

REPORT OF THE POLICY & RESOURCES COMMITTEE MEETING 20TH MARCH 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: Claire James – Deputy Clerk

17/66 APOLOGIES FOR ABSENCE

There were no apologies for absence. Cllr Carol Kristian was absent from the meeting.

17/67 DECLARATIONS OF INTEREST AND DISPENSATION

There were no Declarations of Interest or Dispensations.

17/68 APPROVAL OF MINUTES

The Committee

RESOLVED

That the minutes of the meeting dated 23rd January 2018, taken at Full Council on the 6th February be approved as a true and correct record.

17/69 MATTERS ARISING FROM THE MINUTES

There were no matters arising.

17/70 FINANCIAL COMPARISON STATEMENT 2017/18

The Committee

RESOLVED

To note the report

17/71 QUARTERLY CASHBOOK

Cllr Raj Khiroya joined the meeting at 7.40pm

It was requested that when the new IT system comes to Committee for discussion that details of the extra ordinary spend in the last 6 months be part of the paper.

The Committee

RESOLVED

To note the report

17/72 CHRISTMAS LIGHTS

Members discussed the details within the report and considered the options available from the three companies invited to tender. Outright purchase of lights was discounted on the basis of cost, storage and Health and Safety. It was agreed that consulting parishioners on their views of 4 chosen options would also provide the opportunity to advise them of the cost of provision by the Parish Council which equates to less than £1 per household. Consultation would be by using the CRA channels, the Parish Council website and Facebook. Members then voted on the different options.

The Committee

RESOLVED

That if a company had to be chosen due to timescales then the choice was Company C Option four but if not, four options be put forward for parishioner views:

Company A Options 1 and 2

Company B Option 1

Company C Option 4

This was proposed from the Chair and carried unanimously.

17/73 VILLAGE DAY

Members discussed the impracticalities of running the two events on the same day. It was noted that Village Day has been held on the second Saturday of July for the 18 years that it had been running. Surprise was expressed that the organiser of the Classic Car show had chosen to cancel and not re-arrange. It was however felt to be unfair for the Council to donate to one charity and not the others in Chorleywood and it was agreed that all three should be treated equally.

The Committee

RESOLVED

To increase the suggested donation to £1200 but to share this across the three charities in Chorleywood, The Peace Hospice, Keech Hospice and the Dogs Trust, each to receive £400. The Peace Hospice to be given the opportunity of the bucket collection at Village Day

This was proposed By Cllr Tony Edwards, seconded by Cllr Raj Khiroya and carried unanimously.

17/74 GENERAL DATA PROTECTION REGULATIONS

It was noted that two of the Parish Councils had already agreed in principle to engage the DPO centre. Members were also made aware that both HAPTC and NALC were taking the GDPR forward.

The Committee

RESOLVED

To engage the DPO Centre as the Data Process Officer on behalf of the Council.

This was proposed from the Chair and carried unanimously.

17/75 PARISH BANK ACCOUNTS

Options of using the Post Office when the local Co-op branch closes were discussed but the practicalities of withdrawing cash was still an issue. It was noted that as well as being the cheaper option there were still several branches of Santander in the area. It was also felt that BACS payment of salaries etc should be part of any move of bank.

The Committee

RESOLVED

That if Officers wish to move bank then Santander was the chosen option.

This was proposed from the Chair and carried unanimously

17/75 QUIZ NIGHT

The breakdown of costs for the bar and food with profit margins was discussed. There was some concern expressed that increasing the ticket price would deter some from attending although it was noted that Quiz night was always oversubscribed. It was generally felt that the food was an important part of the evening. To reduce the load with respect to the bar, it was agreed that Cllrs could take on the logistics of the bar arrangements with the possibility of using plastic/disposable glasses.

The Committee

RESOLVED

That the cost of the tickets remains at £15 and the logistics of the bar are reviewed to reduce costs with more assistance from Cllrs.

This was proposed by Cllr Jackie Worrall, seconded by Cllr Alison Preedy and carried unanimously

17/77 PROPERTY REGISTER

It was noted that the Clerk had employed the services of a surveyor to deal with the South Lodge Lease issues. Concern was expressed at the time that had been taken to date but it was noted that it was only in the last week that the Clerk had received the rent proposal from TRDC. Cllr Raj Khiroya offered his services if he was able to assist. It was understood that the proposal was not yet signed off by TRDC and was being discussed at committee this week.

It was suggested that for a lease to be enforceable that a minimum payment needed to be made. The list of leases needed to be reviewed on this basis.

The Committee

RESOLVED

To note the Property Register with thanks expressed to the Clerk for the production of it.

17/78 DRAFT CONSTITUTION

It was unclear to members what the requirement was for the constitution and it was agreed that it would be deferred to the next meeting for the Clerk to advise. In passing, two amendments to the draft were noted for correction.

17/79 THE FOUR YEAR VISION

Details within the four year vision were discussed.

Property Register – As this was now in place the review date should be updated to September 18.

Website – The Chair advised that good progress was being made and she would shortly be reviewing the text to ensure consistency of style across the different contributions. Target live date was still 1st April, 2018

South Lodge – This had been discussed earlier in the meeting

Requisition of Assets – It was noted that the transfer of the asset was still in the hands of the solicitors. The priority was changed to 3.

Strategic/Succession Planning – It was suggested that with the forthcoming double election, this needed to be factored into this planning. This item was tasked as Priority 2.

IT – This had been added to the Four Year vision as a new item at the previous meeting, tasked at Level 2

Data Protection – It was agreed that this should be added as a priority 1 task.

It was suggested that the insurance company should have a copy of the Asset register and that it needed to be recorded that a copy had been given to them.

17/80 HEALTH & SAFETY

Nothing to report

17/81 ACCIDENTS AND COMPLAINTS RECEIVED

No items to report.

17/82 EXCLUSION OF PRESS AND PUBLIC

Agenda Item 18 South Lodge Lease had been discussed under part one of the meeting and therefore there was no business to be taken in private.

17/83 CLOSURE

The meeting having started at 7.30pm closed at 9 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>Completed</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
17/54	Action	Prices be obtained for Christmas lights. <i>Completed</i>	Admin Assistant
17/58	Action	Quiz Night statistics and information be brought forward to the next meeting. <i>Completed</i>	Clerk
17/60	Action	Property Register – create a spreadsheet with the data for the Properties to bring back to next meeting. <i>Completed</i>	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 st April. <i>Ongoing</i>	Deputy Clerk
17/60	Action	South Lodge – once planning permission is received to go out to tender for the works. <i>Ongoing</i>	Clerk
17/60	Action	South Lodge – continue with the process of renewing the lease. <i>Ongoing</i>	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. <i>Ongoing</i>	Clerk Cllrs working party
17/60	Action	Strategic Planning – Chair and Clerk to meet to discuss this further. <i>Ongoing</i>	Chair, Clerk
17/60	Action	IT – Clerk to arrange meeting with Cllr Marshall to discuss IT needs before going out to tender. <i>Ongoing</i>	Clerk – Cllr Marshall
17/64	Action	Ordering of a Memorial Plaque. <i>Ongoing</i>	Deputy Clerk
17/71	Action	To include details of the extra IT spend incurred in recent months in the report on the new IT for the office	Clerk
17/72	Action	To put the 4 options for Christmas Lights out for Parishioners views	Clerk / Admin Officer
17/77	Action	To review the list of leases to ensure that a minimum payments was made	Clerk
17/79	Action	To record that the Insurance Company had a copy of the Asset Register	Clerk

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