

**MINUTES OF A MEETING OF THE POLICIES & RESOURCES COMMITTEE
OF BARTON-LE-CLAY PARISH COUNCIL HELD AT THE VILLAGE HALL
ON MONDAY 31st JANUARY 2022 COMMENCING AT 9.09PM**

Present: Councillors Mrs B Thomas (Chairman), Mr J Paxton (Vice-chair) and Mr J Selley

In attendance: Mrs C Callen (Clerk)

Minutes: Mrs C Callen

21/474 APOLOGIES FOR ABSENCE – Councillors Mrs G Gardner and Mr A Channon.

21/475 SPECIFIC DECLARATIONS OF INTEREST – There were none.

21/476 MATTERS ARISING

The Clerk provided an update on the measures being taken to ensure the Parish Council is compliant with its Data Protection responsibilities.

21/477 TO APPROVE THE MINUTES OF THE POLICIES & RESOURCES COMMITTEE MEETING HELD ON 6th DECEMBER 2021

A copy of the minutes was provided to members ahead of the meeting. Councillor Thomas **PROPOSED** the approval of the minutes of 6th December 2021, **SECONDED** by Councillor Selley with **2 in favour and 1 abstention**.

21/478 TO CONSIDER AND APPROVE THE ANNUAL INVESTMENT POLICY

The Clerk has reviewed and updated the existing Policy. A copy was provided ahead of the meeting. Councillor Thomas **PROPOSED** approval of the updated Annual Investment policy version 4.0, **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**.

21/479 TO REVIEW AND AGREE THE PARISH COUNCILS ACTION PLAN 2022/23 FOR THE POLICIES & RESOURCES COMMITTEE

The draft Plan has been drawn up by the Clerk, following the Budget review at the end of 2021. The committee were happy with the plan in respect of Policies & Resources to be put forward for adoption at the next Full Council meeting. Therefore, Councillor Thomas **PROPOSED** approval of the draft Action Plan 2022/23, **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**.

21/480 TO CONSIDER PLANTING IN ARNOLD RECREATION GROUND AS PART OF THE QUEENS GREEN CANOPY

At the last Full Council meeting, it was suggested that trees could be planted at the top corner of Arnold Recreation Ground to mark the Queen's Jubilee. Councillor Paxton and the Assistant Clerk attended the Town & Parish Councils Topic Session on 12th January, Covering Tree Planting and the Queens Green Canopy. A summary of what was covered was provided ahead of the meeting by the Assistant Clerk, with CBC feedback, slides and recording from the session. After discussion, it was agreed to contact Central Beds Council to register the Parish Council's interest and clarify what further specific support and advice is available.

ACTION – Clerk to contact CBC to discuss tree planting in the Village.

21/481 TO RETROSPECTIVELY APPROVE THE COST FOR REPLACEMENT SIGNS ON THE SPORTS FIELD ACCESS ROAD ENTRANCE

Following the vandalism reported at Full Council, the Clerk has now signed the Police paperwork to confirm the Community Resolution, as agreed. An invoice has been issued, via the Police, for reimbursement of costs incurred.

In the meantime, the Clerk has instructed the sign company who originally provided the signs to provide replacements. Councillor Thomas **PROPOSED** retrospective approval for the purchase of the replacement signs from East Herts Signs & Engraving Ltd at a cost of £385.73 plus VAT. This was **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**.

21/482 TO RETROSPECTIVELY APPROVE THE INCREASE IN COST FOR THE PENINSULA HEALTH & SAFETY SUPPORT CONTRACT

The current contract with Peninsula for H&S Support was for 26months from 16/11/2019 which has now expired. The Clerk has spoken to the company and arranged for annual renewals going

forward. Under the terms of the contract, a minimum of 6months notice will now be required to cancel the contract. The cost for the service has increased by 7%, to £107.64 plus VAT per month, in line with the previous contract – with effect from January 2022 (an increase of £85 over 12 months). This automatic increase clause has been removed for future renewals. The Clerk uses the package for Risk Assessments, all Fire and Health & Safety requirements, staff training and COSHH register. Councillor Thomas **PROPOSED** retrospective approval of the increase in cost to £107.64 plus VAT, **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**.

21/483 TO RETROSPECTIVELY APPROVE THE SALE OF OBSOLETE MOBILE HANDSET

In 2020, Councillor Davison-Williams purchased 2 mobile handsets for the Council for the Office staff to use during the Pandemic. The Clerk was unable to arrange a SIM-only contract at that time. Subsequently, the existing BT Phone Cloud system has been used to allow the Clerk and Assistant Clerk to make outgoing calls. The Clerk is also able to receive incoming calls. As agreed at the last meeting, the Assistant Clerk now has use of one of the Council's mobile phones with an O2 SIM contract provided. As per minute 20/421, the surplus handset has been sold. Councillor Thomas **PROPOSED** retrospective approval for the sale for £25, **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**.

21/484 TO ACKNOWLEDGE THE REVIEW AND UPDATE TO THE RISK ASSESSMENT ACTION PLANS

The Risk Assessment Action Plans were agreed in February 2021. These have been progressed over the year and the Clerk has now undertaken an interim review. Members acknowledged the summary.

21/485 ANY OTHER BUSINESS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA

There was none.

The meeting closed at 9.53pm