

**MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE
HELD AT LAMBOURNE HOUSE, BRIDGE CROSS ROAD, BURNTWOOD
ON TUESDAY 07 JANUARY 2014 COMMENCING AT 7.30 P.M.**

PRESENT

Councillor Campbell (in the Chair)
Councillors Mrs Evans, Isaacs, Mrs Rigby and Taylor

In attendance

Mrs M Danby, Town Clerk
One member of the public

53. APOLOGIES FOR ABSENCE

Councillor Mrs Brettell

54. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None declared.

55. MINUTES

RESOLVED That the Minutes of the Meeting of the Policy & Resources Committee held on 19 December 2013 (Minute Nos. 47 - 53) be agreed as a correct record.

56. ICE BUSTERS SCHEME

Members were advised that it was proving incredibly difficult to obtain information on costs for lockable grit bins to be located at Sankeys Corner and Swan Island. Members queried how much vandalism there is to unlocked bins and whether it would be possible for the Council to provide locks to be used at the above locations.

Members said that the Council needs to identify the number of bins needed and where these could be located – mention was made that County Councillor Woodward would be able to help in driving this forward. It was also noted that all Ward councillors should be able to identify volunteers in each Ward willing to apply the grit as necessary.

Members queried how many grit bins were already in situ in Burntwood, stating that the County Council must have a list of these as they fill them every winter. Members suggested that contact be made with Richard Rayson, County Highways in an attempt to get the information required to enable the Ice Busters Scheme to be progressed as soon as possible.

RECOMMENDATION That the Council request all Ward councillors to assess the need in their individual wards for grit bins and how many were needed and where this might be located and that the Ward councillors also seek to identify volunteers willing to apply the grit as necessary.

57. REVISED STANDING ORDERS (DRAFT)

Members considered the draft revised standing Orders which had been compiled following recent revisions recommended by the National Association of Local Councils (NALC).

It was noted that there is a lot of information contained within the standing Orders and it was recommended that a half-day induction session be held for new members upon election. It was also agreed that the incoming Chairman and Vice-Chairman needed to be given a general refresher on the Standing Order upon election annually (session to be led by the Chairman of the Policy & Resources Committee and the Town Clerk).

RECOMMENDATIONS That the revised Standing Orders (draft) be approved and adopted by the Council at its January 2014 meeting (**APPENDIX 1**).

58. ANNUAL REVIEW OF THE FOLLOWING COUNCIL POLICIES

Members were requested to undertake the annual review of the following Council policies:

- a) CCTV Code of Practice
- b) CCTV Policy
- c) Complaints Procedure
- d) Confidential Reporting Policy
- e) Data Protection Policy
- f) Display Screen Equipment (DSE): Health & Safety for Users
- g) Information Technology Policy
- h) Members and Officers Subsistence/Mileage Policy
- i) Member/Officer Relations Protocol

RESOLVED THAT:

- i) The CCTV Code of Practice and CCTV Policy, Complaints Procedure and Member/Officer Relations Protocol policies be deferred to a future meeting(s) of the Committee to enable in depth reviews to be undertaken.
- ii) The following policies be amended: Confidential Reporting Policy and the Members and Officers Subsistence/Mileage Policy 2014/15 (**APPENDICES 2 and 3**).
- iii) The following policies remain unchanged as they currently meet the Council's needs: Data Protection Policy, Display Screen Equipment (SE) Health & Safety for Users and the Information Technology Policy.

59. REPLACEMENT BUS SHELTER: JCT FAREWELL LANE/LICHFIELD ROAD, BURNTWOOD

Members considered quotations for the demolition and removal of the existing timber bus shelter at the junction of Farewell Lane/Lichfield Road, Burntwood and the installation of a replacement timber bus shelter.

Members were advised that the Town Clerk had arranged for the existing bus shelter to be assessed by an independent tradesperson and he had confirmed that it would be expensive to repair the shelter and that it was unlikely that the repair would not be to either his profession satisfaction or meet the Council's desired outcome. He had advised that in his opinion the bus shelter should be replaced.

RESOLVED THAT:

- i) A local business be invited to quote to fulfil the need for the demolition and removal of the existing timber bus shelter at the junction of Farewell Lane/Lichfield Road, Burntwood and the installation of a replacement timber bus shelter.
- ii) Should the local business be unable to provide a comparable quotation the Town Clerk was authorised to accept the quotation provided by Company A in the sum of £4,085.08 plus VAT

60. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED 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.

61. PROPOSED INTERNAL MODIFICATIONS TO THE TOWN COUNCIL'S OFFICES

Members received preliminary drawings and costs for internal modifications to the Town Council's offices. It was agreed that the proposed scheme did not meet the Council's aspirations and this item was deferred to a meeting of the Policy & Resources Committee to be held on 04 February 2014.

(The Meeting closed at 9.00 p.m.)

Signed

Date