

**MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN
ON MONDAY 08 SEPTEMBER 2016 COMMENCING AT 7.00 P.M.**

PRESENT

Councillor Pullen (in the Chair)
Councillors Mrs Banevicius, Mrs Fisher, Stokes and Mrs Woodward

In attendance

Mrs M Danby, Chief Executive Officer

18. APOLOGIES FOR ABSENCE

Councillors Mosson and Mrs Tranter

19. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Pullen declared a disclosable non-pecuniary interest in Minute No. 30 (Lichfield District Council: Community Transport Service).

Councillor Mrs Woodward declared a disclosable non-pecuniary interest in Minute No. 34 (Old Mining College Centre (OMCC): Landscaping of Rear Garden).

20. MINUTES

RESOLVED That the Minutes of a Meeting of the Policy & Resources Committee held on 11 July 2016 (Minute Nos. 1 - 17) be approved as a correct record.

21. OLD MINING COLLEGE CENTRE (OMCC): CANON PHOTOCOPIER

Members were reminded that the Town Council had inherited a Canon photocopier when the OMCC transferred from the District Council in September 2015. The photocopier had long since been out of lease and the supplier will no longer come out to repair it even as a chargeable repair as parts for it have been discontinued. The photocopier was now not functioning and a notice had been put on the Photocopier Room door saying that it was unavailable.

Members were advised that only one of the OMCC business tenants had had some chargeable copying done for them on BTC's photocopier since the above photocopier became unavailable.

RESOLVED THAT:

- a) The Canon photocopier be removed by the company at no cost to the Town Council.

- b) The photocopier not be replaced and that tenants and hirers of the OMCC facilities be given the opportunity to have their copying done for them (chargeable) on the Town Council's machine.

22. REVIEW OF THE CIVIC FUNCTION, INCLUDING CONSIDERATION OF A PROPOSAL TO ESTABLISH A CHAIRMAN'S CHARITY (Minute No. 60 2015/16 and Minute No 5 2016/17 refer)

RESOLVED That a Task & Finish Group be established comprised of five elected Members (current Chairman of the Council, two previous Chairmen and two Members who have not served as Chairman) to meet in November with a view to considering the Civic function and the proposal to establish a Chairman's charity; the Task & Finish Group will submit its recommendations to the Policy & Resources Committee at its 12 January 2017 meeting.

23. OLD MINING COLLEGE CENTRE (OMCC): REPLACEMENT SIDE GATE

Members were requested to consider quotations for the existing OMCC side gate to be replaced with one constructed in wrought iron. It was also noted that the existing wooden canopy over the gate was in a very poor condition.

RESOLVED THAT:

- a) The quotation provided by Company A in the sum of £597.00 plus VAT be accepted.
- b) The wooden canopy not be replaced and that the BTC Caretaker be instructed to remove the existing structure.

24. OLD MINING COLLEGE CENTRE (OMCC): ALARM – ANNUAL MAINTENANCE/SERVICE CONTRACT

Members were requested to consider quotations for the annual contract to maintain and service the OMCC alarm (covering the period 01 October 2016 – 30 September 2017).

RESOLVED That the quotation provided by Company A in the sum of £731.77 VAT be accepted for comprehensive cover including all call outs, labour charges and parts for a twelve month period commencing 01 October 2016.

25. OLD MINING COLLEGE CENTRE: REPLACEMENT LEAF BLOWER

Members were advised that the current leaf blower, which was bought second-hand many years ago when the OMCC was operated by the District Council (LDC), is no longer working and a backpack version replacement had been requested

Advice had been sought as to the most suitable machine to suit BTC's purposes and quotations had been sourced for a Stihl BR 450 Backpack blower (designed for contractors, local authorities and professional gardeners).

RESOLVED THAT:

- a) Councillor Stokes approach a local company to ascertain the cost of hiring a backpack leaf blower for the period September – December 2016 inclusive and that the cost be put to Councillors Pullen and Mrs Fisher for consideration.
- b) COGS be approached to ascertain if they would be willing to quote to clear the fallen leaves on a weekly basis for the period September – December 2016 inclusive.
- c) Dependent on the outcome of (a) and (b) above, the quotation provided by Company D (£307.50 VAT) or an alternative provider at no more expense be accepted if this proves to be the cheapest option.

