

MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE
HELD ON TUESDAY 22ND NOVEMBER 2016 AT 7.00 PM
IN THE COUNCIL CHAMBER, NORTH LODGE, CROMER

Present:-

Chairman – Cllr. J. Frosdick, Vice-Chairman – Cllr. P. Harris,
Cllr. T. Adams, Cllr. T. Bartlett, Cllr. D. Pritchard and Cllr. C. Robb.

Julie Chance MILCM – Town Clerk.

1. MINUTES OF THE MEETING HELD ON TUESDAY 20TH SEPTEMBER 2016

The Minutes of the meeting held on Tuesday 20th September 2016, having been **AGREED** at Full Council on Monday 17th October 2016, were signed by the Chairman.

2. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

A corporate declaration of interest was noted in connection with the basement flat, staff security and any matters concerning bollards.

3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. C. Plewman due to ill health.

4. PUBLIC PARTICIPATION

No members of the public were present at the meeting.

5. FINANCE AND STATUTORY MATTERS

5.1 Conduct and Protocol Paper:- It was **AGREED** that no further action would be taken in this matter as the points in the draft paper are covered in other Policies adopted by the Town Council.

5.2 Grant Application – Sing Your Heart Out:- The Clerk reported that representatives will be attending the meeting on Tuesday 28th February to inform the Members of their project.

5.3 Grant Application Schedule:- The Clerk circulated the new grant application schedule. It was **AGREED** to request Full Council to grant delegated powers to Policy and Resources Committee to allocate the S137 grants in order that an extra Full Council meeting is not necessary. The S137 grants are part of the budget and the allocation would be kept within this amount.

- 5.4 Staff and Councillor Security:-** Cllr. Pritchard circulated a paper setting out the three options. Following lengthy discussion it was **AGREED** to accept Cllr. Pritchard's recommendation for Option 3 – Biometric Reader at a cost of £3,579 in total.
- 5.5 Finance Sheets – August and September:-** It was **AGREED** that the Clerk would add the Public Works Loan and reserves to the Street Lighting budget. This will give a more accurate picture. Subject to the minor adjustment the finance sheets were **AGREED**.
- 5.6 Minutes – Personnel Sub-Committee:-** **AGREED**.
- 5.7 Installation of Bollards:-** Cllr. Pritchard reported that following a request for an updated quotation for this work, it was clear that the cost would be prohibitive. It was **AGREED** that no further action would be taken in this matter.
- 5.8 Business Plan – Recruitment of Staff:-** The Clerk circulated her business plan for an additional member of staff which was **AGREED**. The cost of an additional member of staff will be added to the 2017/18 Budget.
- 5.9 Mayor's Chain of Office:-** The Clerk reported that the cost of repair for the chain, a new case and a replacement velvet collar is £1,685. The Clerk will enquire whether this can be covered by insurance.
- 5.10 Norfolk Pension Fund:-** The Clerk reported that the Norfolk Pension Fund have confirmed that there is no pension deficit for the staff at Cromer Town Council.
- 5.11 Electronic Payments:-** It was **AGREED** that Cllr. Pritchard and the Clerk will investigate this matter and report back to the Policy and Resources Committee in due course.
- 5.12 Budget 2017/18:-** Following lengthy discussion it was **AGREED** to adopt the Budget for 2017/18 with an increase of 11.9%. This increase includes provision for an additional member of staff.

It was **AGREED** to suspend Standing Orders.

6. CORRESPONDENCE AND OTHER MATTERS

None received.

7. DATE OF NEXT MEETING

The date of the next meeting was noted as Tuesday 17th January, 2017.

8. **RESOLUTION UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS ACT 1960) TO EXCLUDE MEMBERS OF THE PUBLIC AND PRESS**

AGREED

9. **BASEMENT FLAT**

The Clerk reported that an official valuation for the basement flat has been received. It was **AGREED** to offer the current owners of the lease £210,000 for the purchase of the flat. If this offer is not accepted it was **AGREED** that no further action would be taken in this matter.

There being no other business the Chairman closed the meeting at 9.55 pm.

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Chairman

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Date