

**REPORT OF THE POLICY & RESOURCES COMMITTEE MEETING 26<sup>TH</sup> MARCH 2019**  
**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

**Cllr Debbie Rosario was also present**

**There were no members of the public present**

**18/67 APOLOGIES FOR ABSENCE**

There were apologies for absence from Cllr Harry Davies.

**18/68 DECLARATIONS OF INTEREST AND DISPENSATION**

There were no Declarations of Interest or Dispensations.

**18/69 APPROVAL OF MINUTES**

The Committee

RESOLVED

That the notes of the meeting dated 22<sup>nd</sup> January 2019, be approved as a true and correct record.

**18/70 MATTERS ARISING FROM THE MINUTES**

**Chorleywood First Responders Grant Funding Award** – The Clerk advised that the cheque covering the grant funding to Chorleywood First Responders, agreed at Full Council on the 5<sup>th</sup> February following recommendation from P&R, had been written but not yet picked up by the representative.

The Citizens Advice Bureau which also had grant funding approved at Full Council following recommendation from P&R were reported to be very pleased with the funding.

**Memorial Bench** – It was noted that the Clerk had advised the individual who had offered funding for a Memorial Bench in a specific location of the Councils decision to decline the offer and it was understood that the person was now looking at other options.

**18/71 FINANCIAL COMPARISON STATEMENT 2018/19**

In response to a Member's question the Clerk advised that the column 'Committed Expenditure' was not used. It was noted that under **Budget line 220 Service – General Line 4200 Rates** Current Annual budget was missing but the Clerk assured Members that the item was budgeted for.

**Budget Line 260 Professional Fees – P&R Line 4375 GDPR** – the Clerk advised that the Chair and Vice Chair had agreed to transfer £7,000 revenue across into South Lodge Capital to cover the specific storage requirements and PC replacement required by this project.

The Committee

**RESOLVED**

To note the report

**18/72 QUARTERLY CASHBOOK**

'EMR' was explained to stand for 'Ear Marked Reserves'. In response to a question from the Chair the Clerk advised that a better account needed to be found for the Councils reserves and she outlined a proposal that she would be putting to Full Council.

The Committee

**RESOLVED**

To note the report

**18/73 CALENDAR OF MEETINGS 2019/20**

The Committee

**RESOLVED**

To agree the Calendar of Meetings 2019/20 as presented.

**18/74 EFFECTIVENESS OF INTERNAL AUDIT AND FINANCIAL RISK ASSESSMENT**

The Clerk advised that this was the annual review of the Internal Audit and Financial Risk Assessment. The Council were using the same company, but the auditor had changed. It was noted that the only change to the Risk Assessment was GDPR.

The Committee

**RESOLVED**

To accept the recommendations 1.1 and 1.2 as listed

This was proposed from the Chair and carried unanimously.

**18/75 INTERNAL AUDIT REPORT 2018/19 SECOND INTERIM**

The Chair congratulated the team on the audit report. The Clerk advised Members that the books were being closed on the 17<sup>th</sup> April 2019.

The Committee

**RESOLVED**

To note the report

**18/76 PCSO SERVICE LEVEL AGREEMENT**

Members generally felt the increase in cost was reasonable but expressed concerns that the PCSOs were no longer visible on the streets of Chorleywood. Although there is a Service Level Agreement in place, it does not specify the type of work to be carried out and it was noted that the PCSOs are being used more and more to assist in police activities. It was noted however that the Clerk had suggested that the PCSOs go into schools more given the Anti-Social Behaviour that had been evident on the Common the previous summer. Although it was noted that crime was no longer on the streets, it was suggested that perhaps the PCSOs could be in the Village at key times. Either way what they are doing should be communicated to Parishioners. It was further suggested to do something on social media about the role of the PCSOs.

The Committee

**RESOLVED**

That the Clerk sign the Service Level Agreement for the 2019/20 financial year but that a letter be sent to the Chief Constable and Crime Commissioner raising the Cllrs and Parishioners concerns.

This was proposed by Cllr Jackie Worrall, seconded by Cllr Jane White and carried unanimously

**18/77 ON LINE BOOKING SYSTEM FOR VILLAGE HALLS AND ALLOTMENT MANAGEMENT SOFTWARE**

In response to a Members question on the need for a booking system for the Allotments, the Clerk explained that due to the automatic generation of invoices from the system this would save officer time. The Clerk also advised that it was understood that admin letters could also be generated by the software. The booking systems in turn would provide better management information for the management of the Halls. The process for storing hall damage deposits paid by bank transfer separately from the Parish accounts and paid back to hirers after the booking was explained.

The Committee

**RESOLVED**

That the Clerk purchase the on-line booking systems for the Halls and Allotments at the prices quoted in the report.

