

**REPORT OF THE POLICY & RESOURCES COMMITTEE MEETING 29<sup>th</sup> MAY 2012**

**MEMBERSHIP & ATTENDANCE**

**Chairman:** \* Mrs L Sutherland

**Councillors:** \* T Edwards  
\* Mrs A Hayward  
\* Mrs M Jarrett  
\* R Khiroya  
\* Mrs V Lantree  
\* S Watkins  
\* Mrs J White  
\* Mrs J Worrall

\*Denotes members present

Also in attendance Cllr Eve and Cllr Mrs A Preedy

There were no members of the public present

**MINUTES**

**12/01 APOLOGIES FOR ABSENCE**

There no apologies for absence.

**12/02 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**12/03 APPROVAL OF MINUTES**

The Committee

RESOLVED

That the minutes of the meeting dated 13<sup>th</sup> March 2012 with the correction of the number of pages from 4 to 3 be approved as a true and correct record.

**12/04 MATTERS ARISING FROM THE MINUTES**

Clarification was sought on the recent employment of a temporary person to undertake filing activities in the Parish Office. It was confirmed that the work had been completed in a fewer number of days than planned and had been beneficial. There was a view expressed that the HR panel should be involved in the recruitment of temporary staff in the future which led onto a wider discussion on the role of the HR Panel. Advice had been sought from HAPTC. Whilst 'Panel' was a name less often used, the principle of a group which does not meet regularly, has no Chairman or Vice Chairman is there to be called on when the need arises was confirmed. It was understood that was the way that this panel had operated to date, examples of involvement being in the recruitment of Officers and Rangers and the recent accommodation

investigation work. A section of the Code of Conduct which was to be considered later the meeting was voiced by one member with respect to the principle of Selflessness. Members were reminded that the P&R committee had agreed the recruitment of the temporary staff for the purposes discussed and for a specific period of time and that the task had then been left with the Clerk to manage. The view was expressed that going forward that consideration should be given to members of the HR panel to be called upon for the recruitment of temporary staff as well as permanent.

#### **12/05 FINANCIAL COMPARISON STATEMENT 2012/13**

Due to circumstances outside the control of the office it had not been possible to provide an updated Financial Comparison report and members asked that a copy be attached to the minutes of the meeting that will go to the next Full Council. Members asked that the figure of salaries be split to show overtime as a separate figure from salaries against a zero budget. Members would also like to see a report to each Policy and Resource committee of overtime with the number of hours taken as 'time off in lieu' (Toil) shown separately. In response to questions, members were advised that different rates of overtime applied with hours after 6pm attracting pay at time and a half but that if time was taken for these hours rather than pay these were the actual hours.

The Committee

RESOLVED

That the report be noted

#### **12/06 YEAR END ACCOUNTS**

A number of points of understanding were raised on the figures when comparing the two years. As the Clerk was absent at the meeting it was not possible to provide the information requested. Although reasons were expressed at the meeting in discussion, members were advised that the Clerk would be best placed to provide the information required. Members asked that the Clerk follow up the points on her return with an email giving additional information on the following items:

Audit – double this year vs previous year. Is the Council able to see quotes for this work each year as with other expenditure?

Open Spaces Other – why had income reduced so significantly?

Grant – Open Spaces – why such a difference year on year

Capital Schemes - what is covered under this heading in each year?

Miscellaneous – clarification to be provided on the major items in this line.

The validity of the accounts was not questioned and

The Committee

RESOLVED

To approve the year end accounts Income and Expenditure Accounts and the Consolidated Balance sheet for the year 2011/12.

This was proposed by the Chairman and carried seven in favour with one against and one abstention..

#### **12/07 COUNCILLORS CODE OF CONDUCT**

Discussion of what other Parishes in the District were doing with respect to which code of conduct was being adopted was discussed with the view that it was likely that all would go for the Local Governments Association Model Code of Conduct. The phrase in the code "In accordance with the Localism Act

provisions....” was queried and members asked that a link to or a copy of the relevant section of the Localism Act be provided for completeness

The Committee  
RESOLVED

That the recommendation to accept the code proposed be put to Full Council.

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

## **12/08 WEBSITE**

Members viewed the new website positively and discussed a number of specifics with regard to the site.

The Committee  
RESOLVED

That the Website Group consisting of Cllrs Mrs Boatman, Miss Howell and Mrs Lantree remain in place with a view to refreshing the information held on the website where appropriate.

That the website group research other websites that have Councillors biographies, provide links to such sites as examples and come up with a proforma for Councillors to use if they wish to have their own biography on the Parish Council website.

For the diary of events no political events would be allowed but that charity fund raising events happening locally could be included. If there was any doubt for a particular event it should be referred to the Chairman and Vice Chairman.

## **12/09 ACCOMMODATION**

Members were asked to consider whether this activity should be moved forward and views expressed that it should. The Chairman had previously been involved in this activity but felt that as Chairman it was not appropriate that she continued with it.

The Committee  
RESOLVED

That the ongoing activity be delegated to the HR Panel.

This was proposed by the Chairman, seconded by Cllr Mrs Lantree and carried unanimously.

Discussion took place on the points raised with respect to the possible use of Bullsland Hall for Council Meetings. Members felt that they did not yet have enough experience of using the Hall as an alternative to the Council Chambers and requested a further trial of using the Hall.

The Committee  
RESOLVED

That the next Full Council meeting in June and the next meetings of the Committees (except Planning which cannot operate without a broadband line) take place at the Bullsland Hall

This was proposed by Cllr Hayward, seconded by Cllr White and carried unanimously.

**12/10 FOUR YEAR VISION**

Members discussed an updated version of the P&R Four Year Vision presented at the meeting. The discussion that then followed will be included in the updated plan.

1. Grants and funding – Members were advised that the Parish Council has access to a Herts Direct site giving details of funding available and it was felt that the details of this access should be available to all. Members also felt that someone should attend the Funding training being run by HAPTC that had been recently advertised. Funding contact at Dacorum Borough Council would also be made available. It was felt that in the current climate sources of funding really needed to be explored.
2. Building Committee – This was viewed to be wider than just buildings and was changed to Property Register
3. Quality Parish Council – Members felt that nothing in the law had changed that required the Council to seek Quality Council status but this would be checked by one of the members. The current low priority was therefore agreed.
4. Communication – Agreed in principle:

The Committee

**RESOLVED**

That there be a standing agenda item of Timelines on the P&R agenda to allow the Committee to agree any topics that should have a timeline established for them.

5. Training – Members asked that HAPTC be approached for the cost of a specific course for new Chorleywood Parish Councillors. It was suggested that people intending to stand as Parish councillors be invited along to Council meetings beforehand to gain some insight into the role expected of them.
6. Appraisals – members felt that appraisals should be documented as part of the P&R Four Year Vision. Members were advised that the four year vision would allow targets to be set which would then allow Appraisals to be progressed.

**12/11 CLOSURE**

The meeting having started at 8.00 pm, finished at 9.47 pm

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 .....