



Minutes of the proceedings of the **POLICY AND RESOURCES COMMITTEE** held at Hutton House, Chilton on Tuesday 24th September 2024, commencing at 6.25pm

Present: -- **Chair** - Cllr. S. Reece

Cllrs: -E. Bruce, V. Collinson, D. English, J. Houlihan, P. Malpas, S. Sutherland (Mayor)

Locum Town Clerk: - Mrs. Joanne Dickinson (JD)

54. Apologies for Absence – Cllrs P. Herbert and M. Young- apologies received and accepted by Members

55. Declarations of Interest- Cllr Collinson and Cllr Malpas for agenda item 16, minute number 67. Cllr Bruce and Cllr Sutherland for agenda item 15, minute number 69.

56. Member Dispensation – None received

57. Public Participation- None present

58. Approve and accept the recommendations therein-

a. Minutes of Policy and Resources Committee Meeting held on 23rd July 2024

RESOLVED- Cllr Sutherland proposed the minutes were accepted as a true record. **Seconded by Cllr Malpas. All agreed.**

Members asked for information to be circulated in pdf format.

59. Receive the year to date Financial Report and budget spend year to date- The RFO was unable to attend the meeting. JD was asked if there were any cost centre payments that should be highlighted to the committee. The following points were highlighted-

- i. Cost centre 4272, Professional Fees- Annual Budget of £50 and YTD the spend ytd is £690. JD advised that the costs are from the disputed land costs.
- ii. Cost centre 4080, Office Accommodation Water- Annual Budget of £1800 and the spend ytd is £1700. JD to ask RFO about this cost centre.
- iii. Cost centre 4112, Defibrillator- Annual Budget of 70 and the spend ytd is £233.
- iv. JD asked to look into the donations/income from the Chilton Show.
- v. JD was asked what the expenditure of £80 was for under cost centre 4330, Civic Duties. JD advised what the costs were for.
- vi. Query on where the income for the dog poo bags is being logged. JD to check.
- vii. A Member asked JD to look into minutes from earlier in the year on funding for the playground. JD to liaise with Cllr Sutherland.

Members accepted the information and recommendations

60. Review the information added to the External Funding Log-

JD to take a look at the current funding and send through an update. JD to check with RFO to see if this has already been carried out.

61. Receive an update on the Neighbourhood Plan- Cllr Reece informed Members that the funding application has been agreed. The initial funding requested was amended as the costs were not able to include existing staff salaries. The funding will be paid in the next 5 working days. Work on the community engagement and website will be able to commence once the funding has been received.

Letters will be going out this week for the advisory group. As part of the Terms of Reference there will be a minimum of 4 councillors in the group. The first meeting which will be a briefing will be held on 16th October 2024 at 6pm. Cllr Reece will circulate information on the meeting and ask for members to attend the meeting. Meetings have been held with Stuart Carter and team from DCC. Meeting with Brian from DCC regarding None Designated Heritage Assets on how to engage the community and gain different perspectives from various age ranges on how to identify the importance to assets for youths and the older generations which can be interloped. Brian is prepared to attend a meeting.

62. Website Governance- Cllr Reece advised that the Neighbourhood Budget funding will allow funding for the Neighbourhood Plan website.

63. Policy Review-

- **Attendance Management Policy-** previously known as the Absence Management Policy-
- Cllr Reece informed Members that the council had previously agreed the purchase of the DCC HR Service Level Agreement and part of the service is to provide HR Template Documents to the council. One of which is the Attendance Management Policy. The following changes were made to the standard template as Members agreed they were for larger employers-
- Page 2- removal of the line- Rehabilitation programmes in cases of long-term absence. On an individual case by case basis the council would consider a request.
- On pages 3, 8, 10 removal of an Employee Assistance Programme at this stage. Locum Town Clerk to review the cost of an Employee Assistance Programme which could be reviewed in the future.
- On page 3, Mental Wellbeing in the Workplace Policy- recommend the council look into one for review at a future meeting.
- On page 5, Long Term Absence Policy- to note that this is included with the DCC HR SLA.
- On page 6 mention of the option for redeployment will be included but limited options with the current staffing numbers in the council.
- On page 7, Pay in Lieu of Notice- useful to keep within the policy.
- On page 7, 8 and 10- Occupational Health to be included within the policy. There is a cost to this but is of benefit to the council.

