

REPORT OF THE POLICY & RESOURCES COMMITTEE MEETING 3rd November 2015

MEMBERSHIP & ATTENDANCE

- Chairman:** * Tony Edwards
- Councillors:** * Barbara Dickens
* Barbara Green
Rodney Kipps
Alison Preedy
* Martin Trevett
* Steve Watkins
* Jane White

*Denotes members present

- Officers Present:** * Yvonne Merritt - Clerk
* Claire James – Deputy Clerk

There were no members of the public present

15/35 APOLOGIES FOR ABSENCE

There were apologies for absence from Cllrs Rodney Kipps and Alison Preedy.

15/36 DECLARATIONS OF INTEREST

There were no Declarations of Interest

15/37 APPROVAL OF MINUTES

The Committee
RESOLVED

That the minutes of the meeting dated 8th September 2015 which had been taken at Full Council with no amendments, be approved as a true and correct record.

15/38 MATTERS ARISING FROM THE MINUTES

15/10 Noticeboards – The Clerk confirmed that the noticeboard for the Village had been ordered. There has been a delay as Chorleywood Residents Association was debating whether or not to change their logo but they had decided to go with their existing. The manufacture of the notice board was now well underway. The position of the notice board in the Village was explained to Members

15/39 FINANCIAL COMPARISON STATEMENT 2015/16

The Clerk advised that one of the two PCSOs would shortly be leaving to join the Police but that there was a new PCSO going through his training currently who was expected to be in place before Christmas. She advised that the second PCSO was also taking his exams to join the Police force so could be expected to be

leaving the Parish soon. The Clerk advised that she was due to be having a meeting with the Police and would report back to Councillors after this meeting.

The Committee

RESOLVED

To note the financial comparison statement.

15/40 QUARTERLY CASH BOOK

Discussion took place about the levels of the Instant Access Account although it was acknowledged that there were very few high interest earning accounts around at the moment. It was noted that the Instant Access account actually earns more interest than the investment Account. It was also noted that this account had just had the second half of the precept paid in and that this was working revenue, this level would not be expected at the end of the year. However it was agreed that there was a need to look at investments again and the Clerk advised Members of an investment that was being backed by HAPTC. She would undertake some further research and come back to the Committee with details.

The Clerk advised that an Unqualified Audit had been received this year which was a very positive result and Cllr Jane White praised this achievement.

The Committee

RESOLVED

To note the quarterly cashbook figures.

15/41 REVISED BUDGET 2015/16

Cllr Barbara Dickens asked if there had been any resolution of the situation regarding election expenses. The Clerk briefed Members on the recent Joint Parish Meeting attended by the Clerk, and Vice Chairman where the subject had been discussed. It was believed that a resolution was due in the near future but a formula for the future charging of election expenses still needed to be established. In response to a question from Cllr Jane White, the Clerk advised that the expenses came out of the Council Capital budget and that money was put away each year for this although in the light of these issues this amount may need to be reviewed upwards.

Discussion took place on the budget lines for Chorleywood in Bloom and the Mapping software and the overspend on the Photocopying, which it was felt the Community Plan and the Play area would have contributed to. It was agreed that the next time a project like either of these was taken on, there was a need to look at the rolling costs. The Chairman thanked the Clerk for the comprehensive breakdown of the movements on the budget lines.

The Committee

RESOLVED

To note the revised budget for 2015/16

15/42 BUDGET STRATEGY 2016/17

Discussion took place on the process of the budget build that leads to the setting of the precept. The Clerk explained that at this stage the requirement was to set the strategy for the forthcoming year that the Committees could then work on. This would allow the Fees and Charges to be considered and any capital projects to be put forward by the individual committees. There were then a number of factors to be taken in to account that were unknown at this stage, the example given was that of the Tax base which fluctuates up and down each year. Cllr Martin Trevett was keen that the precept was not increased this year. The Clerk clarified, in response to a question, that if there was a large capital project that needed funding, money could be set aside for a number of years to progress that project in a future year.