26. REFURBISHMENT OF BUS SHELTER ON IRONSTONE ROAD, NEAR TO THE JUNCTION WITH SCHOOL LANE

Members were requested consider quotations for the above bus shelter to be refurbished together with the provision of a perch seat.

RESOLVED That the quotation provided by Company C in the sum of £620.00 plus VAT be accepted

27. TOWN COUNCIL POLICIES: ANNUAL REVIEW (SECOND TRANCHE)

Members were requested to review the following policies:

- Complaints Procedure
- Confidential Reporting Policy
- Data Protection Policy
- Data Protection Guidelines
- Display Screen Equipment (DSE) Health & Safety for Users
- Information Technology Policy
- Member/Officer Relations Protocol

RECOMMENDATIONS That the Full Council approve the following amended amendments:

- The following overarching amendments be made to all BTC policies:
 - The words "Town Clerk" be amended to read "Chief Executive Officer"
 - The words "Chairman and Leader" be amended to read "Chairman of the Council and Leader of the Council (or their deputies)"
- **Confidential Reporting Policy**
Section 2 – Aims and scope of this policy
Para. 2.2 Amended to read: "sexual, physical or verbal abuse of clients, colleagues or elected Members or"
- **Member/Officer Relations Protocol**

Section 1 – Introduction

Para. 1.1 Amended to read: "This relationship within the authority is characterised by mutual respect and trust which is manifest in our conduct and in our communication with both members and officers."

28. 2016/17 BUDGET AS AT 31 AUGUST 2016

RESOLVED That the report be received and noted.

29. APPOINTMENT OF INTERNAL AUDITOR

Members were advised that the Town Council's Internal Auditor had notified the council that she is unable to fulfil the role (she had been engaged to fulfil the Internal Auditor role for a minimum two year period).

After liaising with the Committee Chairman and the Leader of the Council the CEO had obtained a quotation from Toplis Associates in the sum of £400 plus VAT.

Members asked that the CEO source at least two additional quotations, suggesting that contact be made with both the Staffordshire Parish Councils' Association and Lichfield District Council for the contact details of suitably qualified people willing to put themselves forward for consideration.

RESOLVED That the Committee Chairman and the Leader of the Council be given delegated authority to approve the appointment of an Internal Auditor at the earliest opportunity.

30. LICHFIELD DISTRICT COUNCIL: COMMUNITY TRANSPORT SERVICE

Members were advised that LDC had undertaken a detailed review of Community Transport and that a recommendation had been put to LDC's Cabinet that the service cease from 31 December 2016.

Members were further advised that the Town Council's grant contribution for 2016/17 be based on a pro rata contribution based on nine months of the year.

RESOLVED THAT:

- a) The information be received and noted.
- b) A letter be sent to LDC stating that the decision will affect many groups in Burntwood and seeking assurances as to how these needs might be met in the future.

31. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies (Admission to Meetings) Act 1960 (Section2) (and as expended by the Local Government Act 1972, Section 100), 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.

32. CONFIDENTIAL MINUTES

RESOLVED That the Confidential Minutes of a Meeting of the Policy & Resources Committee held on 11 July 2016 be accepted and approved.

33. OLD MINING COLLEGE CENTRE (OMCC): BUSINESS UNITS

RESOLVED That the CEO is authorised to seek to advertise vacant space(s) at the OMCC.

34. OLD MINING COLLEGE CENTRE (OMCC): LANDSCAPING OF REAR GARDEN

RESOLVED That none of the quotes be accepted as they are not priced on a like-for-like basis and that all elected Members be contacted for their ideas for a potential landscaping scheme at the OMCC.

35. ACTUARIAL STRAIN PAYMENT TO THE LOCAL GOVERNMENT PENSION SCHEME (STAFFORDSHIRE PENSION FUND) (MINUTE NO. 17 REFERS)

The CEO left the meeting during discussion of this matter.

RESOLVED As set out in the Confidential Minutes.

(The Meeting closed at 8.23 pm)

Signed

Date