RESOLVED- Cllr Bruce proposed the committee adopt the Attendance Management Policy with the aforementioned additions/removals. Seconded by Cllr Sutherland. All agreed.

A Member advised that majority of policies had not been reviewed in the last 2 years except the Financial Regulations, Standing Orders and Delegation Scheme. The standard review time is usually every 2 years unless there is a particular change.

RESOLVED- Cllr Bruce proposed that several policies to be brought to this committee each month for review to work through the policies. Seconded by Cllr Houlihan. All agreed.

- **Out of hours and Emergency Contact Procedure-** Currently the council does not have a policy in place but Members expressed their points of view that a procedure should be in place for the council buildings. Current process is for the office number to be diverted to the RFO. In an emergency If RFO is unavailable then there is no further diversion and the call would not be answered. Members entering the building 2 at a time would be beneficial rather than an individual councillor opening/closing the building. It was highlighted that organisations/charities have an emergency contact policy and rota for various scenarios. Members are unaware of emergency numbers internally that would need to be called.

ACTION REQUIRED-

- **Locum Town Clerk to arrange an emergency action plan for an interim rota system for councillor volunteers to be the emergency contact whilst staff member on annual leave. Volunteers to be provided with the contact telephone numbers that may be required. A more detailed procedure to be discussed at the next P&R Meeting.**

- HR Committee and new Town Clerk to look at Training to include contingency training at a future meeting.
 - Locum Town Clerk to contact the Civil Contingencies Unit at DCC to ask what the procedure is for their major incident process and ask if they would be able to provide training sessions.
 - Council mobile phone is held in the key box. Locum Town Clerk to look into this matter.
- **Lone Working Policy-** Locum Town Clerk to review the standard template and see how it would work in practice and provide the information at the next P&R Meeting. A risk assessment should be completed and this policy to be linked with a Violence and Aggression Policy. Guidelines should also be provided for Councillors and Volunteers.

Members asked for the Health and Safety Policy to be reviewed as a priority for review at the next P&R Meeting.

64. Items to be taken to next council meeting-

- Financial Report and budget spend year to date
- Attendance Management Policy -for information the policy has been approved
- Tree Management Policy from a previous meeting requires review to be more specific to Chilton Town Council. To be included for discussion at a future P&R Meeting with the aim to be brought to the next P&R Meeting.

65. Date of next meeting – Tuesday 22nd October 2024

Exclusion of Press and Public- No public present.

66. Street Lighting- The RFO has chased for an update with the DCC Officer on several occasions with no response. Locum Town Clerk advised that the matter may need to be escalated to the DCC Officer's Line Manager. Locum Town Clerk to ascertain who is their Line Manager.

RESOLVED- Cllr Reece proposed that the council gives permission for the Locum Town Clerk to escalate the chase up to the Line Manager of the DCC Officer. Seconded by Cllr Sutherland. All agreed.

67. Livin Garages- Locum Town Clerk to provide a written report for review at the next Town Council Meeting.

68. FOI Requests- None received as at 24.9.24

69. School Playground- Locum Town Clerk to arrange a meeting with the relevant parties- School, Community Action Team, Police, Neighbourhood Wardens, Dawn Knight and Tia Daniels to share the issues that are being raised by residents to discuss a shared solution.

70. Disputed Land- The RFO emailed the follow up from the meeting with the Solicitor who has asked for old maps. **Actions agreed-** Cllr Sutherland offered to look in the old documents in the building prior to 2005. Cllr Reece has old maps at home as well which will be checked.

Meeting Closed at 7.42pm.

Cllr Sue Reece,
Chair of the Committee,
22nd October 2024