

**NOTES OF AN INFORMAL MEETING OF THE POLICY & RESOURCES COMMITTEE
HELD BY CONFERENCE CALL ON THURSDAY 01 MARCH 2018 COMMENCING AT 4:15 PM**

PRESENT

Councillor Pullen (in the Chair)
Councillors Mrs Bacon, Mrs Evans, Mrs Tranter and Mrs Woodward

In attendance

Mr J Brown, Interim Town Clerk
Ms J Minor, Senior Administration Officer

56. APOLOGIES FOR ABSENCE

Councillors Mrs Fisher and Mosson.

57. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None declared.

58. MINUTES

It was suggested by Councillor Pullen that should any Members have any comments to make on the Minutes dated 08 January 2018 then these should be emailed to the SAO.

The following comments have been received:

Councillor Mrs Woodward made reference to Minute No. 52 – Sankey’s Corner: Planters and in particular the SRB in the 80s however Councillor Mrs Woodward has established via Mr Turner that it was early 2000s.

Councillor Mrs Woodward made reference to Minute No. 55 – Draft 2018/19 Budget and in particular the last paragraph where Councillor Mrs Woodward suggested a slight increase. In the interests of completeness, Councillor Mrs Woodward supported the zero increase as Councillor Pullen said that pockets of as-yet unspent funds had been found within the budget.

It was **RECOMMENDED** to Council:

That the Minutes be signed as a correct record subject to be comments being noted.

59. POLICY FOR PURCHASING BY MEMBERS OF THE TOWN COUNCIL

Councillor Mrs Tranter explained how a practice had evolved whereby Members of the Town Council in particular herself had purchased small items so that advantage could be taken of

availability and discounts (the sort of item involved was often associated with Christmas and other events put on by the Town Council).

Councillor Mrs Woodward queried proper accountability/audit trail.

It was **RECOMMENDED** to Council:

1. That a pragmatic approach should be adopted with the Chairman of the Council or Chairman of any relevant Events Committee being authorised to purchase goods up to a maximum of £100.00 on each occasion with reimbursement being made upon receipt of valid receipts.
2. That 1 above be subject to the items to be purchased being preauthorised and therefore the Events Committee determine what items will be needed for forthcoming events.

60. GRANT AID FORM

It was suggested by Councillor Pullen that should any Members have any questions on the grant aid form etc then these should be emailed to the SAO. Councillor Mrs Evans made reference to the new General Data Protection Regulation (GDPR) and stated that this needed to be included.

Mr Brown made reference to the presentation evening and how this could be dealt with differently in future (the evening could be in the form of a “show and tell” session whereby organisations can be asked to say a few words or bring some items in.

It was suggested by Councillor Mrs Tranter that the Grant Aid Presentation Evening could be held on 25 January 2019.

The following comments have been received:

Councillor Mrs Evans made reference to Page 2, Point 17, Enclosure 3 – Guidance Notes and asked that the word “gant” be amended to “Grant”.

Councillor Mrs Evans made reference to Page 5, Point 2e, Enclosure 3 – Application Form and in particular that the new General Data Protection Regulation comes into operation on 25 May 2018 and therefore this needs amending.

Councillor Mrs Evans stated that the Town Council need to be aware of the implications of the new General Data Protection Regulation as it may well make a difference to Grant Aid forms and in particular how and what data etc is retained by the Town Council. Councillor Mrs Evans stated that this was not strictly anything to do with this agenda, but it was an opportunity to highlight it and for the Councillor Pullen, as Leader of the Town Council and officers to look at what needs to happen, as time is running out.

It was **RECOMMENDED** to Council:

1. That the Grant Aid Forms as submitted be approved subject to the comments made by Councillor Mrs Evans being incorporated.

2. That a presentation evening be arranged for Friday 25 January 2019 when those receiving verified grants can take part in a “slow and tell” session.

61. REFURBISHMENT OF OMCC: WINDOWS

Councillor Mrs Tranter informed Members that the first Task and Finish Group meeting to deal with the proposed works (including the refurbishment of windows) at the OMCC had been arranged to take place at 9:00 am on Friday 02 March 2018. The Group would include Councillors Pullen, Mrs Tranter and Ennis.

Councillor Mrs Evans stated that the Minority Group’s representative was in fact Councillor Mrs Woodward with Councillor Ennis as substitute. Councillor Mrs Woodward stated that she was unable to attend the meeting scheduled for 02 March 2018.

Councillor Mrs Woodward stated that she still felt that the Town Council still needed to bottom out the question “on how to promote it, how it is to be used, what is the OMCC for/to be in the short term, medium term and long term”.

Mr Brown stated that terms of reference could be set at the first meeting as ongoing repairs was only one aspect of the OMCC.

Councillor Pullen stated that he felt that no conclusive/firm business case for the refurbishment of the OMCC windows had been put forward.

Councillor Mrs Woodward **RECOMMENDED** that delegated authority be given to Councillor Pullen as Chairman of the Policy and Resources Committee and Leader of the Town Council.

Councillor Mrs Evans made reference to a timeline in respect of the refurbishment works etc. Councillor Pullen stated that he felt that it was difficult to access as long term however would not want to come to “end of term” without undertaking some of the works.

Councillor Mrs Evans stated that she would have made comments on the window replacement programme, but in view of the fact the Task and Finish Group is due to meet tomorrow, she did not think it was appropriate to do so now.

It was **RECOMMENDED** to Council:

That the Task and Finish Group meet on a regular basis with a standing item being put on the Policy and Resources Committee Agenda.

62. DEMENTIA FRIENDLY

Mr Brown stated that he had undertaken some website research and that the SAO would be meeting with Jessica Knight, Dementia Friendly Communities Officer for the West Midlands on Friday 09 March 2018 to ascertain:

- What can the Town Council do at the OMCC?
- What can/should the Town Council do with external organisations/businesses?
- Is there any funding and/or resources available to support the Town Council?

- Should the Town Council start with one area of Burntwood i.e. Sankey's Corner and then expand or should it deal with the Burntwood area as a whole?

Councillor Mrs Tranter stated that she had received an email relating to Tamworth becoming a dementia friendly town and it was suggested that Councillor Mrs Tranter forward this email to Mr Brown in the hope that the Town Council could link in somehow.

Councillor Mrs Evans made reference to Councillor Mrs Woodward's previous suggestion that the Town Council could be working in partnership with the BBC (Shop Burntwood) group and asked if any contact had yet been made or are the Town Council waiting until we are further forward.

It was **RECOMMENDED** to Council:

That a verbal report be made to Council after the meeting on 09 March 2018.

(The Informal Meeting closed at 4:50 pm)

Signed

Date