

REPORT OF THE POLICY & RESOURCES COMMITTEE MEETING 3RD OCTOBER 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

17/15 APOLOGIES FOR ABSENCE

There were apologies for absence from Cllrs Carol Kristian and Alison Preedy. Cllr Raj Khiroya was absent from the meeting.

17/16 DECLARATIONS OF INTEREST AND DISPENSATION

There were no Declarations of Interest or Dispensations.

17/17 APPROVAL OF MINUTES

The Committee
RESOLVED

That the minutes of the Extra Ordinary meeting dated 20th June 2017 agreed at Full Council on the 27th June 2017 be approved as a true and correct record.

17/18 MATTERS ARISING FROM THE MINUTES

There were no matters arising.

17/19 FINANCIAL COMPARISON STATEMENT 2017/18

It was noted that following discussion of the Financial comparison Statement at the Village Halls Committee, an extra column had been added to the report to show the percentage of the budget spent which was agreed to be useful.

The Committee

RESOLVED

To note the report

17/20 QUARTERLY CASHBOOK

It was noted that this report had been prepared before the 2nd instalment of the precept had been made by TRDC.

The Committee

RESOLVED

To note the report

17/21 REVISED BUDGET 2017/18

A number of figures on the report were clarified. In response to a Member's question the Clerk confirmed that anything not spent at the end of the year goes into reserves and likewise anything overspent comes out of reserves. The underspend on photocopying and postage was felt to be down to the attempts being made by officers to email more invoices etc.

The Committee

RESOLVED

To approve the report

This was proposed from the Chair and carried unanimously.

17/22 BUDGET STRATEGY 2018/19

The situation regarding reserves was explained and it was noted that the Council had started to increase reserves as agreed as part of the budget for the current year. The possibility of an increased rent payment on the office building was noted for the forthcoming year but that this was under discussion with TRDC. The Clerk advised the current RPI figure of 3.9% with an upward trend on the year.

The Committee

RESOLVED

That Committees be asked to build a provisional budget based on an increase of 4% but with budget savings wherever possible.

This was proposed by Cllr Jackie Worrall, seconded by Cllr Steve Watkins and carried unanimously

17/23 WEBSITE

The Deputy Clerk gave an update on the progress being made with the new website. Volunteers had been sought to review existing content and rewrite as necessary content for the new website. The Chair ran through the structure providing nominations for items without a lead. It was agreed that the proposed Play Space would appear under latest news, the Community Plan would be replaced by the Neighbourhood Plan

which would appear under the Council drop down menu tab. It was also agreed that Transport links etc would be part of the item 'About Chorleywood' and 'Who Does What' information would be added following the format recently provided by Bishops Stortford Town Council.

The Committee

RESOLVED

To confirm the new structure as presented with the additions agreed and the timeline of 90 days from start to finish.

To agree the cost and contract terms proposed by the Webmaster

This was proposed from the Chair and carried unanimously.

17/24 BACK UP

Back up of the Office computers was added as an emergency item. Members were advised that the current tape drive used to back up the Council's data had recently failed and due to its age and obsolescence, repair was unlikely to last long. A number of options had been proposed by the Council's IT support which had been reviewed by one of the Members with an IT background. It was agreed that the option to back up to a Cloud solution was the best in the short term with a view that more time would be spent when the Office IT system was completely reviewed as part of the office accommodation changes.

The Committee

RESOLVED

To agree to the purchase and installation of a new back up system using the Cloud solution offered by the Council's IT support.

This was proposed from the Chair and carried unanimously.

17/25 GRANTS AND SUBSIDIES

Cllr Jackie Worrall ran through the background to the report and members noted the different budget headings that contained items supporting the community. Following discussion it was agreed that the next stage would be to draft the criteria for organisations to apply against.

