

REPORT OF THE POLICY & RESOURCES COMMITTEE MEETING 14TH MARCH 2017

MEMBERSHIP & ATTENDANCE

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

*Denotes members present

- Officers Present:** Yvonne Merritt – Clerk
Claire James – Deputy Clerk
Laura Hamilton – Assistant Admin Officer

There were no members of the public present

16/64 APOLOGIES FOR ABSENCE

There were apologies for absence from Cllrs Raj Khiroya and Rodney Kipps.

16/65 DECLARATIONS OF INTEREST AND DISPENSATION

The change in rules was explained and the Clerk advised that she would present a written explanation and Procedure at the next full council meeting.
There were no Declarations of Interest or Dispensations.

16/66 APPROVAL OF MINUTES

The Committee
RESOLVED

That the minutes of the meeting dated 24th January with the amendments agreed at Full Council on the 31st January 2017 be approved as a true and correct record.

16/67 MATTERS ARISING FROM THE MINUTES

The Chair asked that a response to the Christmas lights issue raised with the supplier be chased. It was noted that at the first session of the Citizens Advice Bureau at the Chorleywood Library there had been a queue of people seeking advice.

16/68 FINANCIAL COMPARISON STATEMENT 2016/17

The Committee
RESOLVED

To note the report

16/69 QUARTERLY CASHBOOK

The Committee

RESOLVED

To note the report

16/70 WEBSITE

The Deputy Clerk presented the report on the review of the current Parish Council website and the options for taking the website forward, clarifying the breakdown of the costs. In response to a Member's question, the Clerk advised that it would not be necessary to go out to tender for the updated website. Other Parish Councils within the District had already undergone this exercise and the current Webmaster had proved the most reasonable by a large margin. The project was an update of the existing website, was within budget and therefore within the remit of the Committee to agree. It was agreed that the suggestion for a transfer of money of £750 from the War Memorial Hall be put to the Halls Committee as many of the improvements were for the Halls. The different options were reviewed and it was agreed that option 3 was the most future proof with the Officers able to take on the update role over a period of time.

The Committee

RESOLVED

That a new website using a WordPress site be created by the current Webmaster. To progress this a meeting of the Working Party would be convened to discuss with the Webmaster what he needed in order to develop the site.

This was proposed from the Chair and agreed unanimously.

16/71 SOCIAL MEDIA POLICY

The Assistant Admin Officer presented the draft Social Media Policy. The Chair asked that Para 6.5 - Communication Responses be firmed up to allow the Parish Clerk to use her discretion as to whether a response was made or was necessary. The Committee thought it a good piece of work and agreed to the Clerk's suggestion that it was put with the Standing orders and other policies of the Council.

The Committee

RESOLVED

To agree the policy with the change to para 6.5 Communication responses as minuted.

The Chair gave an update on her progress with the Parish Instagram account, advising that she regularly posted pictures of Chorleywood, crediting them to the originator after seeking their permission. She stated she was happy to continue with this and the committee confirmed that they were happy for her to do so. It was also suggested that Jill Visser, Editor of Chorleywood Magazine, be asked to promote the Parish Instagram site.

16/72 CALENDAR OF MEETINGS

The dates and format of the Local Area Forums were discussed and it was noted that no public had turned up to the Forum the previous day. It was felt that information was available via social media and Councillors were nowadays more accessible which had possibly reduced the need for the Local Area Forums. It was suggested that the dates be kept in the diary but the need reviewed nearer the time. The Clerk would write to TRDC and District Councillor Mrs Alex Hayward with this suggestion.

The Committee

RESOLVED

That the calendar of meetings be agreed.

16/73 FINANCIAL RISK ASSESSMENT

The Committee

RESOLVED

To accept the Financial Risk Assessment as detailed in the report.

This was proposed by the Chair and agreed unanimously

16/74 ANNUAL REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT

The Committee

RESOLVED

That they were happy with the effectiveness of the Internal Audit.

This was proposed by the Chair and unanimously approved.

