



Minutes of the proceedings of the **POLICY AND RESOURCES COMMITTEE** held at Hutton House, Chilton on Tuesday 25th June 2024.

Present: -- Chair Cllr. S. Reece
Cllrs: - E. Bruce, D. English, P. Herbert, P. Malpas, S. Sutherland (Mayor)
Locum Town Clerk: - Mrs. Joanne Dickinson
Responsible Financial Officer- Mrs. Anne Hall
Members of the public- None

18. Apologies for Absence – Cllr V. Collinson

The Chair asked if an emergency item could be added to the agenda regarding the closure of the road for the Miners Banner Committee. Locum Town Clerk advised that at the discretion of the Chair and as it was time sensitive and no funds would need to be agreed then the matter could be added to the agenda. There were no objections from Members to adding this agenda item for discussion.

19. Declarations of Interest- Cllr Bruce & Cllr Sutherland for agenda item, minute number . Cllr Malpas for agenda item 13, minute number 13.

20. Member Dispensation – None received

21. Public Participation- None present

22. Matters Arising- Agenda items b, c, & e will be discussed in Part 2 of the meeting.

- a. Street Lighting – The REFO informed Members that a meeting is to be arranged to discuss the street lighting at the A167.

ACTION REQUIRED- Once the meeting is scheduled the RFO will email Members to see if they would like to attend.

Further information is required regarding the column number for the lighting near to the Catholic Club.

ACTION REQUIRED- Cllr English volunteered to investigate the company that may need to be contacted to re-energise the light.

- b. LIVIN Garages
c. Disputed Land
d. Financial Regulations
e. Anti-Fraud and Corruption Policy
f. School Playground

23. Receive the Monthly Financial Report and review the income and expenditure year to date- Paper Ref PR240008- The RFO will provide a quarterly report. The income and expenditure for May 2024 had been previously circulated. The RFO informed Members that the budget spend year to date for each cost centre will be provided at the next meeting. RFO to bank the monies from the D-Day Event.

The Committee accepted the Monthly Financial Report to go to Full Council

24. Review the information added to the External Funding Log- Paper Ref PR24 0009-

The following funding opportunities were detailed in the log-

- i. Biodiversity Conservation-no application for this funding

Signed by Chair _____ 23rd July 2024

- ii. Neighbourhood Planning Grants and Support Programme- An application will be submitted for this funding which is not to be applied for retrospectively. If successful the funds need to be spent by 31st March 2025. Potential to apply for Technical Support due to the level of deprivation within the town centre using the figures provided from 2019.
ACTION- The funding application will need to be agreed by the Town Council due to the funding amount requested.
- iii. Veolia Environmental Trust- Funding would have been ideal with the planning application but the deadline is 27.6.24
- iv. The Woodward Charitable Trust- a potential funder in the future for the Trust once the change in governance has been updated with the Charity Commission.

25. Receive an update on the Neighbourhood Plan- Cllr Reece informed Members that she is currently working on the governance and timescale for Stage 1 to present to the Council and working on the plan to fund the Neighbourhood Plan. A meeting has been arranged with Windlestone Parish Council on 9th July 2024 to discuss how their residents could contribute and provide survey feedback on how they use services in Chilton. Once the pre-election publicity period ends there will be community engagement events arranged.

26. Standing Orders and Scheme of Delegation- Paper Ref PR24 0005- To note approved by Town Council at a meeting held on 11.6.24. The RFO informed Members the policies had been uploaded onto the website.

27. Policy Review-

- **Anti-Fraud and Corruption Policy- Paper Ref PR240007-** RFO had looked into other councils policies and they were all similar. The CTC policy had areas missing near the end of the policy which have now been added in. The policy is standard when reviewed against other council policies. RFO recommended that the process at the end should be reviewed on the reporting process.

ACTION AGREED-

- a. The Whistle Blowing Policy should be reviewed at a future meeting.
- b. A Money Laundering Policy should be included wither independently or added into the Financial Regulations.
- c. Consider how to incorporate the policies into a training plan for Staff and Councillors so they are aware of what is required to report any concerns etc.

RECOMMENDATION- Cllr Sutherland recommended the Committee agreed to recommend the policy to Full Council. Seconded by Cllr English. All agreed.

