

**REPORT OF THE POLICY & RESOURCES COMMITTEE MEETING 23<sup>rd</sup> JANUARY 2018**  
**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

*The Chairman opened the meeting and advised Councillors of the sudden death of Daniel Dynes the Parish Ranger. A minutes silence was held.*

**RECOMMENDATION 1**

**17/59 PRECEPT 2018/19**

Members considered the details within the report. It was noted that within the next year there were a number of uncertainties which had not been included in the budget provision, namely, South Lodge and a second election. It was therefore necessary to be prudent with the finances and have some in reserves to cover these issues. It was also noted that whilst money had been set aside for the GDPR it was hoped that not all this would be required, and therefore could offset any potential shortfalls.

Members stated that the decision regarding the precept had sound financial reasons but it was important that the public be advised the reasons behind the decision making.

Members  
The Committee

**RESOLVED TO RECOMMEND**

To increase the precept by the 4% suggested to £468,705 putting the additional £5,000 towards the immediate costs of the new asset. This equated to £75.66 per band D equivalent, and increase of £2.91 per annum or 5.6p per week.

**17/48 APOLOGIES FOR ABSENCE**

There were apologies from Cllrs Edwards and Kristian.

**17/49 DECLARATIONS OF INTEREST AND DISPENSATION**

There were no Declarations of Interest or Dispensations.

**17/50 APPROVAL OF MINUTES**

The Committee

RESOLVED

That the minutes of the meeting dated 21st November 2017 be approved as a true and correct record.

**17/51 MATTERS ARISING FROM THE MINUTES**

17/36 Budget Comparison

Cllr Worrall asked if the backup on the Computers had been tested since using the new system. The Clerk confirmed that this was the case.

**17/52 FINANCIAL COMPARISON STATEMENT 2017/18**

The Chair advised that all balances from the Chairman's Allowance at year end would be put towards the Defibrillator scheme which was the Chairman's Charity this year.

The Committee

RESOLVED

To note the report

**17/53 QUARTERLY CASHBOOK**

The Committee

RESOLVED

To note the report

**17/54 CHRISTMAS LIGHTS**

Members discussed the details within the report and agreed that more traditional lights should be investigated. They suggested a budget of £4,000 and asked officers to report back with suggestions.

**17/55 APPLICATION FOR GRANT FUNDING**

Members considered the details within the application. Discussion took place regarding the use of Russell School rather than the War Memorial Hall; however the makeup of hall was not suitable for this activity. The Clerk advised however that the Orchestra used the hall for their concerts and were supporting the venue in this way. It was noted that the event was inclusive with opportunities for adults as well as children.

It was also suggested that the Orchestra be asked to attend Village Day.

The Committee

RESOLVED

To grant fund Chorleywood Music the sum of £650.00

That Chorleywood Music acknowledges the grant application and use the parish logo in all publicity

This was funded under LGA 1972 S145, Localism Act 2011 ss1-8

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

#### **17/56 GENERAL DATA PROTECTION REGULATIONS**

The Chair stated that these were regulation for large organisations and therefore Chorleywood Parish Council was low risk. Many of the documents were paper and therefore did not cause an immediate risk. Any actions taken by the Council should be proportionate to the risk, taking note of the law. It was felt that the £11,000 estimated to implement the legislation appeared very high, however making budget provision, did not mean that this amount should be spent.

The Clerk confirmed that the Joint Parish Councils were looking at ways to reduce costs such as shared services with all the parishes similar to the arrangement for the Internal Auditor contractor.

The Committee

Resolved

That Budget provision of £11,000 be set aside for implementation of GDPR

That the Clerk explores the opportunity of shared services with the other Parishes within Three Rivers.

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

#### **17/57 INTERNAL AUDIT REVIEW**

Thanks were expressed to the Officers for another splendid internal audit with no issues raised.

The Members wished to congratulate the Admin Assistant for the excellent report of the administration of Village Day.

The Committee

**RESOLVED**

To note the report.

This was proposed from the Chair and carried unanimously

#### **17/58 QUIZ NIGHT**

Concern was raised regarding putting the cost up to £20.00 per ticket as it was felt this could affect the number of attendees. However it was acknowledged that the organisation of the bar was time consuming. It was generally felt that perhaps the Council should take a more active role in helping with the setup of the event. Other ideas were discussed.

It was agreed that the item would be deferred to the next meeting, and that the Clerk get the breakdown of costs for the bar and food with profit margins in order that Members could consider the item further.

