

REPORT OF THE POLICY & RESOURCES COMMITTEE MEETING 12TH JUNE 2018
MEMBERSHIP & ATTENDANCE

Chair: * Steve Watkins

Councillors: * Harry Davies
* Tony Edwards
* Rodney Kipps
* Raj Khiroya
* Alison Preedy
* Jane White
* Jackie Worrall

*Denotes members present

Officers Present: Yvonne Merritt – Clerk to the Council
Claire James – Deputy Clerk

There were no Members of the Public present
The Surveyor for the Council was in attendance

18/01 APOLOGIES FOR ABSENCE

There were no apologies for absence.

18/02 DECLARATIONS OF INTEREST AND DISPENSATION

There were no Declarations of Interest or Dispensations.

18/03 APPROVAL OF MINUTES

The Committee

RESOLVED

That the minutes of the meeting dated 20th March 2018, taken at Full Council on the 27th March 2018 be approved as a true and correct record.

18/04 MATTERS ARISING FROM THE MINUTES

17/73 Village Day – It was noted that the Classic Car Show had moved to the 15th and therefore the donations agreed if the event had been cancelled were no longer appropriate. Members were advised that the Peace Hospice were doing a bucket collection in the car park and manging the parking. The initial clash of dates and now close timing of the two events had however meant that Village Day had lost its sponsor.

17/75 Parish Bank Account – It was clarified that the Co-op branch referred to in the minutes was the branch of the Co-op **Bank**, not the supermarket.

17/75 Quiz Night should be numbered 17/76 Quiz Night

17/78 Draft constitution – In response to a Member’s question, the Clerk advised that the Constitution had been taken and approved at Full Council (Full Council 27.03.18 Minute 17/95)

18/05 FINANCIAL COMPARISON STATEMENT 2018/19

The Clerk advised that at the time of issue of the papers for this meeting, the audit was taking place and therefore it had not been possible to produce the usual report. It was noted that the differences in Salaries and PAYE were partly due to sickness during the year and tax codes being increased for the current year. The underspend on Gas (Line 4205) was down to the Winter quarter charge not being recorded at the time of the report.

The Committee

RESOLVED

To note the report

18/06 QUARTERLY CASHBOOK

As the first quarter had not yet been reached, there was no report available.

18/07 CHRISTMAS LIGHTS

It was noted that the cost was fully covered for the three years of the contract by the budget and credit from the Christmas Trees contract. It was also noted that the design for the lights had been chosen by parishioners through a survey organised through the Chorleywood Residents Association (CRA) newsletter.

The Committee

RESOLVED

To engage the company to provide the lights detailed in the report for a period of three years at a cost of £3964 per year.

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

18/08 GENERAL DATA PROTECTION REGULATIONS – PRIVACY AND COOKIE POLICY

It was noted this was the NALC standard tailored to Chorleywood Parish Council. It was agreed that under the GDPR the Council needed to sign up to this policy.

The Committee

RESOLVED

To adopt the Privacy and Cookie Policy as presented.

This was proposed from the Chair and carried unanimously.

18/09 YEAR END INTERNAL AUDIT

The Chair congratulated Officers on the excellent report and Members agreed that Officers should be thanked for their excellent work which had led to the good internal audit report.

The Committee

RESOLVED

To note the report

This was proposed by Cllr Tony Edwards, seconded by Cllr Jackie Worrall and carried unanimously.

18/10 SALES LEDGER UNPAID INVOICES

In response to a Member's question, the Clerk confirmed that with the new Finance system unpaid invoices are now flagged earlier than previously. It was noted that all three invoices were missed income, no costs had been incurred. Disappointment was expressed over two of the invoices as it had been understood that the invoiced figures had been agreed. The Clerk advised that whilst the Council had insurance, it was not worth claiming due to the amounts and impact on future premiums. Deposits were discussed and it was agreed that for new licence holders rather than deposits, a payment equal to a month's or terms rental would be taken in advance.

The Committee

RESOLVED

A payment equal to a month's or terms rental would be taken in advance for new licence holders.

This was proposed by Cllr Raj Khiroya, seconded by Cllr Alison Preedy and carried unanimously

With respect to the three unpaid invoices

The Committee

RESOLVED

That the three unpaid invoices 16054,16060 and 16065 be written off.

This was proposed by Cllr Jane White, seconded by Cllr Rodney Kipps and carried unanimously.

18/11 CHANGE IN BUSINESS RATES

It was suggested that the rateable value for a property should be a direct link to the rent achievable for that property. An offer was made to provide the name of a company who could challenge the valuation and if successful would charge a fee equivalent to 10% of the reduction won. It was suggested that a letter objecting to the change in Business rates be sent to TRDC first but it was felt that would not achieve anything.

The Committee

RESOLVED

To engage a company to challenge the valuation of the Lawn Cemetery.

This was proposed by Cllr Raj Khiroya, seconded by Cllr Jane White and carried unanimously.

18/12 COUNCILLOR TRAINING

It was suggested that Full Council would be a better place to debate Councillor Training. It was agreed that Cllrs needed to be proactive in saying what training they required. The suggestion of short briefing sessions by officers at committee meetings was discussed and it was further suggested that it may be possible for a Cllr to spend some time with an officer. However, to ensure the most effective use of Officer's time it was suggested that those with an interest inform the Clerk, who would circulate the request in order that anyone with the same interest could attend. It was agreed that Councillor Training would be raised under Chairman' Announcements at the next Full Council Meeting.

The Clerk advised that the Council had a responsibility to train its Officers and it may therefore make sense for the training budget to be split between Cllrs and Officers which was agreed.

18/13 THE FOUR-YEAR VISION

Details within the four-year vision were discussed with the following points noted:

Website – This was reported to be nearing completion and would be going live shortly.

South Lodge Refurbishment – This should be renamed **Office Accommodation**

Requisition of Assets – It was noted that the transfer of the asset was still in the hands of the solicitors.

18/14 HEALTH & SAFETY

Electrical Testing had taken place and PAT testing was due later in the month.

18/15 ACCIDENTS AND COMPLAINTS RECEIVED

The formal complaint received was to be discussed under Private and Confidential business.

18/16 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 items 17, 18 and 19 and they are instructed to withdraw.

CONFIDENTIAL BUSINESS

18/17 SOUTH LODGE

See the confidential business minutes

18/18 REQUISITION OF ASSETS

See the confidential business minutes

18/19 FORMAL COMPLAINT

See the confidential business minutes

18/20 CLOSURE

The meeting having started at 7.30pm closed at 9.57 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
17/29	Action	To invite a number of alarm companies to review existing system and advise on replacement options. <i>Ongoing</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>Completed</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>	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 <i>Completed</i>	Clerk / Admin Officer
17/77	Action	To review the list of leases to ensure that a minimum payments was made <i>Ongoing</i>	Clerk
17/79	Action	To record that the Insurance Company had a copy of	Clerk

		the Asset Register Completed	
18/12	Action	It was agreed that Councillor Training would be raised under Chairman's Announcements at the next Full Council Meeting.	Chairman
18/12	Action	The training budget to be split between Cllrs and Officers which was agreed.	
18/13	Action	Four Year Vision: South Lodge Refurbishment – This should be renamed Office Accommodation	

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