

REPORT OF THE POLICY & RESOURCES COMMITTEE MEETING 23RD JULY 2019
MEMBERSHIP & ATTENDANCE

Chair: * Steve Watkins

Councillors: Harry Davies
* Tony Edwards
* Raj Khiroya
* 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

19/14 APOLOGIES FOR ABSENCE

There were apologies for absence from Cllr Harry Davies.

19/15 DECLARATIONS OF INTEREST AND DISPENSATION

There was one Declarations of Interest or Dispensations – Cllr Raj Khiroya would not vote on Item 13 South Lodge as he wished to be able to speak for the Parish Council at TRDC.

19/16 APPROVAL OF MINUTES

The Committee

RESOLVED

That the notes of the meeting dated 21st May 2019, be approved as a true and correct record.

19/17 MATTERS ARISING FROM THE MINUTES

Cllr Jackie Worrall took the opportunity to advise Members that she was working with the Clerk and Deputy Clerk to review policy documents to ensure that they link and are consistent with GDPR and Health and Safety. Any amendments would be put to the September meeting of the Policy and Resources Committee. She invited any Cllr with any input to approach one of them.

19/18 FINANCIAL COMPARISON STATEMENT 2019/20

In response to a Members question the Clerk advised that the contribution to the allocated reserves for the replanting of the Cemetery was not reflected in the report at this time as this just dealt with the revenue

budget and the Cllrs had asked her to reflect an item in the capital budget. This would come back via the Open Spaces Committee to Full Council as part of the budget build exercise later in the year.

The Committee

RESOLVED

To note the report

19/19 COUNCILLOR TRAINING

It was agreed that training for Cllrs would take place at Tuesday 22nd October at 7.30pm in the Common Room covering GDPR, Health and Safety and the Four Year Vision. It was expected that each subject would take about half an hour.

19/20 GENERAL DATA PROTECTION REGULATIONS (GDPR)

The Committee considered the three policies that had been circulated in advance making the following amendments and comments:

Bring Your Own Device – this was felt to be onerous on the employee, particularly the Rangers and discussion covered what the Council should provide for Officers to undertake their job responsibilities. It was noted that some councils were also taking the line of providing tablets for all their Cllrs. It was noted that such provision for Chorleywood Parish Council would mean that all Cllrs were working on the same version of software etc which would be of benefit in terms of the security and protection of data.

The use of EEA in the documents was clarified to stand for European Economic Area and it was agreed should be stated in full on the first use. The Clerk clarified that Cllrs are the Employer and CWPC when these references are used within the documents. In response to a Member's question she confirmed that these documents were not the standard ones written by NALC but had been written by DPO, the company being used by the Council for GDPR but the essence was the same.

The Committee

RESOLVED

To adopt the three Policies:

- Employee Privacy Statement
- Internal Data Protection Policy
- Bring Your Own Device

with a view to using them when the training takes place in October.

This was proposed by Cllr Jackie Worrall, seconded by Cllr Debbie Rosario and carried unanimously.

19/21 APPLICATION FOR GRANT FUND

Members were briefed on the background to the application from the Chorleywood Indoor Bowls Club for grant funding for the replacement of the bowls boxes stored in the War memorial Hall. It was understood that the Bowls Committee were making a visit to another club in early August to view an alternative form of storage. It was noted that the Council had a duty of care for the Caretaker at the Hall who was required to

move the existing large and heavy boxes each week for the bowls club. The application was up to a maximum of £1250 depending on the storage option chosen and it was noted that the Club would be making a contribution for the cover and delivery. It was noted that the replacement of the existing boxes would reduce the risk to all users of the Hall and ongoing costs.

The Committee

RESOLVED

That the application by Chorleywood Bowls Club be granted up to a maximum of £1250

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

19/22 FOUR YEAR VISION

The updated full version of the Council's Four Year Vision covering all committees was handed out at the meeting. It was noted that although there was some equal overall scoring across the board there can be different officers dealing with them. It was suggested that items should be added to Job Descriptions where appropriate. The bringing together of all items created some overlap and Cllr Debbie Rosario offered to take on updating the document to combine similar items and prioritise.

The Committee

RESOLVED

To take up the offer from Cllr Debbie Rosario to update the document and bring it back to the next P & R Committee meeting in early October.

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

19/23 HEALTH & SAFETY

The Deputy Clerk was thanked for moving this topic forward. Initially on the subject of the Asbestos surveys it was felt that they had not taken the Council much further however, on discussion it was agreed that it was now clear where any action needed to be taken if works were to be undertaken on one of the Council's buildings.

The Committee

RESOLVED

To acknowledge the Asbestos surveys of all Council Buildings and to take any action accordingly as per the reports.

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

19/24 ACCIDENTS AND COMPLAINTS RECEIVED

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

Members were advised that the repair to the vintage bus window, damaged at Village Day, was being progressed and the Clerk was awaiting a quote.

19/25 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 13 and 14 and they are instructed to withdraw.

CONFIDENTIAL BUSINESS

Committee Decision on Public Access:- 1. Public access to report - immediate

19/26 LEASE FOR SOUTH LODGE

The Clerk briefed Members on the meeting that had been held the previous day with the Solicitor acting on the Council’s behalf on the lease negotiations. In response to a member’s question the Clerk advised that alternative accommodation in the Parish had been looked at. The proposed terms of the lease were reviewed and discussed.

The Committee

RESOLVED

To instruct the Clerk to prepare for the tender process for the work to be carried out at South Lodge

This was proposed by Cllr Jane White, seconded by Cllr Tony Edwards and carried with 7 votes in favour. Cllr Raj Khiroya did not vote.

Cllr Debbie Rosario offered to assist with the IT spec when it was being drawn up.

19/27 THE SWILLET HALL

The Committee

RESOLVED

That the Clerk would get the Surveyors view of the Hall and that a meeting would be arranged with the After School Club in early September.

Before the meeting closed, Cllr Raj Khiroya thanked the Chair and the committee for allowing him back onto the P&R Committee.

The Committee acknowledged the work that had been put into the papers for this committee by the Clerk and Deputy Clerk

19/28 CLOSURE

The meeting having started at 7.30pm closed at 9.47 pm

These minutes have been checked by the Chairman.

Signature Agreed by Email – Cllr Steve Watkins..... Date.....09/08/19.....

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
17/77	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>Completed.</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
19/22	Action	To update the full Four Year Vision document and bring it back to the next P & R Committee meeting in early October.	Cllr Debbie Rosario

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