**17/59 PRECEPT 2018/19**

See Recommendation 1

**17/60 THE FOUR YEAR VISION**

Details within the four year vision were discussed.

**Property Register** – it was agreed that all the information should be placed on a data base, which should be brought back to this committee in March. This was tasked to the Deputy Clerk. This was tasked as a level 1.

**Website** – The Deputy Clerk to get all the information together for the next meeting with a view of going live on 1<sup>st</sup> April 2018. This was tasked as a level 1

**South Lodge** – The Clerk confirmed that the alterations had been forwarded for planning permission. This should be on the February Planning schedule. Assuming a positive decision is made the Clerk is tasked with going out to tender on the alterations. The lease was also discussed. The Clerk advised that she had had a meeting with TRDC surveyor regarding the lease and that this was slowly moving forward. Legal advice had also been obtained regarding the Parish Council position. This was tasked as a level 2

**Requisition of Assets** – The Clerk advised that the transfer of the asset was in the hands of the solicitors. A meeting had been arranged between those on the working party to discuss what should happen to the building in the short, medium and long term. In the meantime the Surveyor would be asked to make recommendation on the immediate works. This was tasked as a level 4

**Strategic/Succession Planning** – Cllr Worrall suggested a scheme like ‘Friends of the Council’ where councillors who had decided to stand down or were not re-elected could offer help, advice and background information to new councillors. The Chair and Clerk would put together a paper for a future meeting. This was tasked at a level 3

**IT** – This was added to the Four Year vision as a new item. The Chair explained that the IT in the office was not fit for purpose and the amount of officer time lost due to IT failures was now serious. The Clerk was tasked to speak to Cllr Marshall to put forward a strategy for a new IT system. This was tasked as a level 2

**17/61 HEALTH & SAFETY**

Nothing to report

**17/62 ACCIDENTS AND COMPLAINTS RECEIVED**

The item detailed on the agenda was noted.

**17/63 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 17 and they are instructed to withdraw.

**CONFIDENTIAL BUSINESS**

**17/64 STAFFING MATTERS**

**Long Service Policy** – Members considered the details within the report and

The Committee  
RESOLVED  
To adopt the Long Service Policy

This was proposed from the Chair and unanimously agreed.

**Parish Ranger** – The Committee expressed their deepest sympathy to the family of the Parish Ranger who had recently passed away. The Clerk advised that HR had spoken to the staff and that the Council was offering support .

The Committee  
RESOLVED  
That the Clerk be given permission to employ temporary staff as and when required.  
As mark of respect a plaque in memory of the Parish Ranger would be placed on the Memorial Tree on the Common.

This was proposed from the Chair and unanimously agreed.

**17/65 CLOSURE**

The meeting having started at 7.30pm closed at 9.34 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
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
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
17/29	Action	To invite a number of alarm companies to review existing system and advise on replacement options. <i>Ongoing</i>	Deputy Clerk
17/35	Action	To arrange a test of the new IT Back up arrangements in due course - <b>Completed</b>	Clerk
17/41	Action	To update the Grievance policy in line with the HR Terms of reference - <b>Completed</b>	Clerk
17/43		To amend the Sick Absence policy with the Clerk instead of Line Manager as appropriate - <b>Completed</b>	Clerk
17/54	Action	Prices be obtained for Christmas lights	Admin Assistant
17/58	Action	Quiz Night statistics and information be brought forward to the next meeting	Clerk
17/60	Action	Property Register – create a spreadsheet with the data for the Properties to bring back to next meeting	Deputy Clerk
17/60	Action	Website – bring forward the final draft for the website to the next meeting with a view of going live on 1 <sup>st</sup> April	Deputy Clerk
17/60	Action	South Lodge – once planning permission is received to go out to tender for the works.	Clerk
17/60	Action	South Lodge – continue with the process of renewing the lease	Clerk
17/60	Action	Requisition of Assets – once the handover of the asset agreed, ask the surveyor to create a schedule of immediate works. Cllrs to meet to decide on the future of the building in the short medium term	Clerk Cllrs working party
17/60	Action	Strategic Planning – Chair and Clerk to meet to discuss this further	Chair, Clerk
17/60	Action	IT – Clerk to arrange meeting with Cllr Marshall to discuss IT needs before going out to tender	Clerk – Cllr Marshall
17/64	Action	Ordering of a Memorial Plaque	Deputy Clerk

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