

**REPORT OF THE POLICY & RESOURCES COMMITTEE MEETING 21ST MAY 2019
MEMBERSHIP & ATTENDANCE**

- Chair:** * Steve Watkins
- Councillors:** * Harry Davies
* Tony Edwards
* Rodney Kipps
* Alison Preedy
Debbie Rosario
* 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

RECOMMENDATION 1 AMENDEMENT TO STANDING ORDERS

The Committee

RESOLVED

To recommend to Full Council

That the following change be made to standing order 4e as follows (adding the red text highlighted in yellow);

‘The Policy and Resources shall consist of the Chairman and Vice-Chairman of the Council, the Chairman and Vice-Chairman of all the Committees and either the immediate past Chairman of the Council or if continuing, or taking up the chairmanship or vice chairmanship of a committee, a past member of the P&R Committee with valuable expertise for an ongoing project. The Chairman of the Council shall be Chairman of the Policy and Resources.’

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

RECOMMENDATION 2 COUNCILLOR TRAINING

Cllr training was discussed with the suggestion that the need was to draw attention to responsibilities of Cllrs not just on how responsibilities are fulfilled. Options of short training sessions taking place half an hour before a every Full Council meeting or a separate more comprehensive session which would provide better focus were discussed with the latter option being the favoured option.

The Committee

RESOLVED

To recommend to Full Council

That a separate Councillor training session be booked into Cllr diaries.

(Note to Cllrs – please bring your diaries to the next Full Council Meeting on the 25th June)

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

19/01 APOLOGIES FOR ABSENCE

There were apologies for absence from Cllr Debbie Rosario.

19/02 DECLARATIONS OF INTEREST AND DISPENSATION

There were no Declarations of Interest or Dispensations.

19/03 APPROVAL OF MINUTES

The Committee

RESOLVED

That the notes of the meeting dated 26th March 2019, be approved as a true and correct record.

19/04 MATTERS ARISING FROM THE MINUTES

18/78 Chorleywood in Bloom It was suggested that a letter go out to all businesses in Chorleywood advising of the reasons for the discontinuation of the Hanging baskets by the Parish Council before the Winter to summer planting changeover.

18/76 PCSO SERVICE LEVEL AGREEMENT In response to a Member's question the Clerk confirmed that a letter had been sent to the Chief Constable and Crime Commissioner raising the Cllrs and Parishioners concerns. No reply had yet been received.

19/05 FINANCIAL COMPARISON STATEMENT 2019/20

The Clerk advised that the End of Year Audit was due to take place on the 5th June. She advised that following some of the problems experienced with the accounts this year more finance training would take place in July/August to understand troubleshooting techniques to use throughout the year to identify any issues as they arise.

The Committee

RESOLVED

To note the report

19/06 AMENDMENT TO STANDING ORDERS

See Recommendation 1

19/07 COUNCILLOR TRAINING

See Recommendation 2

19/08 GENERAL DATA PROTECTION REGULATIONS

The Committee considered the four policies that had been circulated in advance making the following amendments:

Information Protection Policy – remove references to fax and clarify the statement regarding the checking undertaken with telephone calls

Document Retention Policy – confirm the requirement of 12 years retention for Wages and Salaries and remove the need for a physical Daily Letter File with a replacement electronic folder accessible to all officers.

The Committee

RESOLVED

To accept the four Policies and consent:

- Information Protection Policy
- Email Contact Privacy Notice
- Retention Policy
- Consent

With the changes and clarifications recorded.

This was proposed from the Chair and carried unanimously.

19/09 FOUR YEAR VISION

Members reviewed the three P&R items and scored them as follows:

South Lodge refurbishment: 3 2,3,2 Overall Scoring 10 Priority 1

Swillett Hall (previously named Requisition of Assets): 3 1 2 1 Overall Scoring 7 Priority 3

Strategic / Succession Planning: 1 3 3 1 Overall Scoring 8 Priority 2

As all committees had yet to meet to consider their individual items, the completed table would now be brought back to the next P&R Committee for review.

19/10 HEALTH & SAFETY – ASBESTOS SURVEY

The Clerk advised that the company from whom the quotes had been obtained was used by the Council Surveyor and that no other quotes had been received.

The Committee

RESOLVED

That the Asbestos surveys of all Council Buildings at the quotes outlined in the report be undertaken with the RBL to be recharged as per the report.

This was proposed from the Chair and carried unanimously.

19/11 HEALTH & SAFETY

Thanks were passed to Cllr Jackie Worrall for her lead actions in this area. Members were advised that focus continues on the H&S.

The Committee

RESOLVED

That the updates to the Employee Handbook be agreed in principle with the Handbook to be reviewed comprehensively and brought to P&R at a future date.

This was proposed by Cllr Harry Davies, seconded by Cllr Alison Preedy and carried unanimously.

19/12 ACCIDENTS AND COMPLAINTS RECEIVED

Members were updated on the current claim being made by a parishioner.

19/13 CLOSURE

The meeting having started at 7.30pm closed at 8.55 pm

These minutes have been checked by the Chairman.

Signature **not checked**..... 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
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
17/77	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	Officers be asked to get the necessary companies to address the H&S elements that were needed outside the Council eg Asbestos surveys, noting 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>Completed</i>	Clerk / Deputy Clerk

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