The Committee

RESOLVED

- That a new report be produced from the financial package that draws together any specific budget headings that can be classed as Grants & Subsidies
- That the 'pump priming process should be retained in its current form but should be more widely advertised
- That a new process is created that allows organisation to apply for regular subsidies to enable them to operate in Chorleywood and Subsidy Application criteria would be created

This was proposed By Cllr Jackie Worrall, seconded by Cllr Jane White and carried unanimously.

Members asked that the Committee's thanks to Cllr Jackie Worrall for all her work on this topic be recorded.

17/26 PCSO FUNDING

The role of the PCSOs in Chorleywood was discussed with concerns raised over their visibility in the community now that a vehicle was available to them. Members wanted the PCSOs to be appreciated by the community for the role that they played in reducing crime in the area. It was noted that continued provision may require an increase in the funding which had not changed since the start in 2011 and it was agreed that budget provision should be made for the possible increase. It was also suggested that Inspector Neil Canning be invited to the next Full Council meeting to refresh the Council on the role and powers of the PCSO's.

The Committee

RESOLVED

To make provision in principle of £5K per year in the budget build this year.

17/27 AMENDMENT TO STANDING ORDERS TO REFLECT CHANGE IN LEGISLATION

Members were advised that the proposed changes to Standing Orders were to catch up with recently introduced legislation over which it was noted that Councillors had no choice. Once again thanks were expressed to Cllr Jackie Worrall for her efforts on identifying the changes required to Standing Orders in consultation with the Clerk.

The Committee

RESOLVED

To accept the changes as proposed

This was proposed from the Chair and carried with all in favour bar one abstention.

17/28 THE FOUR YEAR VISION

The priorities of the elements of the Four Year Vision for the P&R Committee were reviewed.

South Lodge Refurbishment The content of the South Lodge Refurbishment would be updated to reflect the progress that had been made with respect to proposed plans and applications and its priority would remain unchanged.

Website – Progress on the new website had been covered earlier in the meeting under minute 17/23 and its priority remained unchanged.

Acquisition of Asset – a new item with a priority of two was added to reflect the acquisition of an asset in progress and discussed at the previous meeting.

Strategic Planning/Succession Planning – this new item was added also at Priority two. It was agreed that as part of Succession Planning, ex councillors would be encouraged to become Friends of the Council, not

necessarily with any voting rights but to allow the imparting of knowledge and experience gained whilst Councillors to new, possibly less experienced Cllrs that may join the Council in the coming years. Discussion also covered what should happen to the email contained in a Cllr email folder once a councillor steps down and it was agreed that eh contents should be kept for a period of six months.

Property Register – the priority of this remained unchanged.

17/29 HEALTH & SAFETY

The Clerk advised Members of the current call out arrangements for the office with respect to alarm activations. It was agreed that whilst the current alarm system was still adequate, technology had moved on since this had been installed and there may be other more efficient ways of protecting the Council’s assets and that there was a need to review the current alarm system. A number of companies would be invited to review and advise on options available.

17/30 ACCIDENTS AND COMPLAINTS RECEIVED

The two items detailed on the agenda were noted

17/31 CLOSURE

The meeting having started at 7.30pm closed at 9.30 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
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 16/41 & 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
16/70	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
16/75	Action	To convene a meeting of the Property Register working party. <i>Ongoing</i>	Clerk
17/11	Action	The Clerk to see key officers at TRDC to discuss the Parish Office lease renewal and the proposed refurbishment works. <i>Ongoing</i>	Clerk
17/23	Action	Changes to the website as specified in the minute.	Deputy Clerk
17/26	Action	Inspector Neil Canning to be invited to the next Full Council Meeting to refresh the council on the roles and powers of the PCSOs	Clerk
17/28	Action	To update the South Lodge Refurbishment text to reflect the current state of play	Clerk
17/28	Action	Add 'Acquisition of Asset' and 'Strategic Planning/Succession Planning' to the Four Year Vision.	Clerk
17/29	Action	To invite a number of alarm companies to review existing system and advise on replacement options.	Deputy Clerk

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