

REPORT OF THE POLICY & RESOURCES COMMITTEE MEETING 28th JANUARY 2014

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 Cllrs Mrs Boatman and Morris

RECOMMENDATION

DRAFT PRECEPT 2014/15

Members discussed the figures within the report. It was noted that the precept had not increased since 2009. Members also noted that the draft figures did not include all expenditure but agreed that the remaining budget figures could be contained within the draft precept revenue figures. The grant from TRDC was noted and it was agreed that this should not be deducted from the proposed precept.

Members also considered the capital figures and agreed that all the proposed projects were necessary and that the precept should be increased accordingly.

Members also felt that the figures should be publicised as a weekly total not a percentage figure. It was also noted that it was fitting that the refurbishment of the War Memorial Hall should commemorate the 100th anniversary of the start of the First World War.

The Committee

RESOLVED TO RECOMMEND

That the precept be set at £400,000 or £66.52 per band D Property equivalent to an increase of £7.36 per year or 14p per week.

13/35 APOLOGIES FOR ABSENCE

There were apologies from Cllr Mrs White

13/36 DECLARATIONS OF INTEREST

There were no declarations of interest.

13/37 APPROVAL OF MINUTES

The Committee

RESOLVED

That the minutes of the meeting dated 3rd December 2013 be approved as a true and correct record.

13/37 MATTERS ARISING FROM THE MINUTES

13/16 Youth Council Cllr Kipps advised that the Youth Council was progressing well, they were now being supported by a Youth Worker from Youth Connections and were currently trying to organise an event in June to raise awareness and raise funds.

13/31 Improving Communication – Cllr Mrs Worrall stated that she felt the Council needed to do something about what the Common is and the rules associated with it, as there were a lot of misconceptions about the Common and a lot of pressure was being put on the Common by people who did not see the Common for what it is. She advised that she had met with the editor of Chorleywood Magazine and there was to be an article in the March edition about the Common.

13/38 FINANCIAL COMPARISON STATEMENT 2013/14

Members discussed the annual cost of the telephone contract. The Clerk advised that the current system was over 10 years old and still running on the analogue system. Discussion had taken place in the previous financial year but the Council had decided to keep with the current system. The supplier had now put up the monthly fees which were far more expensive than the actual call costs. It was agreed that this should be reviewed in the new Council.

The Committee

RESOLVED

To note the report

13/39 HR AND H&S CONTRACT

The meeting was adjourned at 8.13pm to receive a presentation from Cathy Watson, Head of HR from Watford and Three Rivers. She outlined a list of services that they could provide and stated that the Parish Council could take an all-inclusive package or pay for individual services on a need basis. These services included both HR and H&S.

The Chairman reconvened the meeting at 8.24pm.

Cllr Morris stated that he wished to officially thank Cathy Watson for the professional way she had dealt with a recent HR issue for the Council.

There followed a Q&A Session.

The following was confirmed

- That the HR department was of a sufficient size to be able to deal with any HR or H&S issues the Parish Council may have.
- That the District Council would indemnify the Parish Council for any court costs providing they carried out the recommendations given.
- That the price quoted would represent an annual agreement which would be subject to review.

The Chairman thanked Cathy Watson for her presentation, and she left the meeting.

Discussion continued. The Clerk advised that the contract with the current contractor had ended but payment continues on a monthly basis which allowed the Council to continue to use the service. Members who had had dealings with the current contractor over the past few months stated that they felt there were certainly advantages to having local specialists with local government experience close to hand. Many had lost confidence in the current contractor.

It was agreed that the overall sum quoted from TRDC of £5,000 per annum for the all-inclusive package was too expensive, but also that the Council would not need all the services offered. It was agreed that there would be a great benefit having HR advice which understood local government and also was located near enough to be able to have face to face advice.

The Committee

RESOLVED

That the Clerk compares services of the current provider putting together a list of essential and desirable services and having consulted with the Chairman, Vice Chairman and Cllr Mrs Worrall ask for a price from TRDC.

This was proposed by Cllr Mahon-Daly, seconded by Cllr Mrs Jarrett and unanimously approved.

13/40 QUARTERLY CASHBOOK REPORT

The Committee

RESOLVED

To note the report

13/41 DRAFT P&R BUDGET 2014/15

Members discussed the draft budget and noted that the figures did not include any alterations to the job descriptions which were currently under review.

The Committee

RESOLVED

To accept the draft P&R Budget for 2014/15 noting that there may be a few amendments due to the job evaluations, HR contact and any decision with regard to decisions taken within the content of the current agenda.

This was proposed by Cllr Mahon-Daly, seconded by Cllr Mrs Jarrett and unanimously approved

13/42 DRAFT PRECEPT 2014/15

See Recommendation.

13/43 QUIZ NIGHT

Members considered the details within the report. It was acknowledged that the hall had been crowded and that it was difficult to hear. It also agreed that the table price should be increased but to a round figure. Cllr Edwards acknowledged that it was difficult to collect the table money on the evening and suggested that instead of asking the participants to pay more that they be advised that the money going to their charity would be reduced by 10% if payment was not made prior to the event. It was also acknowledged that the tables representing charities who had not contributed to the auction should not be invited next year.

The Committee

RESOLVED

To reduce the number of tables to 18 next year

To increase the cost of a table to a round figure

Not to invite those charities who had not contributed to the auction in the previous year.

Not to have the flowers on the table in future years.

13/44 ARMED FORCES WEEK

Members considered the information within the letter from Councillor Trevett. Members agreed to plant the hanging baskets and flower beds outside the office and in the cemetery in red white and blue. It was also agreed to replace the hanging baskets in the village and also plant them in red white and blue. It was also agreed that the Parish Council work in conjunction with the bookshop to put on a show to commemorate the 100th anniversary of the First World War.

The Committee

RESOLVED

That the P&R Revenue Budget be increased by £1,000 to pay for hanging baskets in the village planted in red, white and blue.

That the Council flower beds and hanging baskets be planted in red white and blue

That the Parish Council work with Chorleywood Bookshop to put on a show at the War Memorial Hall to commemorate the 100th anniversary of the First World War.

13/45 FOUR YEAR VISION

Office Premises – Purchase of South Lodge – Cllr Mrs Worrall stated that the Council should thank Cllr Mrs Sutherland for swift action following the decision by TRDC not to sell South Lodge to the Parish Council. From information received it appeared that the previous negotiations regarding the sale of the building had not been acknowledged by the new personnel. The report put before TRDC Members had not explained the reasons behind the Parish Council’s desire to purchase the building and therefore they had recommended that the building not be sold. Cllr Mrs Sutherland had given the correct information to Members and it was agreed by both political parties that they would ask for the item to be referred back to the original TRDC committee in order that their Members consider the proposal again with the correct information.

13/46 REVIEW OF JOB DESCRIPTIONS

Members discussed the job descriptions and made some minor amendments. It was agreed that they would be sent to TRDC for evaluation. It was also agreed that once the new Council had set its targets the Clerk should review progress made by the occupants and the jobs ensuring that the necessary training takes place and report back to this Committee with any amendments or recommendations.

The Committee

RESOLVED

That the amended Job Descriptions be sent to TRDC for evaluation

That once the new council has set its targets the Clerk reviews progress made by the occupants and the jobs and report be to the P&R committee with any amendments or recommendations.

13/47 CLOSURE

The meeting having started at 8.00 pm, finished at 10.16 pm

These minutes have been checked by the Chairman.

Signaturel Date.....

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

Signature Date