

REPORT OF THE POLICY & RESOURCES COMMITTEE MEETING 13th September 2016

MEMBERSHIP & ATTENDANCE

- Chair:** * Jane White
- Councillors:** * Barbara Dickens
* Tony Edwards
* Rodney Kipps
* Raj Khiroya
* Alison Preedy
* Steve Watkins

*Denotes members present

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

There were no members of the public present

Recommendation 1

Cllr Jane White outlined her proposal to install a Flagpole outside the Parish Office noting that many other Parishes had one. The estimated costs are in the region of £300 for the flags (Union flag, Parish Council Logo and St Georges) and pole.

The Committee

RESOLVED

To put the proposal to Full Council in October.

This was proposed from the Chair by Cllr Jane White and carried unanimously

16/15 APOLOGIES FOR ABSENCE

There were no apologies for absence.

16/16 DECLARATIONS OF INTEREST

There were no Declarations of Interest

16/17 APPROVAL OF MINUTES

The Committee

RESOLVED

That the minutes of the meeting dated 12th July 2016 be approved as a true and correct record.

16/18 MATTERS ARISING FROM THE MINUTES

16/11 New Councillors: It was noted that the training of the new Councillors had taken place and the extraordinary meeting of Full Council to reconstitute the Committees of the Council following the election of the three new Councillors had taken place.

16/12 Four Year Vision: The Clerk advised that the French student would be joining the Parish Office on the 17th October for a period of two months.

(Secretaries Note: The Clerk was subsequently advised on the 26th September that the student had withdrawn from the placement and no other student was available. However on the 3rd October another student became available with the right skill set and it is now expected that she will be joining the office w/c 17th October 2016. It is also possible that the scheme could be open again for a placement for May – July next year).

16/05 Financial Comparison Statement 2016/17: The Clerk advised that the final bill for the by election had come in at £6,725. The budget saved to date had effectively been used for the by election. Up until this year £3k had been put away per year for elections but it was now clear that more than this would be needed.

When budgets were being reviewed for next year this would need to be considered.

The Clerk also advised that legislation had been passed that at some point in the foreseeable future Parish by elections would be paid for by District Councils but that this was not in place yet.

16/19 FINANCIAL COMPARISON STATEMENT 2016/17

It was noted that Codes 4000 and 4020 were appearing twice on the report. The Clerk advised that she had gone through the allocation with the auditors but that the issue was with the set up which would remain in place as part of the Audit trail for the rest of the year. The fluctuations in salaries were once again explained. It was suggested that if Members needed to know the detail of a specific item that an email is sent to the office. With respect to the overspend on the computer it was noted that the contribution mentioned at the last meeting from War Memorial Hall had come in but was shown on a separate line.

The Clerk also advised that she had spoken to the Auditor about the inadequacy of the training received on the new Finance system taken on by the office this year. He had facilitated some additional training on an expenses only basis.

The Committee

RESOLVED

To note the report.

16/20 QUARTERLY CASH BOOK

The Clerk advised that the Officers had been misinformed as to how to record the bank transfers that took place automatically when the balance of the current account fell below £2,500 and the Bank account on the report was therefore showing a negative value as the bank statements for the current month had not yet been reconciled and the transfers entered. As the office did not have the luxury of an officer dedicated to finance only who could undertake transactions daily, the quarterly cash book statement was therefore a snapshot in time.

The Committee

RESOLVED

To note the quarterly cashbook figures.

16/21 WEBSITE

Due to holidays being taken over the summer this had not been due to progress over the recent months but a date was now being arranged for the first review meeting in the near future.

16/22 BANKING

Members considered the report on the Council credit cards.

The Committee

RESOLVED

To increase the limits on both Council credit cards to £1000 for each card.

This was proposed by the Cllr Alison Preedy, seconded by Cllr Tony Edwards and unanimously agreed.

16/23 OFFICE REFURBISHMENT

The Clerk went through the proposed works to the Parish Office building to move the officers into what was currently the Council Chamber. It was confirmed that the estimate of the works did not include external work. In response to a Members question that air conditioning was not part of the changes, the Clerk advised that the nature of the building meant that air conditioning was not necessary. The Clerk briefed Members on the current situation of the lease of the building, the need to keep it in a reasonable state and the obligation of the District Council to the Parish regarding accommodation in general. Planning permission would be needed from TRDC to make the changes. Several Members voiced their concerns over the Parish Council's need to provide a workable environment for its Officers given the current state of and failures against current Health and Safety Legislation of the current accommodation. The possible requirement of disability access was raised and would need to be clarified.

The Clerk had a breakdown of the works which could be provided to all Councillors and advised that the estimate for these works based on them all being undertaken in a four week time period was £19,800. Given the parallel running of many of the activities, scaling down of the requirements would not necessarily mean lower cost and could in fact increase costs. It was agreed that plans needed to be drawn up by an architect and that they should write the specifications for the work at the same time so that the council could go out to tender for the work. Other issues of improving access to the loft and the like were raised which it was felt should be included in the specification.

Whilst the works were being undertaken the office would need to relocate to the Common Room at the Hall and that whilst the Christmas period had initially been identified, it was unlikely that everything could be put in place for then and either Easter or Summer next year when the Hall was generally quiet might be better targets to aim for.

The Chair questioned who would be approached to draw up the plans and a number of options were considered. Cllr Tony Edwards agreed to forward the details of an architect that he had used. It was also suggested that a Structural Engineers report would be required for the works being proposed.

The Comiitte

RESOLVED

That the Clerk would get the plans and specification drawn up which, when seen by Councillors, could then be sent to TRDC with the aim of approving it at the next P&R meeting, ready for issuing for invitation to tender.

This was proposed by the Chair and unanimously agreed.

FLAG POLE PROPOSAL

See Recommendation 1

16/24 FOUR YEAR VISION

It was agreed that whilst all the items were in fact being progressed, the priorities were as follows:

- 1 South Lodge Refurbishment
- 2 Website
- 3 Property Register
- 4 Asset Register

16/25 HEALTH AND SAFETY – ELECTRICAL TESTING

Members considered the recommendation from the Electrician who had carried out the annual electrical testing of the Parish Office. It was noted in discussion that there was a need to undertake a Schedule of Condition and put in place a proper annual maintenance programme for all buildings owned or leased by the Council.

The Committee
RESOLVED

That the recommendations for the Parish Building would be covered when the refurbishment works were undertaken to South Lodge.

16/26 CLOSURE

The meeting having started at 7.30 pm, finished at 9.15 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

