

**REPORT OF THE POLICY & RESOURCES COMMITTEE MEETING 3<sup>RD</sup> DECEMBER 2013**

**MEMBERSHIP & ATTENDANCE**

- Chairman:** \* **R Khiroya**
- Councillors:** \* **T Edwards**  
\* **Mrs M Jarrett**  
\* **R Kipps**  
\* **F Mahon-Daly**  
\* **Mrs L Sutherland**  
\* **Mrs J White**  
\* **Mrs J Worrall**

\*Denotes members present

Also in attendance Cllr Miss Howell

There was one member of the public present

**13/22 APOLOGIES FOR ABSENCE**

There were no apologies for absence

**13/23 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**13/24 APPROVAL OF MINUTES**

The Committee  
RESOLVED

That the minutes of the meeting dated 24<sup>th</sup> September 2013 be approved as a true and correct record.

**13/25 MATTERS ARISING FROM THE MINUTES**

**13/16 Presentation from a member of the Youth Parliament regarding the proposal for a Chorleywood Youth Council** – Cllr Kipps advised that CYC wished to use some of the grant funding to join the National Association. They were having an information stall at the Christmas Festival and were organising a Battle of the Bands

**13/17 Guide Hut Lease** – the Clerk reported that plans were underway for the removal of the Guide Hut at the rear of the War Memorial Hall. However asbestos had been found in the roof. Whilst this was not dangerous it would be more costly to dispose of. The Guiding Association were obtaining costs and talking to their National Association with a proposal to come to the Council in time for the next Full Council Meeting.

**13/20 Four Year Vision** – The Clerk advised that due to a change in staffing at TRDC, the proposition to purchase South Lodge had been passed to a different member of staff. The Clerk had been assured that a report would be put to TRDC Councillors in January in view of making a decision.

**13/26 FINANCIAL COMPARISON STATEMENT 2013/14**

The Chairman advised he had spent some of his allowance on thank you gifts for those who had helped organise and help at the Quiz Night. He was also purchasing biscuits which would be delivered to all the elderly receiving Meals on Wheels through the WRVS.

It was noted that the Quiz Night had raised over £8500 resulting in each charity receiving £393.

The Committee  
RESOLVED  
To note the report

**13/27 REVISED BUDGET 2013/14**

Members noted that the P&R budget had been increased significantly due to the staffing issues. However the Clerk advised that as additional income had been derived from other Committees it was unlikely that there would be a need to take any money from reserves to pay for the shortfall.

The Committee  
RESOLVED  
To approve the Revised Budget for 2013/14

This was proposed by the Chairman and unanimously approved.

**13/28 BUDGET STRATEGY 2014/15**

Members discussed the strategy for the forthcoming year. The Clerk advised that Nat West would not reinvest the Councils capital as they could not offer competitive rates. She also advised that she had not had time to investigate other types of investment. Cllr Mrs White stated that her husband would be able to look into possible investment opportunities. It was agreed that he would contact the Clerk accordingly.

It was noted that the budget had remained the same for the past five year and that due to the works already earmarked it was likely that the budget would have to increase in the next financial year. Whilst Councillors had to be mindful of the economic situation, they also had a duty to act in a responsible way managing the 'business' It was agreed that it was important to inform residents as to why there had to be an increase and what the money would be spent on.

The Committee  
RESOLVED  
That each Committee should look at its budgets and calculate ' the worst case scenario' for each budget head, taking the inflation rate of 3%. Income should also be increased by 3%. Once all the figures have been calculated this Committee would look at the figures a recommend a budget to Full Council .

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

**13/29 INTERNAL AUDIT REPORT**

Members wished to congratulate the Clerk and her staff for a pleasing audit report.

The Committee  
RESOLVED  
To note the report.

### **13/30 COUNCILLOR TRAINING**

It was agreed that training of Councillors was key to moving the Council forward. Those becoming Councillors for the first time had a massive learning curve. The formal atmosphere of the Council chamber often made it difficult to ask questions. It was therefore agreed that training should take the form of formal and informal training. It was agreed that HAPTC should be approached to put on a 'new councillor' training session which gave an overview of the role of a Councillor and that of the Clerk, Standing Orders, Code of Conduct etc. The Clerk suggested that at the first meeting there should be an informal session where each member of staff gave a brief overview of their duties and each member could explain their back ground and reasons for becoming a councillor. Briefings could then take place before each committee meeting on a specific subject relating to that committee with a Q&A session. It was also agreed that the Councillors and staff would have a separate budget for training.

The Committee  
RESOLVED

That the Clerk contact HAPTC to obtain a price for formal training of new councillors  
That the training budget be split for Councillors and Staff  
That the first meeting of the new Council would be an informal training session  
That mentoring should also be considered, by either current or former Councillors.

### **13/31 IMPROVING COMMUNICATION**

Cllr Mrs Worrall suggested that whilst Chorleywood Matters was a Council publication it was not always current. Offers had been made in the past to have a page in one of the local magazines which were issued monthly. This would allow the Parish Council to keep parishioners informed. There was an issue with circulation of the two magazines as neither covered the whole of the parished area. A monthly page would also take time and a discipline to meet other people's deadlines.

The Committee  
RESOLVED

That Cllrs Mrs Worrall and Watkins look into having a page in one of the local magazines that are issued monthly.  
That they also talk to the editors about the circulation issues.

### **13/32 PUBLICATION OF THE COMMITTEE AND COUNCIL REPORTS AND DRAFT MINUTES ON THE WEBSITE.**

The meeting was suspended whilst Mrs Barbara Dickens made representation on why the Parish Council should publish committee and council reports on the website.

The Committee agreed that it would be more informative and transparent to have the reports on the website. The Clerk confirmed that when sending out committee reports via email to members officers could copy in

the Webmaster. The Clerk advised that she did not have the capacity or the knowledge to be able to take over this function at this time. Cllr Mrs Worrall stated that she had spoken to the Webmaster who had advised that there were better software products now available and that perhaps the Council should consider updating the website.

The Committee

RESOLVED

That from the New Year the Council and Committee reports be published on the website

That the Committee consider upgrading the software thus simplifying the process in order that staff would be able to place items on the site.

That for now the Council goes with Option 2 and pays a monthly subscription for the software

That Committee Chairmen look at the web pages associated with their Committee and advise of any updates or alterations

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

**13/33 FOUR YEAR VISION**

There was nothing to report

**13/34 CLOSURE**

The meeting having started at 8.06 pm, finished at 9.49 pm

These minutes have been checked by the Chairman.

Signature .....approved via email ..... Date.....4.12.13.....

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

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