

REPORT OF THE POLICY & RESOURCES COMMITTEE MEETING 20th NOVEMBER 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 Mrs Boatman and Cllr Green

There were no members of the public present

RECOMMENDATION

1. BUDGET STRATEGY 2013/14

It was suggested that the Council formulate a small finance – sub committee to look at the Councils finances, investment portfolio and to work on the Risk Management Issues identified by the Auditor.

The Committee

RESOLVED TO RECOMMEND

That the Council consider setting up a Finance Sub Committee to look at the Councils investment portfolio, finances and Risk Management identified by the Auditor, and seek volunteers from the Council.

2. PROPERTY REGISTER

It was noted that the title of the report was misleading as the detail only included the leases relating to the Council and did not cover all property. Members asked that the agreements with the Golf and Cricket Clubs be defined on any future documentation. The Clerk advised that she had very little knowledge in this area and would welcome Councilors' help.

The Committee

RESOLVED TO RECOMMEND

That a small group of Councillors look at a strategy for the leasing of the Councils assets, with the focus on the Royal British Legion Lease and the Guide Hut.

This was proposed from the Chair and unanimously approved.

12/34 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Mrs White and Cllr Khiroya.

12/35 DECLARATIONS OF INTEREST

There were no declarations of interest.

12/36 APPROVAL OF MINUTES

The Committee

RESOLVED

That the minutes of the meeting dated 18th September 2012 be approved as a true and correct record.

12/37 MATTERS ARISING FROM THE MINUTES

12/29 Cllr Mrs Worrall advised that the wording of Standing Order 15 still needed to be reviewed. She felt that this would need further consideration and should be dealt with at a future meeting.

12/38 FINANCIAL COMPARISON STATEMENT 2012/13

The Committee

RESOLVED

That the report be noted Members requested that the breakdown of the salary budgets be included in all committees for future meetings.

12/39 REVISED BUDGETS 2012/13

Members voiced concerns that they did not understand the papers associated with the budget, the Clerk offered to answer any questions and to give printouts of any areas where further clarification was needed. She did request that if members had questions it would be beneficial to advise the office prior to the meeting so that the relevant paperwork could be processed.

The Committee

RESOLVED

To approve the revised budget as shown.

To note the current position regarding the finances of the War Memorial Hall

That this Committee look at formulating a formal risk management strategy.

12/40 BUDGET STRATEGY 2013/14

Members discussed the budget strategy for the forthcoming financial year. Members were of the general view that the precept should not be increased, they felt that each committee should look at the budgets to see if savings could be made to offset any known increases such as utility costs and fuel increases. The Committee did not suggest any strategy for the percentage increased in fees and charges. Further guidance will be required from Committee Chairman in order that officers can produce the necessary budget sheets.

The Committee

RESOLVED

That each committee should try to keep their budgets at the same figure as last year, but could rebalance the budget heads as required.

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

No members of this committee volunteered to sit on a finance panel to carry out the work asked for by the Auditor. The Risk Management issues therefore remained outstanding. (See Recommendation 1)

It was agreed that £20,000 should be taken from the Scottish Widows 60 day investment, and reinvested in a higher rate interest account. It was also noted that it was beneficial to the Council to have a rolling programme of the investment maturity dates.

The Committee

RESOLVED

That the Clerk gives notice that £20,000 be taken from the Scottish Widows account to be reinvested in a higher rate interest account

That the Finance Sub Committee (to be formed at Full Council) look investment opportunities to reinvest this money in a higher rate account.

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

12/41 INTERNAL AUDIT REPORT 2012/13 (FIRST INTERIM)

Members noted that the report was complimentary of the staff and financial systems in place.

Members went through the recommendations and agreed the following

The Committee

RESOLVED

That a list of Direct Debits should be included in the payment schedule presented to Full Council

That R2 and R3 be auctioned in future

Members had previously discussed members preferred the cost centre names to be placed on the invoice rather than the code number, whilst this recommendation noted the ease of cross referencing may benefit the auditor but was additional work for the staff.

R5 had already been discussed and formed part of the recommendation to Full Council

R6 – this practice was already carried out

The Committee resolved to accept the report

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

12/42 RENEWAL OF IT CONTRACT

The Senior Admin Officer talked through the contract specification and tender documents, and answered questions. It was confirmed that the primary difference between the current contract and the proposed one was the level of protection. The proposed contract would deal with system breakdown much more efficiently resulting in less officer time being wasted, and a higher level of protection for the Council system. It was noted that the cheapest quotation was still £1,000 above the current budget and should the Committee wish to accept one of these quotes, money would have to be found from elsewhere to pay for it.

The Committee

RESOLVED

To Accept the tender from Company E
That the Committee find budget savings to pay for the contract.

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

12/43 HR PANEL

It was noted that the Chairman of the Council had already commenced with the appraisal process, updating of the job descriptions and the need to have the updated descriptions evaluated. The chairman confirmed that the Clerk had been given her targets for the forth coming year, based on the Four Year Vision. Members asked if they would be told what the Clerks Targets were, the Chairman advised that this information would only be given with the Clerks permission.

It was confirmed that the P&R Committee would set the priorities for the HR Panel .

The Committee

RESOLVED

That the first priority for the HR Panel was to look into the accommodation and H&S issues.

This would be followed by

Re writing of Standing Order 15

A Template of the Councils HR procedures followed by a review of all these procedures as agreed by the P&R Committee.

12/44 PROPERTY REGISTER See recommendation 2

12/45 HEALTH AND SAFETY AND HR CONTRACT

The Clerk apologised that the papers had not been available for the meeting – the committee agreed that this would be deferred to the next meeting.

12/46 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 9 and they are instructed to withdraw.

12/47 ADDITIONAL HOURS AND OVERTIME

Some Members were unsure of what the report was meant to achieve, the figures were noted however there did not appear to be any conclusions. The Senior Admin Officer asked what information Members wanted to enable them to decide on a way forward, it was noted that the staff had completed a time study which had been reported to members the previous year. However members were unclear of what information they wanted. It was asked that this report be continued until the end of the financial year so at least there would be information for the full year. .

12/33 CLOSURE

The meeting having started at 8.08 pm, finished at 10.22 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

Minute Number	Title	Action	Completion date
12/28	Financial Report	Obtain list of fees from other halls in the parish and surrounding area	
12/28	Financial Report	Bring the contract for Peninsular to the next meeting for consideration	
12/30	Four Year Vision	Provide a list of training needs for Councillors and Officers for the next meeting.	
12/30	Four Year Vision	Find dates for three separate meetings for the Village Halls Trust in the next calendar of meetings	
12/32	Overtime	When writing reports in the future advise members of the relevant information including staffing time, financial and legal implications	ON GOING
12/39 12/40	Budgets	This Committee look at formulating a formal risk management strategy	
12/40	Budgets	£20,000 be taken from the Scottish Widows Account and reinvested in the higher rate interest account	
12/44	Property Register	That a small group of Councillors look at the upcoming leases of the Council	