

REPORT OF THE POLICY & RESOURCES COMMITTEE MEETING 6th JULY 2010

MEMBERSHIP & ATTENDANCE

- Chairman:** * R Kipps
- Councillors:** * N Eve
* M Green
* Mrs A Hayward
* Mrs M Jarrett
* G Liley
* S Watkins
* Mrs J Worrall

*Denotes members present

There were no members of the public present

MINUTES

10/01 APOLOGIES FOR ABSENCE

There were apologies from the Clerk Mrs Yvonne Merritt.

10/02 DECLARATIONS OF INTEREST

There were three declarations of interest:

- Cllr Mrs Worrall - Chorleywood Youth Club (Agenda Item 6)
- personal acquaintance of one of the quotes for the refurbishment of the chairs
(Agenda Item 7)
Cllr Kipps - Chorleywood Youth Club (Agenda Item 6)

10/03 APPROVAL OF MINUTES

The Minutes of the meetings dated 16th March 2010 were agreed as a true and correct record with the amendment to 09/58 made at Full Council. The minutes of the Extra Ordinary Meeting held on the 25th May 2010 were agreed as a true and accurate record.

10/04 MATTERS ARISING FROM THE MINUTES

There were no matters arising.

10/05 FINANCIAL COMPARISON STATEMENT 2010/11

Given the tight financial constraints that the Council is working under and the current economic climate

The Committee
RESOLVED

That an analysis of overtime from the start of the Financial year be provided for the next P&R meeting.

Discussion took place on the correct placement in the budget for the Chiltern Open Air Museum subscription which was felt to be a donation rather than a subscription.

The Committee

RESOLVED

That clarification be sought on the correct location of the money given to the Chiltern Open Air Museum.

10/06 APPLICATION FOR GRANT FUNDING

Members considered the grant application from Chorleywood Youth Club for two youth workers for one year. Discussion covered the background to the request and the fact it was for one year only although the requirement was clearly on ongoing requirement

The Committee

RESOLVED

To offer the Chorleywood Youth Club a £1200 grant for this year but that the Youth Club should not expect ongoing funding for the further years.

This was proposed by Cllr Eve, seconded by Cllr Mrs Hayward and approved with two abstentions.

The grant was allocated in accordance with Local Government Act 1972 s139(1)

The Committee discussed the need to review the terms and budget allocations for grant funding to support the local community.

The Committee

RESOLVED

That the Clerk bring a report to the next meeting.

This was proposed by Cllr Mrs Jarrett, seconded by Cllr Liley and unanimously approved

10/07 RESTORATION OF THE TABLE AND CHAIRS IN THE COUNCIL CHAMBER

The Committee considered the two quotes received for the restoration of the chairs in the Council Chamber and agreed that the table would be considered at a later date. Concern was expressed that the Council had no visibility of the work of either supplier which was important given the significant difference in the quotes. If one or a small number of chairs were sent away to the first supplier, found to be not of the required standard and the second supplier engaged, there was concern that the chairs would then be different.

The Committee

RESOLVED

To visit and get two references for the first supplier and to designate two councillors – Cllr Watkins and Cllr Green - to undertake the visits.

This was proposed by Cllr Hayward, seconded by Cllr Green and approved with one abstention.

10/08 COMPUTER UPGRADE

The Committee

RESOLVED

To ratify the decision to purchase a new computer tower for the office with the money taken from the current IT Capital Budget.

This was proposed by Cllr Liley, seconded by Cllr Eve and unanimously approved.

10/09 CHORLEYWOOD PARISH COUNCIL WEBSITE

Members considered the proposal for establishing a Community Notice Board on the Parish Council website where forthcoming events in the Parish could be publicised by the community. Concern was expressed at the cost and resource implications of this and discussion took place on the merits of training one of the officers to be able to do work on the website rather than pay a third party as is currently done for any changes to the website. The Committee felt the principle of a community notice board was a good idea but needed to see the cost implications of setting up and maintaining it.

Discussion on the suggested change to email addresses raised questions on the number of emails currently received into the Parish Office and the need to make any new email addresses very clear to the public to ensure there was no confusion as to which email address to use for a given query. Suggestions were made that the current proposals for the Office email addresses would be unclear and that addresses using the committee titles might be clearer. With respect to the proposal for Councillor email address it was felt that as all councillors already have email addresses which are publicly available, a second address was not required.

The Committee

RESOLVED

That the Clerk comes back to the next meeting with

- the costs of setting up and maintaining the Community Notice Board under the current arrangements of contracting out changes
- the costs and implications of training an officer to undertake all changes in house
- revised titles for the office email addresses

10/10 HEALTH AND SAFETY UPDATE

Members discussed the importance of the assessments and the issues raised by the previous reports. The Committee was advised that Pennisular were due to undertake the next annual Health and Safety Assessment on the 13th July 2010 which would then indicate where action was required. Concern was expressed that insufficient action had taken place since the last report and Members were reminded of the potential cost and resource implications. It was suggested that this was an area where Councillors could be delegated to assist. Discussion took place on the inadequacies of the current Parish Office premises.

The Committee

RESOLVED

That the next P&R agenda has a specific item on the setting up of the committee to investigate new premises for the Parish Council and that a Health and Safety Update be on every future agenda.

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

Concern was expressed at the lack of resolution on the asbestos statement for the Parish Office building.

The Committee

RESOLVED

That progress on the asbestos issue be reported back at the next meeting.

10/11 COUNCIL QUIZ NIGHT

Members discussed the proposal for the re-arranged Quiz Night which had been postponed from earlier this year. It was felt that part of the problem with the previous event had been the late notice and it was suggested that the emphasis be changed to getting local people to promote the event and that invitations should go out now with the offer from the local parishioner to assist in the organisation being taken up. There was a strong feeling that organisation of the Quiz Night should have the minimum impact on the Officers with the Councillors undertaking the majority of the organisation. It was also stated that this needed to be a Parish Council event not a political event.

The Committee

RESOLVED

That a sub-committee be set up consisting of Cllr Kipps, Cllr Watkins and Cllr Mrs Worrall, enlisting the help of the parishioner who had offered to assist, to organise the Parish Council Quiz Night for Saturday 13th November 2010 which would be a self financing event at no cost to the community.

10/12 CLOSE

The meeting having started at 8.00pm, finished at 09.55pm

These minutes have been checked by the Chairman.

Signature *Checked and agreed via Email by Cllr Kipps* Date.....09/07/2010.....

These minutes were agreed as a true and correct record at the Policy & Resources meeting and signed by the Chairman.

Signature Date