

MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE
HELD ON 17TH JANUARY 2017, 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,
Cllr. C. Robb and Cllr. D. Russell.

Julie Chance MILCM – Town Clerk.

One member of the public also attended the meeting.

1. MINUTES OF THE MEETING HELD ON 22ND NOVEMBER, 2016

The Minutes of the meeting held on 22nd November 2016, having been **AGREED** by Full Council on 28th November 2016, were signed by the Chairman.

2. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

None received.

3. APOLOGIES FOR ABSENCE

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

4. PUBLIC PARTICIPATION

None received.

5. FINANCE AND STATUTORY MATTERS

- 5.1 Grant Application - Sing Your Heart Out:-** The Clerk reported that a representative will be attending the meeting on 28th February to inform Members of the project.
- 5.2 Grant Applications:-** The Clerk reported that the deadline for S137 grant applications is Friday 7th April which has been advertised. The grants will be considered at the Policy and Resources Committee meeting to be held on 11th April. The cheques will be presented at the Community Open Day to be held on 29th April.
- 5.3 Staff and Councillor Security:-** The Clerk reported that the new security system is being installed on 22nd and 23rd February. The staff will be trained to input the fingerprints into the biometric system on 23rd February. The Mayor, tenants, cleaning and security company will have their information installed into the system as soon as possible after installation. A request for Members not to visit the offices on 22nd and 23rd February unless urgent was noted.

- 5.4 Monthly Accounts – October and November:- AGREED.**
- 5.5 Recruitment of Staff:-** The Minutes of the Personnel Sub-Committee meeting dated 12th January were **AGREED**. The Clerk reported that the paperwork is being prepared.
- 5.6 Mayor’s Chain of Office:-** The Clerk reported that the insurance company will pay like for like but not for a new metal pendant. It was **AGREED** that the Clerk would instruct the company to repair the chain at a cost of £495, repair the existing pendant at a cost of £600 and produce a new fitted carry case at a cost of £395. The chain will have to be removed from the current velvet collar in order for the repairs to take place. It was **AGREED** that a new velvet collar would be attached to the chain once repaired at a cost of £195. The Clerk reported that there is an excess of £250 on the insurance. The Clerk will complete the insurance claim form accordingly. It was **AGREED** that an amount would be allowed in the budget for the purchase of a new metal pendant over a period to be agreed. The new metal pendant has been quoted at £1,165 for this current financial year and an increase in costs will have to be included in the budget figure.
- 5.7 Mayor’s Board:-** The Clerk reported that the contractor is prepared to hold the price of £2,730 until June 2017. It was **AGREED** that an amount will be included in the budget over a four year period for the purchase of a new Mayor’s Board. An allowance of 7% for yearly increases needs to be allowed for in the budget figure.
- 5.8 QR Code:-** It was **AGREED** that the QR Code which will be sent to the office by Cllr. Pritchard will be placed on the emails and letter head.
- 5.9 Freedom of Information Publication Scheme:-** It was **AGREED** that all policies need to be added to the list. It was **AGREED** that the Committee Terms of Reference and the delegated authority in respect of the Officers should be added to the Freedom of Information Publication Scheme and the website. It was **AGREED** that the Asset Register would be added to the Policy and the Website.
- Environmental Policy:-** It was **AGREED** that Cllr. Harris will produce a more comprehensive Environmental Policy which will be placed on the next Policy & Resources Committee agenda for discussion.
- Equal Opportunities Policy:-** It was **AGREED** that the Clerk would ascertain whether the final paragraph in the Equal Opportunities Policy is a legal requirement. This matter will be placed on the next Policy & Resources Committee meeting for further discussion.
- 5.10 Assets:-** It was **AGREED** that the assets would be reviewed before the budget process begins instead of in the spring in order to use the results in setting the budget. This will enable any provision for assets that need repair or replacement.

6. CORRESPONDENCE AND OTHER MATTERS

- 6.1 Email – Russells Circus:-** The Clerk circulated an email from Russells Circus asking for suggestions for local children’s charities to be involved with their visit this year. It was **AGREED** that the Clerk would reply with the suggestions

of Sidestrand Hall School and Woodfields School in Sheringham. The Clerk will also suggest Nelsons Journey as a backup.

6.2 Cromer Lawn and Tennis Squash Club:- The Clerk read an email received from Cromer Lawn and Tennis Squash Club thanking the Town Council for the grant. Noted.

6.3 SLCC Norfolk Training Day and AGM:- It was **AGREED** that the Clerk and Deputy Clerk would attend the Training Day and AGM to be held on Friday 21st April at a cost of £12 per head. It was **AGREED** that the office will be closed for the day.

7. DATE OF NEXT MEETING

The date of the next meeting was noted as 28th February, 2017.

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

AGREED.

9. EXTENSION OF LEASE – BASEMENT FLAT

The Clerk reported that the extension of lease has been actioned and the offer for the purchase of the flat has not been accepted. It was **AGREED** that other options for the capital budget would be investigated and this matter will be placed on the next agenda for further discussion.

There being no other business the Chairman closed the meeting at 8.20 pm.

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Chairman

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Date