The Committee

RESOLVED

To advise all Committees to look at an inflationary increase of 1% on the budgets for 2016/17 for income and expenditure, informing Committees of the target of a zero increase on the precept. Spending Committees are also asked to consider any capital project for inclusion.

This was proposed by Cllr Jane white, with the amendment from Cllr Martin Trevett regarding the zero increase on the precept aim, seconded by Cllr Barbara Dickens and carried unanimously.

15/43 THE FOUR YEAR VISION

The Committee reviewed the current entries on the Four Year vision for P&R confirming the entries. Cllr Jane White asked the Clerk to look into the costs of refurbishing the Parish Office to bring the Council Chamber into use as Office accommodation. This was further clarified to include the costs for the fabric of the building e.g. replacement of fascia boards, painting to bring the building up the required condition under the lease.

15/44 RENEWAL OF THE PHOTOCOPIER

The background to the options of purchasing or leasing a new photocopier was advised and the different options with the caveats were reviewed. The Clerk advised that whichever company was chosen the contract would be put to the Herts consortium to see if their buying power would achieve a better deal and they would also check the contract terms and conditions.

The Committee

RESOLVED

To accept the tender from Company B for a Photocopier on a 3 year lease subject to submission of the contract to the Herts Consortium for ratification.

This was proposed from the Chair by Cllr Tony Edwards, seconded by Cllr Jane White and carried unanimously

15/45 STANDING ORDERS

The following amendments were discussed and:

18C and 18F as worded in the paper – agreed for inclusion

SO 4d (vii) to be kept in

SO20 (b) Policy and Resources Committee to be the Committee which was referred to

SO 25 (b) the figure of four councillors was agreed

19 (e) to be amended to

The Clerk will be responsible to the Chairman and Vice Chairman of the Council for their Job description, setting of targets and performance review. The council PDR Policy for all staff is to be enacted by the Clerk on an annual basis in accordance with that policy.

The Committee

RESOLVED

To accept the proposed amendments to the Standing Orders.

This was proposed from the Chair by Cllr Tony Edwards and unanimously approved.

Cllr Jane White asked that the minutes record the Committee's thanks to Cllrs Barbara Green and Jackie Worrall for their work on the Standing Orders

At 9.38pm Cllr Barbara Green left the Meeting

15/46 DRAFT INDUCTION POLICY

The Clerk briefed Members of the background to the need for this policy in general, specifically advising that a work placement student had been taken on that had necessitated the setting up of the policy at this time in conjunction with HR. The student would be working with and be supervised by the Rangers.

The Committee

RESOLVED

That the Induction Policy as written be accepted

This was proposed from the Chair by Cllr Tony Edwards and carried unanimously.

15/47 NEW OFFICE NOTICEBOARD

The Clerk briefed Members of the legal obligation of the Council to display notices of meetings etc 'in a conspicuous place'. There was some discussion on the location of the Board and whether a wall mounted one was an option.

The Committee

RESOLVED

To agree to the purchase of a new Office Notice board at the quoted cost of £2591.00 (incl delivery and installation) to replace the existing board on the path in front of the Parish Office.

This was proposed by Cllr Jane White, seconded by Cllr Martin Trevett and unanimously approved

15/48 HEALTH AND SAFETY

The Deputy Clerk gave Members a verbal update on the recent Health and Safety Audit undertaken by Herts County H & S Officer as part of the Council HR Contract. The Audit had focused on the outdoor staff and activities which had resulted in a number of items requiring replacement to meet current H&S legislation. A number of observations had also been made on the office. The Clerk advised that it would be prudent for the Council to bring in a professional to undertake the Display Screen Equipment (DSE) checks to ensure that Officers were operating in a safe working manner. Members agreed that as Employers they had the responsibility to do the right thing by their employees.

15/49 CLOSURE

The meeting having started at 7.30 pm, finished at 10 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