

**REPORT OF THE POLICY & RESOURCES COMMITTEE MEETING 6<sup>TH</sup> DECEMBER 2016**

**MEMBERSHIP & ATTENDANCE**

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

Also present \* Jackie Worrall

\*Denotes members present

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

There were no members of the public present

**16/33 APOLOGIES FOR ABSENCE**

There was one apology for absence from Cllr Alison Preedy .

**16/34 DECLARATIONS OF INTEREST**

There were no Declarations of Interest

**16/35 APPROVAL OF MINUTES**

The Committee  
RESOLVED

That the minutes of the meeting dated 13<sup>th</sup> September 2016 which had been taken at Full Council on the 18<sup>th</sup> October 2016 with no amendment and the minutes of the Extra ordinary meeting dated 15<sup>th</sup> November be approved as true and correct records.

**16/36 MATTERS ARISING FROM THE MINUTES**

The Clerk advised Members that she had not yet received the tax base for the coming year.  
There were no other matters arising.

**16/37 FINANCIAL COMPARISON STATEMENT 2016/17**

The Committee  
RESOLVED  
To note the report

**16/38 QUARTERLY CASHBOOK**

The Committee

**RESOLVED**

To note the report

**16/39 WEBSITE**

Members were shown a mock up version of the Parish Council website produced by the current Webmaster based on the observations of the French Student detailed in the report. This had been produced unprompted and Members asked that their thanks be passed on to him for this work. It was noted that Chorleywood Matters needed to be also brought in line with the new website.

The Committee

**RESOLVED**

- 1) To allow the working group to continue to review and update the website and report back regularly to the committee
- 2) To retain the current webmaster to develop the new site
- 3) As part of the process to review and update the contract with the webmaster.

This was proposed from the Chair and carried unanimously

**16/40 PERFORMANCE, DEVELOPMENT AND REVIEW (PDR) PROCEDURE OF PARISH STAFF**

It was noted that there was a need to check Standing Orders on this subject and review the process as necessary.

The Committee

**RESOLVED**

That the PDR process as outlined be adopted.

This was proposed from the Chair and carried unanimously.

**16/41 DRAFT BUDGET 2017/18**

Discussion covered the capital increase that had taken place two years previously for the War Memorial Hall refurbishment and the proposed allocation of additional monies for

- The resurfacing of the parking areas
- Gateway signs
- Ongoing refurbishment of the halls
- Office refurbishment

It was also noted that election expenses were expected to run at about £20k and therefore additional allocation for this item would be required. It was also agreed that poll cards would be issued for the forthcoming by-election.

The refurbishment of the office was discussed at some length and it was agreed that the budget allocation needed to be increased to cover the additional aspects of the IT requirements and maintenance work required to the outside of the building. Following a suggestion from a member it was agreed that a structural surveyor would be engaged to assess the outside works require. The schedule of works produced could then be used as the basis of the tender for the works. The Clerk advised that she was in contact with an architect and a meeting would be set up with him shortly. A quote for the IT works required with the move was also requested. It was hoped that all three quotes could be progressed independently and brought back to the next meeting. Cllr Raj Khiroya agreed to act as lead Cllr for this project.

The Committee

RESOLVED

To note the draft budget.

#### **16/42 FOUR YEAR VISION**

Members were pleased to hear that the Asset Register was now complete and this was down in a major part to the French Student on work experience in the Parish Office. It was agreed that this committee needed a cut down summary of all the individual committee four year visions which they could then use to prioritise across the board. It was agreed that all committee members would consider the priorities and send these in to the Clerk. Cllr Jackie Worrall volunteered to review Standing Orders which was gratefully accepted. Neighbourhood Plan and gateway signs were to be added to the vision.

#### **16/43 APPLICATIONS FOR GRANT FUNDING**

**Three Rivers Citizen Advice Service:** Members sought clarity on some of the information in the application and an understanding of whether this was a one off pump priming grant or an going commitment to an annual grant. It was felt that further information was required in order to make the appropriate grant award. Members were also interested in what contributions other Parish Councils made and what the community had gained.

**Chorleywood Film Club:** Again Members felt that they needed further information on which to base an award.

In the light of further information being required on both grant applications the decisions would be deferred until the next P&R. In the meantime Members detailed the questions that they needed answering and the Clerk would go back to the application authors.

#### **16/44 HEALTH AND SAFETY**

It was noted that again the French student had been busy and had updated all the Risk assessments for review by Officers.

#### **16/45 ACCIDENTS AND COMPLAINTS RECEIVED**

The Chair explained why this item was now on the agenda and the Clerk updated the Committee on the two complaints. With respect to the Roadway flooding issue it was noted that a copy of the School Insurer's report had been requested from the School. It was felt that this should identify any remedial action

required, above that that had already been actioned. It was also noted that the Council should have a copy of the School's insurance policy each year given their responsibility for the car park area covered by tarmac and the issues raised by the Church with respect to the potholes in this area. Cllr Raj Khiroya agreed to assist with the insurance documentation aspects of this issue.

**16/46 CLOSURE**

The meeting having started at 7.30 pm, finished at 9.49 pm

These minutes have been checked by the Chairman.

Signature .....these have not been 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 16/39	Resolution	1)To allow the working group to continue to review and update the website and report back regularly to the committee 2)To retain the current webmaster to develop the new site 3)As part of the process to review and update the contract with the webmaster.	Website Working Group (Cllrs Jane White & Jenny Wood, Deputy Clerk and Admin Officer)
PR 16/41	ACTION	A structural surveyor to be engaged to assess the outside works required as part of the Office Refurbishment and the quote to be brought back to the next meeting.	Clerk
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.	Clerk
PR 16/42	ACTION	To produce a cut down summary of all the individual committee four year visions.	Officers
PR 16/42	ACTION	To consider priorities of the items in the Four Year Vision and advise the clerk	Committee Members
PR 16/42	ACTION	To conduct a review of Standing Orders	Cllr Jackie Worrall
PR 16/43	ACTION	To obtain further information on the grant applications	Clerk
PR 16/45	ACTION	To obtain a copy of Christchurch School's insurance policy relating to the tarmac area of Christchurch Car Park	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.	Cllr Raj Khiroya