

**MINUTES OF MEETING OF THE POLICY & RESOURCES COMMITTEE  
HELD AT 19:00 ON 10 AUGUST 2021 IN THE COUNCIL CHAMBER**

**PRESENT**

Committee Chairman Cllr. T. Adams  
Cllr. M. Bossingham (from item 6.4), Cllr. R. Leeds, Cllr. D. Pritchard

Cllr. E. Spagnola (in attendance)

Mrs. J. Chance FSLCC (Town Clerk)  
Mrs. J. Warner PSLCC AICCM (Deputy Town Clerk)

1. **MINUTES OF THE MEETINGS HELD ON 18 MAY 2021**

The minutes of the meeting held on 18 May 2021 which were **APPROVED** by Full Council on 26 July 2021 were signed by the Committee Chairman.

2. **DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

Cllr. Pritchard – Kickstart

3. **APOLOGIES FOR ABSENCE**

Apologies for absence were accepted from Cllr. Harris (work) and Cllr. West (medical).

4. **PUBLIC PARTICIPATION**

Cllr. Spagnola did not wish to address the meeting.

5. **PERSONNEL COMMITTEE**

It was noted that whilst the committee terms of reference state that the Mayor and Deputy Mayor are automatically members of the Personnel Sub-Committee, a resolution by Policy & Resources Committee on 18 May 2021 agreed the set up of the Personnel Sub Committee for the current Council year which would not include automatic membership of the Mayor or Deputy Mayor.

6. **FINANCIAL & STATUTORY MATTERS**

6.1 Website

It was noted that the web design company have been in touch and it was **AGREED** to continue the contract with them to set up the template for the website.

It was noted that the Town Council staff will need to be trained to update the site. It was also noted that the content for the website is yet to be drafted.

The Deputy Clerk advised that CTC's IT Consultant is now able to upload agendas and minutes to the current website.

6.2 Monthly Finance Statements  
Members were in receipt of the finance statements for April, May and June which were **APPROVED**.

6.3 Review of Lone Worker Policy.  
Due to the personal content within this policy this item was moved to item 11.

*Cllr. Bossingham arrived at the meeting.*

6.4 Review of Bench & Tree Policy  
It was **AGREED** to make no changes to the policy.

6.5 Review of Complaints & Dignity at Work Policy  
It was **AGREED** to make no changes to the policy, but it was noted that the flowchart needs to be uploaded to the website in a different format.

6.6 Review of Standing Orders  
It was **AGREED** to adopt the new model Standing Orders with the inclusion of the Town Council's additional Standing Orders

6.7 CCTV  
There was no update to report.

6.8 Other Financial Matters (for information only)

Pocket Park – It was **AGREED** to instruct the Clerk to obtain legal advice in respect of ownership of part of the land which has been included in a planning application by an adjoining property owner.

## 7. OTHER MATTERS

7.1 Kickstart  
A report will be presented to a future meeting when Cllr. Harris is present.

7.2 Mill Road Defibrillator  
It was **AGREED** to progress a project to install a defibrillator and cabinet outside the shop on Mill Road. The shop owner has agreed that the cabinet can be connected to his electricity supply. Cllr. Adams will pursue grant funding for the project. The Deputy Clerk was asked to contact the Council's insurers to ask whether there would be any insurance implications.

## 8. CORRESPONDENCE

There was no correspondence to report.

9. DATE OF THE NEXT MEETING – 7.00pm, 21 September 2021

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

It was **AGREED** that Cllr. Spagnola could remain at the meeting.

11. **LONE WORKER POLICY**

It was **AGREED** to consult with staff to ascertain whether there are any changes in personal circumstances which need to be recorded in the lone worker policy. The policy will be updated accordingly and represented to the committee in the autumn.

There being no further business, the Chairman closed the meeting.

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Signed

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Dated