

**REPORT OF THE POLICY & RESOURCES COMMITTEE MEETING 24<sup>th</sup> JANUARY 2017**

**MEMBERSHIP & ATTENDANCE**

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

Also present

\*Denotes members present

**Officers Present:** \* Yvonne Merritt – Clerk

There were no members of the public present

**RECOMMENDATION 1**

**16/51 Financial Comparison – Christmas Lights**

The Committee

RESOLVED TO RECOMMEND

That the Council request that the solar powered Christmas tree lights are provided by the supplier free of charge for the next financial year.

That the Committee notes the report

**RECOMMENDATION 2**

**16/55 Draft Precept 2017/18**

That Committee

RESOLVED TO RECOMMEND

To Increase the precept to £450,000 adding £11630 into the reserves reducing the deficit by just over 23% = £72.76 per band D equivalent in increase of 4.8% which equates to £3.49 or 7p per week.

That the next edition of Chorleywood Matters shows the goods and services provided by the Council to explain the increase.

This was proposed by Cllr Khiroya, seconded by Cllr Watkins and unanimously approved.

**16/47 APOLOGIES FOR ABSENCE**

There was one apology for absence from Cllr Alison Preedy .

**16/48 DECLARATIONS OF INTEREST AND DISPENSATION**

Cllr Watkins declared a non-pecuniary interest in 16/63 as a Trustee of the Chiltern Open Air Museum

**16/49 APPROVAL OF MINUTES**

The Committee

**RESOLVED**

That the minutes of the meeting dated 6<sup>th</sup> December be approved as a true and correct record.

**16/50 MATTERS ARISING FROM THE MINUTES**

The Chair advised that there would be more focus on the Four Year Vision and she asked the Committee Chairs to consider the aims and objectives for each committee to be discussed at the next meeting, in order that proper direction can be given to staff.

**16/51 FINANCIAL COMPARISON STATEMENT 2016/17**

The Christmas lights were discussed. The Clerk advised that the company had offered compensation due to the failure of the lights but no financial offer had yet been made. Cllr Watkins suggested that when the lights worked the previous year they had been good and therefore he suggested that instead of financial compensation the Council request that the company provide the lights free of charge for this year. This suggestion was supported by the Committee as a recommendation to Full Council.

See Recommendation 1

**16/52 QUARTERLY CASHBOOK**

The Committee

**RESOLVED**

To note the report

**16/53 WEBSITE, SOCIAL MEDIA AND MARKETING**

The Chair discussed the work of the website working party but acknowledged that this was expanding to social media and marketing. She advised that the webmaster was invited who advised the group of different options that would enable the office staff to have more involvement with the website. The Clerk advised that she and the Assistant Admin Officer has attended a Social Media Training Course where it had become apparent that a Social Media and Marketing Strategy would be required to give parameters and to protect officers and Councillors. It was agreed that a full report would be issued to the next meeting. The Chair offered to be lead Councillor on this project.

In the meantime the Chair had volunteered to setup an Instagram account for the Council and was seeking approval.

The Committee

**RESOLVED**

That a full report be issued to the next meeting about the Website, Social Media and Marketing

That the Chair be authorised to set up an Instagram account on behalf of the Council for a trial period, which would be monitored and reported back at the next meeting.

## **16/53 APPLICATIONS FOR GRANT FUNDING**

There were three applications under consideration for grant funding.

### **Application from the Citizens Advice Bureau for an outreach centre at Chorleywood Library**

Members considered the additional details that had been supplied by the applicant. They felt that this would be a worthy service for the community and help with services for those who were unable to travel to Rickmansworth.

The Committee

RESOLVED

To grant fund the Rickmansworth Branch of the Citizens Advice Bureau £785 to set up an outreach service at Chorleywood Library for a trial period of one year. This would then be assessed this time next year.

That the CAB would acknowledge that the service was grant funded by the Parish Council on all their materials using the Parish Logo.

This grant was given under LGA 1972 s142(2A)

This was proposed by Cllr Watkins, seconded by Cllr Edwards and unanimously approved.

### **Chiltern Open Air Museum**

The Committee considered this application and agreed that the Museum offered a great experience and educational tool for the local community and surrounding areas.

The Committee

RESOLVED

To send a donation of £250 in support of the Chiltern Open Air Museum

This grant was given under the Section 206 of the LGA 1972 (as amended by the LGA 1985, s. 102(2), Schedule 17)

This was proposed by the Chair and unanimously agreed.

### **CHORLEYWOOD FILM FESTIVAL**

The Committee reviewed the application made by the Film Festival together with the additional information obtained. It was agreed that grants of this kind had been given before and the festival would be a benefit to the Community.

The Committee

RESOLVED

To grant fund the Film Festival £250 towards hall hire for the Film Festival

That the organisers agree to acknowledge the support given by the Parish Council on their publicity material with the use of the Councils logo.

This grant was awarded under the LGA 1972 s145

This was proposed by the Chair and unanimously approved.

