negotiated a 20% discount on the system and therefore the prices quotes would be 8% less than published. Cllr Mrs Worrall was concerned that the information given by BT may not be factually correct and she asked if an additional quotation could be obtained from another contractor to supply the digital lines and telephones. Cllr Mrs Worrall advised that she would provide details of another contractor that she had used who could be asked to quote for the work to be carried out.

The Committee
RESOLVED

That proposal be deferred in order that a second quotation be obtained from information provided by Cllr Mrs Worrall

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

11/35 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 12 and they are instructed to withdraw.

PART II - PRIVATE & CONFIDENTIAL

11/36 INTERNAL AUDIT REVIEW OF CEMETERY PROCEDURES

To consider the background to the report and to make any recommendations.

11/37 CLOSURE

The meeting having started at 8.00pm, finished at 9.56pm

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