16/75 THE FOUR YEAR VISION

The Four Year Visions for each committee were taken in turn:

P&R:

South Lodge Refurbishment – the Clerk advised that the report from the surveyor was expected at the end of the following week. The Surveyor had also provided a second quote on the refurbishment plans and Members agreed to move forward with the cheaper quote from the surveyor. In response to a Member's question re the financials, the Clerk reminded the committee that they had previously made a resolution to increase the budget to cover the necessary works to the outside of the building, IT and Telecoms. It was not yet known what the final cost would be. It was also noted that the lease would be up in a year's time and it was agreed that renewal of the lease should be negotiated at the same time as the application for the works is made to TRDC.

Property Register – it was agreed that a meeting the working party, established to review the register, be set up.

OPEN SPACES:

Nature Trail and Signage were moving forward

Parking Area improvements – the Clerk advised that works were planned to the ramps at the War Memorial Hall permissive parking area when the road resurfacing works were being done by Herts Highways 21st – 23rd March, weather etc. permitting. The Cricket Club and Lorry permissive parking areas would be improved this year with type 1 aggregate as previously. The Clerk advised she was still hopeful of following up the alternative surface solution.

Copmans Wick Fencing – this was on hold due to a current shortage of officers at TRDC but it was understood that the money was in the TRDC budget for the fencing. On this basis the target date was changed to April/May.

Security improvements on the Common – as all the improvements that could be made had been made, it was suggested that this be removed and the Parish Paths project be added. This was left to the next meeting of the Open Spaces committee to consider.

HALLS:

Publicity/ Marketing – this was now being covered to a large extent by the website changes.

Maintenance Refurbishment programme –The Clerk advised that up to date valuations of all the Parish buildings were required this year. The Chair advised that she would like to see the move of the Council to the Common Room happen, ideally for the new council year. A number of items of work were reported to be in progress to facilitate this. It was noted that permission had been granted for the removal of the trees at the front of the Hall.

At the end of the Review the Chair summarised the priorities of the officers as

- South Lodge Refurbishment
- Nature Trail
- Website changes

which was agreed by the Clerk

16/76 HEALTH & SAFETY

It was noted that the PAT and Electrical testing for the office and the Halls had been arranged.

16/77 ACCIDENTS AND COMPLAINTS RECEIVED – Noted

16/78 CLOSURE

The meeting having started at 7.30pm closed at 9.02 pm

These minutes have been checked by the Chairman.

SignatureAgreed by email Date.....20/3/17.....

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
PR 16/53	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 Completed	Website Working Group (Cllrs Jane White & Jenny Wood, Deputy Clerk and Admin Officer)
PR 16/41	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. Ongoing	Clerk
PR 16/42	ACTION	To produce a cut down summary of all the individual committee four year visions. Completed	Officers
PR 16/42	ACTION	To consider priorities of the items in the Four Year Vision and advise the clerk Completed	Committee Chairs
PR 16/45	ACTION	To obtain a copy of Christchurch School's insurance policy relating to the tarmac area of Christchurch Car Park Ongoing	Clerk
PR 16/41 & 45	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. Ongoing	Cllr Raj Khiroya
16/53	Action	To notify applicants of successful grant applications with agreed terms and conditions Completed	Clerk
16/62	Action	To obtain a second quote for Architectural Services Completed	Decision delegated to Chair, Cllr Khiroya and Clerk
16/64	Action	To provide a written procedure to explain the changed rules on Declarations of Interest and Dispensation for the next Full Council meeting	Clerk
16/67	Action	To chase a response to the Christmas lights issue	Clerk
16/70	Action	The suggestion for a transfer of money of £750 from the War Memorial Hall for the new website, to be put to the Halls Committee as many of the improvements are for the Halls.	Clerk
16/70	Action	To convene a meeting of the Website working group with the Webmaster to progress the new updated website	Deputy Clerk
16/72	Action	To write to TRDC and District Cllr Alex Hayward suggesting that the dates for the Local Area Forums be kept in the diary but that the need for the meetings be reviewed prior to the dates.	Clerk
16/75	Action	To convene a meeting of the Property Register working party.	Clerk
16/75	Action	To progress the necessary actions required to facilitate the move of the Council to the Common Room for it's meetings i.e. projector and soundproofing	Clerk and Admin Officer

Note: Completed actions will be removed one meeting after completion has been recorded.