- **Protocol for Members/Officers- Paper Ref PR240010-**This policy is overdue for review. Cllr Reece informed Members that the Locum Town Clerk has agreed to look into reviewing the current list of policies and when they are due for review. The policies can then be reviewed by this committee. RFO advised that this review has commenced and was asked to work with the Locum Town Clerk on this matter. The RFO raised a question about the relationships between the Members/Officers. The HR Committee will review this policy as a matter was raised regarding the Mayor being appointed as Interim Proper Officer. A Special Meeting has been arranged for the Council to appoint another Councillor as Interim Proper Officer until the new Town Clerk is in post.

- **Financial Regulations- Paper Ref PR240006-** RFO has emailed the councilors who are eligible to be a dual online signatory on the Coop bank. One Member has advised they do not want to be a dual signatory. One Member has agreed but that would not be a viable working option if the RFO only had one Member. Cllr Reece informed Members that the Chair of the Town Council and the Chair of the Policy and Resources Committee (closest to a Finance Committee) should not be a signatory.

The RFO informed Members that the policy had been updated with the amendments previously agreed- Coop dual signatories and to continue completing the payment approval form with the 3 signatories.

RECOMMENDATION- The Committee agreed to recommend the policy to Full Council with these updated amendments.

ACTION REQUIRED- RFO to email the two eligible Members again to see if they will be dual signatories. If not, then RFO is to email the new Councillors to see if they would agree to be added to the Bank Mandate.

The following agenda item was agreed to be included at the beginning of the meeting

- 28. Miners Banner road closure-** Cllr Sutherland and Cllr Bruce left the room during this discussion due to an aforementioned declaration of interest as members of the Miners' Banner Committee. The Miners' Banner Committee has received approval for the road closure but the traffic management company has not agreed to carry it out as the event is usually arranged by the Town Council.
RECOMMENDATION- The Committee agreed permission for Officer Support to facilitate the booking by contacting the Traffic Management Company to advise that this is the same road closure usually organised by the Town Council. If the Traffic Management Company requires the Town Council to be invoiced for the road closure then that is agreed on this occasion subject to the funds being returned to the Town Council by the Miners' Banner Committee.
Cllr Sutherland and Cllr Bruce returned to the meeting once the decision had been agreed and were updated with the decision made by the Committee
- 29. Items to be taken to next council meeting-**
- Financial Regulations Policy
 - Anti-Fraud and Corruption Policy
 - Monthly Financial Report
- 30. Date of next meeting –** Tuesday 23rd July 2024
Exclusion of Press and Public- No public present.
- 31. Receive an update on the Livin Garages transfer-** Cllr Malpas had previously declared an interest in this agenda item. The RFO provided an update from Livin which advised that the land would be owned by the Town Council and not the individual garages. The monies from the garages will be an income stream. There are 3 sites. The transfer will be for £1. Land can only be used for specific purposes stated in the transfer information. Livin has offered to pay reasonable legal costs on behalf of the Town Council. There are 23 allotments owned by Livin which have been included in the transfer document. This information has not been previously provided to the Town Council. Information on the number of garages and allotments are included and the current income from each site was shared by the RFO to the Members. Members discussed that further information would need to be provided prior to the council agreeing to this. Cllr Reece recommended that legal advice should be sought on the transference of contract for tenants if the transfer was agreed.
RECOMMENDATION- The committee should provide a report to council detailing all of the required information for council to agree on taking legal advice as to whether the transfer should be agreed. Livin to be advised that as the information about the allotments is new information to the council and therefore additional legal advice will need to be sought prior to a decision being made on the way forward.
- 32. Receive an update on the Disputed Land –** RFO advised that the legal company have quoted £1500 to be an expert witness. Uncertainty as to whether this payment amount has been previously agreed by the council.
RECOMMENDATION- To check if the payment has been agreed by Full Council, if not then it will need to be referred to Full Council.
- 33. FOI Request Log-** None received

Signed by Chair _____ 23rd July 2024

34. School playground- Cllr Sutherland updated Members on the ASB taking place over the last week of which various complaints have been logged. Members discussed various options including installing cameras, getting quotes for climbing plants.

RECOMMENDATION- Cllr Reece recommended that a public meeting should be arranged to include the Community Action Team, Police, Neighbourhood Wardens and any other relevant part to share the issues that are being raised by residents. Seconded by Cllr Sutherland

Meeting Closed at 7.15pm.

Cllr Sue Reece, Chair of the Committee, 23rd July 2024