

Our Ref: MD

06 January 2016

To: All Members of the Policy & Resources Committee
(Councillors Bamborough, Ms Brettell, Drinkwater, Mosson, Mrs Rigby, Mrs Tranter
(Committee Chairman) and Mrs Woodward)

Dear Councillor

POLICY AND RESOURCES COMMITTEE

The Policy and Resources Committee will meet in the **Training Room, The Old Mining College Centre, Queen Street, Burntwood on Monday 18 January 2016 at 6.00 pm** to consider the following business.

Yours sincerely

MDanby

Mary Danby (Mrs)
Town Clerk

PLEASE NOTE THE MEETING DATE, TIME AND VENUE

AGENDA

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTERESTS AND DISPENSATIONS**

To consider any declarations of interests and consider requests for dispensations.

- 3. MINUTES**

To approve as a correct record the Minutes of Meetings of the Policy and Resources Committee held on 01 October 2015 (Minute Nos. 20 - 35) and 30 November 2015 (Minute Nos. 36 – 38) (**ENCLOSURE NOS. 1A AND 1B**).

4. REVIEW OF TOWN COUNCIL POLICIES

Members are requested to review the following Town Council policies:

Financial Policies:

- Anti-Fraud & Corruption Policy Statement and Strategy (**ENCLOSURE NO. 2A**)
- Financial Regulations (**ENCLOSURE NO. 2B**)
- Duties of the Responsible Financial Officer (**ENCLOSURE NO. 2C**)
- Financial Risk Assessment (**ENCLOSURE NO. 2D**)

General Policies:

- CCTV Code of Practice (**ENCLOSURE NO. 2E**)
- CCTV Policy (**ENCLOSURE NO. 2F**)
- Complaints Procedure (**ENCLOSURE NO. 2G**)
- Confidential Reporting Policy (**ENCLOSURE NO. 2H**)
- Data Protection Policy (**ENCLOSURE NO. 2I**)
- Data Protection Policy Guidelines (**ENCLOSURE NO. 2J**)
- Display Screen Equipment (DSE): Health & Safety for Users (**ENCLOSURE NO. 2K**)
- Information Technology Policy (**ENCLOSURE NO. 2L**)
- Member/Officer Relations Protocol (**ENCLOSURE NO. 2M**)
- Standing Orders (**ENCLOSURE NO. 2N**)

Health & Safety Policies:

- Control of Substances Hazardous to Health (COSHH) Regulations 1988 (**ENCLOSURE NO. 2O**)
- Health & Safety Regulations (**ENCLOSURE NO. 2P**)

5. EXTERNAL AUDIT ARRANGEMENTS (ENCLOSURE NO. 3)

6. BURNTWOOD TOWN WEBSITE

The Burntwood Town Website is administered by inLife Design Ltd on behalf of the Town Council. Members are requested to confirm that they are happy for the contract to continue for a further 12 months from 01 February 2016 at a cost of £595 plus VAT per month (i.e. £7,140 pa plus VAT = £8,568).

The Town Clerk met recently with inLife Design's Managing Director who outlined the following plans for promoting and pushing the website forward in the coming year:

- Set-up of new advanced analytics to determine where people are clicking and move items around electronically

- Automated emails for the promotion of advertising events on a fortnightly or monthly basis
- Addition of more events through self-research on sites like "Streetlife" and to be provided by local Town Council staff
- Growing the current business listing through additional local targeted email advertising
- Setting trackable goals throughout the website to determine where users are coming from to reach specific pages
- 2 x new press releases to promote the website online, working with the local Burntwood Business Community group for ideas
- Addition of more Burntwood historic elements, to be sourced from local individuals and societies
- Ongoing general news updates as before
- Scans/photos to be provided from the Town Council for addition of news and events when required

Is the Committee happy to contract with inLife Design for a further 12 months, as outlined above?

7. CHAINS OF OFFICE (Minute No. 31 refers) (ENCLOSURE 4)

8. BUS SHELTER SURVEY (ENCLOSURE NO. 5)

9. 2016/17 FEES AND CHARGES (ENCLOSURE NO. 6)

10. INSURANCE POLICY: RENEWAL (ENCLOSURE NO. 7)

11. DRAFT 2016/17 BUDGET (INCLUDING 2015/16 BUDGET AS AT 31 DECEMBER 2015 (ENCLOSURE NO. 8)

12. EXCLUSION OF THE PRESS AND PUBLIC

Chairman to move:

That under the Public Bodies (Admissions to Meeting) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

13. THE OLD MINING COLLEGE CENTRE: BUSINESS UNITS (ENCLOSURE NO. 9)