

**MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN
ON THURSDAY 02 MARCH 2017 COMMENCING AT 7.00 PM**

PRESENT

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

In attendance

Mrs M Danby, Chief Executive Officer
Councillor Mrs Evans
One member of the public

61. APOLOGIES OF ABSENCE

Councillor Mrs Banevicius.

62. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None declared.

63. MINUTES

RESOLVED That the Minutes of a meeting of the Policy & Resources Committee held on 12 January 2017 (Minute Nos. 53 – 60) be approved as a correct record **SUBJECT TO** it being noted that paragraph 6(c) of the Chairman and Vice-Chairman Advice, Conventions and Procedure had been amended at the January Full Council meeting and that the amended version was attached to the Minutes approved at this meeting.

64. WEBSITE TASK & FINISH GROUP

Members received the Notes of a meeting of the Website Task & Finish Group held on 14 February 2017 (Note Nos. 1 - 4).

In response to a Member's query, Councillor Pullen explained that reference to "the frames of the website" referred to in Note No. 1(b) was about how the Town Council can make the website more easily navigable.

In response to a Members query, Councillor Pullen explained that there was no set deadline for the Task & Finish Group to complete its work but completion should be achieved in a few months.

Councillor Mrs Woodward thanked Mr Westwood, a member of the public who had compiled a report outlining suggested improvements that might be made to the Town Council website. Councillor Pullen also thanked Mr Westwood for taking the time to compile the report which had been of interest to the Task & Finish Group.

65. AIR CONDITIONING UNITS (Minute No. 43 refers)

Members considered additional information which had been obtained by the CEO, as requested at the November 2016 meeting of the Committee.

RESOLVED THAT:

- a) A full Planning Application be submitted to the Local Planning Authority to install air conditioning units in the BTC Comms Room, IT Suite, Front Admin Office, Unit 1 and Unit 3
- b) The quotation from Company A be accepted for the installation of air conditioning units to be installed in the BTC Comms Room and the IT Suite, subject to Planning Permission being granted, at a cost of £3,628 plus VAT.
- c) An investigation be made as to the suitability/viability of purchasing mobile air conditioning units for use in the Front Admin Office, Unit 1 and Unit 3, the results of the investigation to be reported to the next meeting of the Policy 7 Resources Committee
- d) Subject to the outcome of (c) above, air conditioning units be installed in the Front Admin Office, Unit 1 and Unit 3, subject to Planning Permission being granted.

66. INCOME AND EXPENDITURE TO 20 FEBRUARY 2017

Councillor Mrs Woodward asked for a breakdown of income and expenditure on 4758/214 (Community Projects: General Expenses).

RESOLVED That the report be received and noted.

67. CITIZENS ADVICE SOUTH EAST STAFFORDSHIRE (CASES)

Members received the Notes of a meeting of Town Council representatives (Councillors Mrs Fisher and Mrs Tranter and the CEO) with the Chairman and CEO of CASES on 30 January 2017.

Members were advised that following the above meeting a room booking had been made for a 5 hour session and that a request had been made as to whether the room could be made available free of charge.

RESOLVED That Standing Orders be suspended to permit Councillor Mrs Evans, who is a CASES Trustee, to give some background information.

Members agreed that the Town Council would be willing to make the Small Meeting Room available free of charge for a weekly Outreach clinic but that any other room bookings for CASES internal meetings and training sessions would be chargeable at the Voluntary Organisation rate.

It was noted that CASES had requested that BTC assist with trying to assess the need for an Outreach clinic at the OMCC by asking people to complete a slip outlining their needs and whether they would use the service. Members said that they were aware that CASES could already access this information via UPSHOT.

RESOLVED That Standing Orders be reinstated.

RESOLVED THAT:

- a) CASES be advised that the room booking will be chargeable at the current rate for a four hour session.
- b) The CEO write to the CASES CEO explaining how this decision had been made and also reiterating the Town Council's commitment to assisting them by providing free hire of the Small Meeting Room only for an Outreach clinic and that any other room bookings for any other reason would be chargeable at the Voluntary Organisations rate. The CEO was also requested to ask if CASES remained committed to providing a service in Burntwood in the long-term and also whether they accessed the information available via UPSHOT.

68. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies (Admission to Meetings) Act 1960 (Section 2) (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.

69. BURNTWOOD PARKS

RESOLVED As set out in the Confidential Minutes.

(The Meeting closed at 7.59 pm)

Signed

Date