

**REPORT OF THE POLICY & RESOURCES COMMITTEE MEETING 17<sup>th</sup> JULY 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

There were no members of the public present

**MINUTES**

**12/12 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Mrs White

**12/13 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**12/14 APPROVAL OF MINUTES**

There had been a difference of opinion regarding the minutes of the meeting dated 29<sup>th</sup> May 2012 at the Full Council meeting dated 26<sup>th</sup> June 2012, however after consideration

The Committee

RESOLVED

That the minutes of the meeting dated 29<sup>th</sup> May 2012 be approved as a true and correct record.

**12/15 MATTERS ARISING FROM THE MINUTES**

**12/09 ACCOMMODATION** – It was noted that the responsibility for the accommodation had been tasked to the HR Panel, however this panel has not terms of reference nor was it mentioned in Standing Orders. It was agreed that these should be drafted along with the draft of Standing Orders for the next meeting. It was agreed that Cllr Mrs Worrall should draft the terms of reference to go along with the work carried out by Cllr Eve and Green on Standing orders, to be discussed at the next meeting.

8.06pm, Cllr Mrs Hayward joined the meeting.

**12/16 FINANCIAL COMPARISON STATEMENT 2012/13**

Cllr Mrs Hayward stated that she thought the miscellaneous budget was too high and requested a printout of expenditure. The Chairman disagreed stating that this budget was less than 1% of the total budget.

Members requested that the salaries budget be split to show overtime on a separate line.

The Committee

RESOLVED

That the report be noted

**12/17 FINAL INTERNAL AUDIT REPORT 2011-12**

Members of the Committee considered the details within the report.

They agreed on the following actions

R3 - To Complete Standing Orders and the Financial Regulations as soon as was practical – this would be put on the next P&R agenda.

R8 - To consider developing a formal high level risk management strategy linked to its medium to long term objectives – this would be incorporated into the Four Year Vision.

R9 - The current risk assessment excludes any assessment of the impact or likelihood of the risks arising. It was agreed that the Clerk purchase the 'Orange Book' and report to a future meeting. Cllr Watkins agreed to take photographs of the current assets to incorporate into the asset register.

R10 – The Council should ensure that current and future revenue spending plans, together with the impact on reserves, are fully considered in setting the budget and precept requirements – members felt that they had considered the reduction of reserves in the past but that this discussion should formally take place and be minuted.

R11 – The arrangements for cash withdrawals should be reviewed, as it appeared impractical to obtain cash from the bank in Watford on a regular basis. The Clerk explained the process and the fact that currently the Councils bank gave free banking to the Council. Members were happy with this arrangement, as moving banks would incur additional bank charges.

*It is noted that since the meeting the CO-OP Bank has taken over Lloyds TSB, and will be changing some branches to the CO-OP, there is currently a Lloyds bank in Rickmansworth and therefore this may make the casing of Petty Cash Cheques easier.*

R12 - The Council should consider adopting a formal capitalisation threshold to formally distinguish between fixed/capital assets and inventory items – it was felt that this was currently being done with the capital programmes for each committee however this would be report back to the next meeting.

**12/18 CONSULTATION ON APPOINTMENT OF EXTERNAL AUDITOR**

The Committee

RESOLVED

To accept the details with the letter of consultation on appointment of the external auditor.

**12/19 LOCALISATION OF COUNCIL TAX SUPPORT**

Members considered the detail within the report and information given by the Chairman regarding the action being taken by the Joint Committee of Parish Council within Three Rivers. The Clerk explained the difference between the current system and that was being proposed.

The Council

RESOLVED

That Chorleywood Parish Council supports the actions taken by the Joint Committee of Parish Councils and that the Clerk writes to the MP.

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

**12/20 FOUR YEAR VISION**

It was noted that the Four Year Vision had been approved. When moving this forward it was important to look at anticipated costs including staffing time and business costs. All Committee Chairman are tasked to take priority in the Vision and do a business case to report to the next committee meeting. It was agreed that the time line would start immediately and were to include grazing, the play area, the education centre and standing orders. These time lines would commence from May 2012.

It was noted that a decision needs to be taken on where to hold future meetings of the Council. If Bullsland Hall were to be used on a permanent basis, there would need to be internet access, a review of the licence and additional tables purchased, as the current ones were not suitable for meetings.

The Committee

RESOLVED

That the time line commence for the projects listed above with effect from May 2012.

That Committee Chairman carry out a business case for priority one from their Four Year Vision.

This was proposed from the Chair and unanimously approved.

**12/21 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 11 and they are instructed to withdraw.

**12/22 ADDITIONAL HOURS AND OVERTIME**

It was noted that three officers were currently doing up to 30 additional hours each month which equated to an additional week per person. It was also noted that over time for meetings was mandatory and should be recorded so that members could understand the work commitment. A comment was made that based on the current work commitments the amount of additional hours being worked was not unreasonable. However this needed to be reviewed at the next meeting. It was confirmed that the Clerk monitors additional hours, and all of these are recorded on the time sheets. No such monitoring was carried out on the overtime for meetings, as these were paid according to the hours worked.

It was suggested that members of the Council may like to see job descriptions of all the staff so that they could understand what work was carried out. It was also suggested that members of staff could do a

presentation to Councillors on specific projects or tasks undertaken so that members had a better understanding of what each task entailed.

**12/11 CLOSURE**

Before closing the meeting the Chairman reminded Members that they needed to complete the Declaration of Interest. The meeting having started at 8.00 pm, finished at 10.04 pm

These minutes have been checked by the Chairman.

Signature .....agreed via email ..... Date.....21<sup>st</sup> August 2012.....

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

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