

REPORT OF THE POLICY & RESOURCES COMMITTEE MEETING 26th JANUARY 2016

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

15/50 APOLOGIES FOR ABSENCE

There were no apologies for absence.

15/51 DECLARATIONS OF INTEREST

There were no Declarations of Interest

15/52 APPROVAL OF MINUTES

The Committee
RESOLVED

That the minutes of the meeting dated 3rd November 2015 which had been taken at Full Council with no amendments, be approved as a true and correct record.

15/52 MATTERS ARISING FROM THE MINUTES

15/44 Renewal of the Photocopier – The Clerk confirmed that the new machine had been installed but official training had not yet taken place.

15/47 New Office Noticeboard –The Clerk confirmed that the new notice board was being installed the following day.

15/54 FINANCIAL COMPARISON STATEMENT 2015/16

The Clerk advised that the deficit showing on the budget statement for Quiz Night was because cash had been paid in after the paper was produced and two invoices for sponsorship were still outstanding.

The Committee

RESOLVED

To note the financial comparison statement.

15/55 QUARTERLY CASH BOOK

Cllr Jane White questioned the deficit in the cash book of £93,730.78. The Clerk advised that the cashbook was a snapshot in time and on the day the paper was printed the cheques had been released for the War Memorial Hall refurbishment and also a salary run had also taken place. Any deficit would be negated from the Instant Access Account on the next day of trading.

The Committee

RESOLVED

To note the quarterly cashbook figures.

15/56 WEBSITE

Cllr Trevett stated that the information provided about the website was out of date. The Clerk acknowledged this advising this was why it had been brought to committee. Cllr Dickens asked once the website had been updated would the officers take control of data input. The Clerk responded stating that the webmaster was quick and efficient and he could update the website probably quicker than officers would be able to do. He also added value by keeping the scroller and photos up to date. It was acknowledged however that the entire website needs to be reviewed. Cllr White had already agreed to look at the Open Spaces pages, and Cllr Green advised that she also wanted to become involved.

Cllr White advised that she had been looking at other parish websites and would prepare a mock up with headings and a layout for the next meeting. Cllr Green advised that she would look at the content and make suggestions regarding headings and organisation of materials.

15/57 DRAFT CAPITAL AND REVENUE BUDGET 2016/17

Members agreed the revenue budget for 2016/17. Discussion took place with regard to the capital funding. The Chairman stated that in his opinion the committee needed to put aside £25,000 for the refurbishment and maintenance of South Lodge. Cllr Trevett advised that TRDC were putting together a formula to calculate the value of transfer of community assets, and whilst this did not help at present it may do in the future. The Clerk advised that the Council had a legal obligation to maintain the building but also as employers had to ensure safe working conditions. Councillor Trevett also advised that the Council would be getting approximately £14,000 from the Community Infrastructure Levy which members may wish to use in refurbishing the building. The Clerk reminded members that any CIL money had been earmarked for the Nature Trail, and it was argued if refurbishing a building in the ownership of TRDC would benefit the Chorleywood Community. The Clerk also advised that present Members had to create a wish list and that once all the figures had been calculated it would be down to Full Council to decide the size of the precept.

Cllr Jane White advised that she had a contact who dealt with office refurbishment who would be happy to give some advice. She also advised that someone on the Community Plan Group may be interested in becoming the Council's Surveyor following the retirement of Alan Manson in the next financial year. It was

agreed that Cllr White would contact the person who dealt with office refurbishment and the Clerk the potential replacement surveyor.

The Committee

RESOLVED

To accept the draft revenue budget for 2016/17

To put forward a proposal for £25,000 capital toward the maintenance and refurbishment of South Lodge.

This was proposed by the Chair and unanimously approved.

15/58 THE FOUR YEAR VISION

The Committee reviewed the current entries on the Four Year vision and decided to take out the Grants and Funding Item, which was covered by the new finance and media post. It was also agreed that this Committee should continue to set up the Property Register of Council owned assets, with regular assessments of maintenance requirements. It should also oversee the work carried out on the Neighbourhood Plan with regard to the registering of Community assets.

The Refurbishment of South Lodge would become the top priority assuming that the Capital funding was made available.

It was also agreed that the updating of the website and the possibility of property acquisition should be added to the list.

The Committee

RESOLVED

That the four items to be included in the four year vision from the Policy and Resources Committee would be

- South Lodge refurbishment
- Property Register and Maintenance schedule
- Website Update
- Property Acquisition.

This was proposed by the Chairman and unanimously agreed.

The completed four year vision for all committees would be put forward onto the next Council meeting for approval as part of the Councils Strategic Plan.

15/59 HEALTH AND SAFETY

The Clerk advised Members that the H&S Officer from HCC would be coming to carry out a risk assessment of all aspects of the office and the building in March.

15/60 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 12 and they are instructed to withdraw.

CONFIDENTIAL BUSINESS

15/61 IT CONTRACT

See the confidential business minutes

15/62 CLOSURE

The meeting having started at 7.30 pm, finished at 9.37 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