

REPORT OF THE POLICY & RESOURCES COMMITTEE MEETING 20TH JUNE 2017

MEMBERSHIP & ATTENDANCE

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

*Denotes members present

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

There were no members of the public present

RECOMMENDATION 1

17/08 Grant Funding:

The Committee

RESOLVED TO RECOMMEND

- 1.1 That the Policy and Resources Committee consider amendments to the Grant Criteria and Donations which may be required for the forthcoming years with a report back to the next P&R Committee
This was proposed by Cllr Jackie Worrall, seconded by Cllr Steve Watkins and carried unanimously
- 1.2 That Cllr Jackie Worrall be the nominated lead Councillor for this work
This was proposed from the Chair by Cllr Steve Watkins and carried unanimously.

RECOMMENDATION 2

17/09 Local Council Award Scheme

The Committee

RESOLVED TO RECOMMEND

- 2.1 That the Council works towards accreditation at the Quality Award level of the Local Council Award Scheme.
- 2.2 That a lead Councillor for this project be appointed.

This was proposed from the Chair and carried unanimously.

RECOMMENDATION 3

17/10 Amendment To Standing Orders To Reflect Change In HR Provision

The Committee

RESOLVED TO RECOMMEND

That the following footnote be added to Standing Order 1 Handling Staff Matters:

***NB** The HR contract is currently outsourced to Watford and TRDC HR. The Councils' HR Panel will be called upon following advice from the HR Contractor or during the recruitment process of the Clerk.*

This was proposed by Cllr Tony Edwards, seconded by Cllr Jackie Worrall and agreed unanimously

17/01 APOLOGIES FOR ABSENCE

There were apologies for absence from Cllrs Raj Khiroya, Carol Kristian, Alison Preedy and Jane White. In the absence of the Chair, the Vice Chair Cllr Steve Watkins chaired the meeting.

17/02 DECLARATIONS OF INTEREST AND DISPENSATION

There were no Declarations of Interest or Dispensations.

17/03 APPROVAL OF MINUTES

The Committee

RESOLVED

That the minutes of the Extra Ordinary meeting dated 24th April 2017 agreed at Full Council on the 9th May 2017 be approved as a true and correct record.

17/04 MATTERS ARISING FROM THE MINUTES

There were no matters arising.

17/05 FINANCIAL COMPARISON STATEMENT 2017/18

It was noted that the figures on the statement were the budget figures only as the accounts for the end of year had only recently been completed.

The Committee

RESOLVED

To note the report

17/06 QUARTERLY CASHBOOK

The 'unpaid and unrepresented' amount was explained and the interest received on the current account vs the Instant Access Account noted.

The Committee

RESOLVED

To note the report

17/07 WEBSITE

The Deputy Clerk gave a verbal update on the progress being made with the new website. An outline menu structure has been agreed based on the input from all the committees and interested parties. There had been an issue with the use of WordPress on the existing hosting package and it was explained that the Webmaster would be put in touch direct with the IT support team with a view to resolving it. It was hoped that a councillor with an IT background now on the Website working party would be able to assist with the discussion of the issue. The possible working arrangements for a Halls Booking system were discussed and the rearrangement of key information that would make the website more user friendly. The best medium for a Ranger's Blog was still under discussion.

17/08 GRANT FUNDING

The Clerk presented the Grant Funding report which had been requested by the Chair, advising that she had apologised for being absent for the discussion. The Clerk advised the breakdown of some of the other Parishes grant funding. There was general agreement that the CWPC Grant Funding budget did not reflect a true picture of what the Council does for the community as there are several community projects funded by the Council that therefore appear under different budget headings. It was generally agreed that the Council should do more to publicise what was done for the community, whilst also noting that requests of funding had in the past generally been led by Councillors. The application form for funding from the Council, although present on the website was not readily visible.

See Recommendation 1.

17/09 LOCAL COUNCIL AWARD SCHEME

The background and requirements for the different levels of award were discussed and it was noted that the Quality and Quality Gold Awards could now be applied for as the Clerk had obtained her CiLCA qualification. It was further noted that the publication requirements could be progressed in parallel with the work on the new website to ensure that the required documentation was present and up to date.

See Recommendation 2

17/10 AMENDMENT TO STANDING ORDERS TO REFLECT CHANGE IN HR PROVISION

Cllr Jackie Worrall briefed Members on the background to the change being requested to Standing Orders to reflect the change in HR Provision.

See Recommendation 3

17/11 THE FOUR YEAR VISION

The Four Year Vision for the P&R Committee was taken in priority order:

South Lodge Refurbishment – the Clerk advised that the Maintenance Schedule as produced, itemised and costed by the Surveyor, circulated to Members, would be included as part of the Office refurbishment

project as it would be more cost effective than progressing the works as a separate contract. It was noted that the Surveyor had met with the Clerk the previous day and was now drawing up plans. The Clerk would be going to see key officers at TRDC to discuss the Parish office lease renewal and the proposed refurbishment works. The possible length of lease was discussed, noting that the Bullsland Hall was on a 25 year lease whilst the Parish Office was only on a 7 year lease.

Website – Progress on the new website had been covered earlier in the meeting under minute 17/07

Property Register – it was noted that this was currently on hold .

17/12 HEALTH & SAFETY

The Electrical Testing reports for the Office and the Rangers Mess room were reviewed. It was noted that both reports had a satisfactory result and that the observations made would be addressed with the proposed refurbishment works.

17/13 ACCIDENTS AND COMPLAINTS RECEIVED – None received

17/14 CLOSURE

The meeting having started at 7.30pm closed at 8.59 pm

These minutes have been checked by the Chairman.

Signature **Not yet checked by the Chairman** 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
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. <i>Ongoing</i>	Clerk
PR 16/45	ACTION	To obtain a copy of Christchurch School's insurance policy relating to the tarmac area of Christchurch Car Park <i>Completed</i>	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. <i>Ongoing</i>	Cllr Raj Khiroya
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 <i>Completed</i>	Clerk
16/67	Action	To chase a response to the Christmas lights issue <i>Completed</i>	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. <i>Ongoing</i>	Clerk
16/70	Action	To convene a meeting of the Website working group with the Webmaster to progress the new updated website <i>Completed</i>	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. <i>Completed</i>	Clerk
16/75	Action	To convene a meeting of the Property Register working party. <i>Ongoing</i>	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 <i>Completed</i>	Clerk and Admin Officer
17/11	Action	The Clerk to see key officers at TRDC to discuss the Parish Office lease renewal and the proposed refurbishment works.	Clerk

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