#### **16/54 QUIZ NIGHT**

The Committee discussed the proposals within the report. The Chair wished to convey her thanks to Bob and Diane Whitney and the staff for the work carried out on this evening. Each of the recommendations were discussed and the

Committee

RESOLVED

1. That the event be kept to 18 tables
2. That, next year we increase the entrance money by £1 per person to £120 per (£15 per person) table and entry to the Top & Tail event is free.
3. That there should be two volunteers to take sole responsibility for the raffle, splitting the hall between them into 2 groups of 9 tables, and sell them at £5 per strip or £1 each.
4. That a minimum of eight people are required for the setting up of the hall and food preparation
5. Participants continue to make tables clear up at the end of the night.
6. To speed up the process it is suggested that a second empty envelope with a matching number to each Promise. When the Promise is claimed the cash or cheque relating to the promise can be put into the spare numbered envelope and sealed.
7. A team of 2-3 people is needed to deal with winning bidders at the end of the evening.

This was proposed from the Chair and unanimously approved.

#### **16/55 DRAFT PRECEPT 2017/18**

Members considered the details within the report. The Clerk had calculated three options, the Committee asked for calculations on a fourth which would be the revenue budget plus the repairs and renewals capital budget plus half the capital reserves shortfall. The four options are listed below

1. Total capital and revenue figures plus total capital projects would equate to a precept of £402125 + capital £36245 = £438,370 or £70.87 per Band D equivalent an increase of 2.25% which equates to £1.60 per annum or 0.03 pence per week

The reserves fund is £54181 below the amount recommended by the Auditor if this figure was to be added onto the precept the amounts would be as follows

2. Increase the precept to £450,000 adding £11630 into the reserves reducing the deficit by just over 23% = £72.76 per band D equivalent in increase of 4.8% which equates to £3.49 or 7p per week.
3. Increase the precept to £492,551 (Precept of £438,370+shortfall in reserves £54181) = £79.63 per Band D equivalent an increase of 13.01% which equates to £10.36 per annum or 20p per week.
4. Increase the precept to £438,370 plus £27,090 (50% of the capital reserve shortfall) £465,460 = £75.25 per Band D equivalent an increase of 8% which equates to £5.98 per annum or 11.5p per week.

Councillors discussed the details of all of the suggestions, it was noted that it would be unwise to not listen to the auditors and therefore it was felt that suggestion 1 was not an option.

It was noted that whilst the existing budget had been increased in line with RPI inflation of 2% the additional costs of an extra members of staff had been absorbed within this figure. In reality this represented a stand still budget. Whilst the threat of charge capping had not come to fruition this year the threat still remained and therefore for good financial management the council needed to ensure that it had sufficient in reserves to work the business and be in line with auditor recommendations.

Cllr Khiroya stated that having looked at the figures he was satisfied that the increase was justified, fair and reasonable. It was important however to impart information on what the parishioners were getting for their money and the improvements in service product or delivery. The Parish Council were not cutting services but improving them adding value to the community.

At the request of the Chairman the Clerk advised the Committee of the audit requirements with regard to allocated reserves and unallocated reserves. The Clerk confirmed that unlike business, Local Government organisation could not account for reserves in one pot.

After further discussion with every member making their point the Committee made their recommendation to Full Council (**Recommendation 2**)

- 16/56 **FOUR YEAR VISION** - Nothing to report
- 16/57 **HEALTH & SAFETY** - Nothing to report
- 16/58 **ACCIDENTS AND COMPLAINTS RECEIVED** – Noted
- 16/59 **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 15 – 17 and they are instructed to withdraw.

**16/63 CLOSURE**

The meeting having started at 7.36pm closed at 9.45 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 .....

**SUMMARY OF ACTIONS AND RESOLUTIONS REQUIRING ACTION**

REFERENCE	RESOLUTION / ACTION	ACTION REQUIRED	BY WHOM
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<b>PR 16/53</b>	Resolution	A full report to be issued to the next meeting of P&R about the website and the Social Media and marketing strategy. Cllr Jane White to be lead Councillor <b>Next meeting</b>	Website Working Group (Cllrs Jane White & Jenny Wood, Deputy Clerk and Admin Officer)
<b>PR 16/41</b>	ACTION	A structural surveyor to be engaged to assess the outside works required as part of the Office Refurbishment and the quote to be brought back to the next meeting. <b>Completed</b>	Clerk
<b>PR 16/41</b>	ACTION	A quote for the IT works required with the move was also requested and the quote to be brought back to the next meeting. <b>Ongoing</b>	Clerk
<b>PR 16/42</b>	ACTION	To produce a cut down summary of all the individual committee four year visions. <b>For next meeting</b>	Officers
<b>PR 16/42</b>	ACTION	To consider priorities of the items in the Four Year Vision and advise the clerk <b>For next committee cycle</b>	Committee Chairs
<b>PR 16/43</b>	ACTION	To obtain further information on the grant applications <b>Completed</b>	Clerk
<b>PR 16/45</b>	ACTION	To obtain a copy of Christchurch School's insurance policy relating to the tarmac area of Christchurch Car Park <b>Ongoing</b>	Clerk
<b>PR 16/41 &amp; 45</b>	ACTION	Cllr Raj Khiroya agreed to act as lead Cllr for the office Refurbishment project and assist with the insurance documentation aspects of the School issues. <b>Ongoing</b>	Cllr Raj Khiroya
<b>16/53</b>	Action	To notify applicants of successful grant applications with agreed terms and conditions	Clerk
<b>16/62</b>	Action	To obtain a second quote for Architectural Services	Decision delegated to Chair, Cllr Khiroya and Clerk

