

REPORT OF THE POLICY & RESOURCES COMMITTEE MEETING 12th July 2016

MEMBERSHIP & ATTENDANCE

Chairman: Jane White

Councillors: Barbara Dickens
* Tony Edwards
* Rodney Kipps
* Raj Khiroya
Alison Preedy
* Steve Watkins

*Denotes members present

Officers Present: * Yvonne Merritt - Clerk

There were no members of the public present
In the absence of the Chairman the Vice Chairman Cllr Steve Watkins Chaired the Meeting.

16/01 APOLOGIES FOR ABSENCE

There were apologies for absence from Cllrs Barbara Dickens, Alison Preedy and Jane White.

16/02 DECLARATIONS OF INTEREST

There were no Declarations of Interest

16/03 APPROVAL OF MINUTES

The Committee
RESOLVED

That the minutes of the meeting dated 5th April 2016 which had been taken at Full Council with no amendments, be approved as a true and correct record.

16/04 MATTERS ARISING FROM THE MINUTES

There were no matters arising

16/05 FINANCIAL COMPARISON STATEMENT 2016/17

It was noted that the budget for staffing costs in P&R were above the average for the time of year. The Clerk advised that this was due to the number of additional meetings officers had attended. Village Day, Commons Day and also the Quiz Night would also have an impact on the budget in the future. It was suggested that when a new project be put forward or new work allocated that staff time and overtime implications should form part of the report and should be agreed by the committee.

Members on the whole found the new financial statement confusing. Whilst no doubt it gave a full accountants view, it was felt complicated. The Clerk advised that everyone was on a learning curve, and that members should ask questions, which Officers hoped would be able to answer. There were issues with codes 4020, and 4030 which appeared to come into the accounts in two areas. There also appeared to be an overspend on Computer services code 4135, however the Clerk explained that a contribution would be forthcoming from the Village Halls which would alleviate the situation.

The Committee

RESOLVED

That the necessary adjustments be made to the Accounts and that members note the report.

The Clerk advised that the Community Plan was at the publishers and would be delivered in the near future. However as the publication were 24 pages it was anticipated that the cost of delivery may be more than the £1200 available. Sponsorship had been arranged for the publication of both the Community Plan and the Neighbourhood Plan and with the larger amount for the second publication it was felt that any surplus could be used toward the current delivery costs.

The Committee

RESOLVED

That £1500 be set aside from reserves to pay for the shortfall of the delivery of the Community Plan, and that any surplus from sponsorship from the Neighbourhood Plan could offset any overspends.

This was proposed from the Chair and unanimously approved.

Secretaries note: The final estimate for delivery was less than expected and fell within the original budget.

Concern had been raised with the delivery of the poll cards for the by election in Chorleywood North. It would appear that some if not all cards were sent out after the cut off period for postal votes. The Committee asked the Clerk to write to the Returning Officer for clarification.

16/06 QUARTERLY CASH BOOK

The Committee

RESOLVED

To note the quarterly cashbook figures.

16/07 WEBSITE - Nothing to report

16/08 MATERNITY, PATERNITY, SHARED PARENTAL, ADOPTION AND PARENTIAL LEAVE POLICY

Members considered the details within the draft policy and agreed that it was important to do what was in the best interests of the employee and as this policy had already been agreed with Watford BC and TRDC it was be unwise to change it.

The Committee

RESOLVED

To adopt the policy without alteration.

This was proposed by the Chair and unanimously agreed.

16/09 DISCIPLINARY POLICY AND PROCEDURE

The Clerk advised that this also was a generic policy with minor adaptations, which included the first stage being dealt with by the Deputy Clerk and someone from HR, the only time that the Council's HR committee would become involved is if the complaint was about The Deputy Clerk. The Clerk advised that the Deputy Clerk would not be permitted to dismiss or suspend staff without the Clerks Approval. She reminded Members that this policy dealt with the title holder and not current individuals. This whole process would speed up the current policy.

The Council

RESOLVED

To adopt the Disciplinary Policy and Procedure as written

This was proposed by the Chair and unanimously agreed.

16/10 STATEMENT OF MAIN TERMS OF EMPLOYMENT

The Clerk advised that this had not altered in any way that would affect current staff. It just added the terms of probation at the start of employment with the Council.

The Committee

RESOLVED

To adopt the Main Terms of Employment as written

This was proposed by the Chair and unanimously approved.

It was agreed that the Clerk contact HR who would draw up the final documents which would be issued to all staff.

16/11 NEW COUNCILLORS

All Members agreed that it would be good to meet the new Councillors in an informal setting to allow them to meet their colleagues and be updated on current Council issues/projects. It was suggested that each committee chair give an over view of their committees work and answer any questions. It was also thought useful if all members considered what they hoped to achieve in the next two years, whilst there was the four year vision this did not cover all aspects of Council work and this open forum would give everyone an opportunity to air their views.

It was agreed that this would be organised upon the Chairman's Return.

16/12 FOUR YEAR VISION

It was agreed to take out the first item Grants and Funding as this was dealt with on a project by project basis. To date the Council had not been overly successful in attaining grant funding, as most pots were either too big or too small.

It was agreed that the Website needed to take priority and members felt that the addition of FAQ would benefit everyone. The Clerk advised that officers had already been allocated the task and would have the initial meeting once everyone had returned from their summer holidays.

The Clerk advised that she had been approached by a French College who wanted three months' work experience for a French student to improve their English. The Chairman had seen the terms and was happy

that the Council could benefit from such an arrangement. It was felt that the timing would mean that the student could concentrate on collating the asset register and also assist with Quiz Night. There would be no cost to the Council.

The Committee
RESOLVED

To allow the Clerk to negotiate terms for a French student to work in the Parish Office for three months as part of their language exchange.

16/13 HEALTH AND SAFETY

Nothing to report

16/14 CLOSURE

The meeting having started at 7.30 pm, finished at 9.25 pm

These minutes have been checked by the Chairman.

Signature agreed via email..... Date.....20th July 2016.....

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

Signature Date