

**MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON THURSDAY 24 JANUARY 2013 COMMENCING AT 7.40 P.M.**

PRESENT

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

In attendance

Mrs M Danby, Town Clerk
Councillor Mrs Fisher
One member of the public

19. APOLOGIES

None, all Members present.

20. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None declared.

21. MINUTES

RESOLVED That the Minutes of the Meeting of the Policy and Resources Committee held on 13 December 2012 (Minute Nos. 15 - 18) be received and approved as a correct record.

22. REPORT ON FRANKING MACHINE COSTS VS POSTAGE STAMPS

Members received a report which demonstrated that it was significantly cheaper to continue to use the franking machine for the Council's postal needs.

RESOLVED That the information be noted and the status quo be maintained.

23. HANDYPERSON'S DUTIES

Members received a report detailing the duties currently undertaken by the Handy person.

RESOLVED That a further report in Excel spread sheet format be provided to a future meeting of the Committee giving the hours worked and cost of each duty undertaken.

24. 2013/14 DRAFT BUDGET

RECOMMENDATION That the Draft 2013/14 Budget be approved by the Council at the Special Meeting on 31 January 2013.

25. 2013/14 DRAFT BURNTWOOD CEMETERY BUDGET AND FEES

RECOMMENDATION That the Draft 2013/14 Burntwood Cemetery Budget and Fees be approved by the Council at the Special Meeting on 31 January 2013.

26. GROUNDS MAINTENANCE - PROPOSED SERVICE AGREEMENT

The Council's grounds maintenance contractor had proposed that the Council enter into an ongoing Service Agreement.

RESOLVED That a further two quotations be obtained to enable comparisons to be made to ensure that the proposed Service Agreement offers the best value for money.

(The Meeting closed at 8.38 p.m.)

Signed

Date