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

**18/78 CHORLEYWOOD IN BLOOM**

It was agreed that the new licensing regulation and legislation being brought in by Herts County Council made the continued provision of Hanging baskets as part of the Chorleywood in Bloom project untenable due to the cost and resource requirements to meet the regulations. It was suggested that when the winter baskets were taken down, that the baskets be retained and then planted up for sale at Village Day with proceeds going to the Chairman's Charity and/or Chorleywood In Bloom. It was agreed that the provision

and planting of the planters in the Village would continue and be expanded on, with a further square planter and a three-tiered planter being purchased, two further locations in the Village having been previously agreed with Herts Highways.

The Committee

**RESOLVED**

That the Hanging baskets be removed, and the brackets recovered at the time of the Winter to Summer changeover

This was proposed from the Chair and agreed unanimously.

**18/79 PARISH MAP**

The Clerk handed round several examples of maps that could be produced for the Parish of Chorleywood by an outside company at a cost of £850 with free updates for three years. It was noted that such a map would have several uses, including the Website and the Neighbourhood Development Plan. Two options were chosen for the Clerk to progress with the company.

The Committee

**RESOLVED**

To go ahead with the production of a draft of the map of Chorleywood Parish based on the two options chosen.

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

**18/80 REPORT STRUCTURE**

Cllr Jackie Worrall presented an alternative structure for the reports generally produced by Officers for Committee and Full Council Meetings. She advised that she now appreciated the time taken to produce the reports. The Clerk asked, given the time taken to produce these reports, whether they were in the right format to encourage reading by Councillors. After general discussion the majority agreed they were happy with the existing structure and it was therefore agreed that there would be no change.

**18/81 FOUR YEAR VISION**

Cllr Rosario presented her analysis of the Four Year Vision which she had linked to the Mission of the Council and the Strategic Objectives which she suggested everything in the Four Year Vision should support. She explained the scoring system proposed and suggested that each committee needed to look at their elements. This would then produce an overall table which in turn would create a better focus for Officers of the priorities to focus on. It was felt that the P&R Committee would then review the table with each Committee Chair being able to pitch for their number one priority.

Members then reviewed the P&R items and scored them using the new system which resulted in a number being removed as now completed and 'business as usual' and others becoming clearer in terms of their relative priorities.

The Committee

**RESOLVED**

To remove the Property Register and Website items from the Four Year Vision.

This was proposed by Cllr Jane White, seconded by Cllr Tony Edwards and carried unanimously.

It was agreed that the table be taken back to the respective committees to review and score and the completed table be brought back to the next P&R Committee for review.

Members thanked Cllr Debbie Rosario for her work on this item and the focus it had now given to the Four Year Vision document.

**18/82 HEALTH & SAFETY**

Cllr Jackie Worrall briefed Members on the progress that had been made following the H&S Audit carried out by Herts County Council with a meeting having taken place involving herself, the Clerk and Deputy Clerk. She stated that as Councillors, it was their responsibility to make sure that Officers were operating in a safe environment. It was noted that whilst insurance cover existed, documentation needed to be in place. A table of activities required over a rolling 12 month period was discussed with a number of amendments suggested. This table would come to each meeting of the P&R committee to review what had been done and what was due in the next period. The Health and Safety Policy provided as part of the report was discussed and reviewed.

The Committee

**RESOLVED**

That the Health and Safety Policy be adopted as it stands

This was proposed by Cllr Jackie Worrall, seconded by Cllr Raj Khiroya and carried unanimously.

**18/83 ACCIDENTS AND COMPLAINTS RECEIVED**

Members were advised of the recent insurance claim that had been made following the theft from the two tractor sheds and associated damage.

**18/84 CLOSURE**

The meeting having started at 7.30pm closed at 9.40 pm

These minutes have been checked by the Chairman.

Signature ..... **Agreed by email**..... Date.....08/04/19.....

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
17/29	Action	To invite a number of alarm companies to review existing system and advise on replacement options. <i>Ongoing - this would be undertaken with the refurbishment works</i>	Deputy Clerk
17/60	Action	South Lodge – continue with the process of renewing the lease. <i>Ongoing</i>	Clerk
17/60	Action	Swillet Hall – 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>this to be removed as now part of the four year vision</i>	Chair, Clerk
17/60	Action	IT – Clerk to arrange meeting with Cllr Marshall to discuss IT needs before going out to tender. – <i>to be carried out as part of the South Lodge project</i>	Clerk – Cllr Marshall
17/77	Action	To review the list of leases to ensure that a minimum payments was made <i>Ongoing</i>	Clerk
18/32	Action	Note that the work identified in the electrical inspection should be carried out within the next nine months. <i>Ongoing – this would be undertaken with the refurbishment works</i>	Deputy Clerk
18/35	Action	To obtain valuation and sale price for the table and chairs in the council chamber and report back. <i>Ongoing</i>	Clerk
18/50	Action	It was agreed that the Officers be asked to get the necessary companies to address the H&S elements that were needed outside the Council eg Asbestos surveys, noting in passing that the asbestos survey for South Lodge be requested from TRDC, and an action plan be drawn up to be reviewed regularly by the Committee. Councillors to be informed of any significant progress or completion of actions between committee meetings by email. The H & S Auditor to be asked to come back in 2-3 months to review progress. <i>Ongoing</i>	Clerk / Deputy Clerk

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