

**MINUTES OF A MEETING OF THE POLICIES & RESOURCES COMMITTEE
OF BARTON-LE-CLAY PARISH COUNCIL HELD AT THE VILLAGE HALL
ON MONDAY 3rd JULY 2023 COMMENCING AT 8.29PM**

Present: Councillors J Paxton (Chairman), N Day (Vice-chair), J Selley, A Fletcher and B Thomas

In attendance: Mrs C Callen (Clerk)

Minutes: Mrs C Callen

23/080 APOLOGIES FOR ABSENCE – These were received from Councillor S Laycock.

23/081 SPECIFIC DECLARATIONS OF INTEREST – There were none.

23/082 MATTERS ARISING

Councillor Paxton and the Clerk visited a local family on 22nd June to discuss a possible memorial bench for their son. Details were left for them to consider.

In addition, resident concerns regarding the red ribbon mementos around the Village were discussed with the family. Following the meeting, several posts have been put on the Village Facebook site which misrepresent the discussions held with the family and the role of the Parish Council. After consideration, it was agreed that a letter should be sent to the family to apologise for any misunderstanding and distress it has caused. A statement will be put onto the Village Facebook page to clarify the situation and also reiterate the role of the Parish Council.

ACTION – Clerk to discuss with BATPC the media impact and draft the letter and statement for approval by all Councillors.

The Barton Scout leader has been collecting bottle bottoms to make into poppies. She now has enough but is desperate for the additional paint, sticks and glue to complete the huge task she has undertaken to do for the Village. She has put a request for donations on Social Media.

ACTION – Clerk to investigate if some of the poppies are to be sold to raise funds for The Royal British Legion. Item to be carried forward to the next meeting for discussion.

The Police have invited Councillors to attend an online cluster meeting with the Deputy Police and Crime Commissioner on 17th July 6.30pm to 8pm. Councillor Paxton agreed to attend.

Following the last Council meeting, Councillor French has contacted the Parish Council to see if they would be interested in a specialist coming to talk about the changes to the local climate. After consideration, it was agreed that they should hold a session with the Neighbourhood Plan group who are looking at the future planning for the Village.

ACTION – Clerk to arrange session.

Central Beds Council have provided an update on the Schools of the Future Programme.

ACTION – Clerk to forward details to all Councillors for information.

23/083 TO APPROVE THE MINUTES OF THE POLICIES & RESOURCES COMMITTEE MEETING HELD ON 27th MARCH 2023

A copy of the minutes was provided to members ahead of the meeting. Councillor Paxton **PROPOSED** the approval of the minutes of 27th March, **SECONDED** by Councillor Selley **with 3 in favour and 2 abstentions.**

23/084 TO REVIEW AND APPROVE THE GRANT POLICY

The draft policy has been prepared by the Clerk, with only minor amendments from the previous year. A copy was provided to members ahead of the meeting. After review, Councillor Paxton **PROPOSED** the approval of the 2023/24 Grant Policy v.11, **SECONDED** by Councillor Fletcher and **UNANIMOUSLY CARRIED.**

23/085 TO CONSIDER AND APPROVE BI-ANNUAL ELECTRICAL APPLIANCE PAT TESTING COSTS

The bi-annual electrical appliance PAT testing is due in July for the Pavilion and Parish Office. Pure-Pat have provided their usual quote for this service at £65 plus VAT attendance fee and

£1.35 per item tested (previously 59 items). Microwave emissions testing £6 and any safety plug replacement required is charged at £4.95. Councillor Paxton **PROPOSED** the approval of a maximum £160 plus VAT to cover the cost of this year's testing, **SECONDED** by Councillor Day and **UNANIMOUSLY CARRIED**.

23/086 TO REVIEW AND APPROVE VARIABLE DIRECT DEBIT MANDATES

As per Financial Regulations 6.7, a bi-annual review of all Direct Debit mandates must be undertaken. A list of all mandates currently in place was provided to members. Following review, Councillor Paxton **PROPOSED** the approval to continue with these payment mandates, as per the following schedule. This was **SECONDED** by Councillor Fletcher and **UNANIMOUSLY CARRIED**.

Beneficiary	Usage
<ul style="list-style-type: none"> • British Gas • British Telecom • EDF Energy • F & R Cawley • Central Bedfordshire Council • Crown Gas & Power • Everflow Ltd • NEST • O2Telefonica UK Ltd • Peninsula Business Services • Puzzle Technology Ltd • Tower Leasing Ltd • Virginmedia Business 	<ul style="list-style-type: none"> • Electricity Supply at Pavilion • Telephone & Broadband Service • Electricity Supply at Office • Skip Hire – Office, Allotments, Burial Grd • Council Tax for Office and Pavilion • Gas Supply at Pavilion • Water Supply at Office, Pavilion, Allotments • Staff Pension Provider • Mobile Phone • H&S Support Contract • IT Support • Office Photocopier Hire • Fibre Broadband service for IT

23/087 TO RETROSPECTIVELY APPROVE COST TO SERVICE FIRE EXTINGUISHERS

The annual service of the Fire Extinguishers at the Pavilion and Parish Office was undertaken on 20th June by Be Safe Fire Protection Ltd. Cost incurred was £50 per site.

Councillor Paxton **PROPOSED** retrospective approval of a total cost of £100 plus VAT, **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.

In addition, the Groundsman has found an old fire extinguisher during his litter picking. Due to its age, Be Safe Fire Protection Ltd are unable to dispose of this like they would usually do as it is considered unsafe. A Quote has been provided by Cawleys Waste Services.

ACTION – Clerk to contact Central Beds Council regarding its disposal.

23/088 TO CONSIDER AND APPROVE COST FOR ANNUAL ALARM SYSTEM SERVICE AND MAINTENANCE

The annual service of the intruder alarm systems at the Pavilion and Parish Office are due in August. Two quotes were provided for consideration. After review, Councillor Paxton **PROPOSED** to continue with the current contractor, Maximum Security, at a cost of £130 plus VAT for both premises. This was **SECONDED** by Councillor Fletcher and **UNANIMOUSLY CARRIED**.

23/089 UPDATE REGARDING THE RISK ASSESSMENT ACTION PLAN

The Clerk provided an update on the Risk Assessment Action plan with regards to GDPR actions. Next update to be provided in three months time.

23/090 TO CONSIDER CONTINUATION OF THE PENINSULA H&S CONTRACT

The current contract with Peninsula runs until January 2024. A minimum 6-month notice is required to terminate the contract, meaning that it must be done by July 2023. The Clerk recommends renewal of the contract for a further year, to support with management of Health & Safety and Fire requirements for the Parish Council, including staff training modules. Current cost is £107.64 plus VAT per month. Councillor Paxton **PROPOSED** approval to renew the Peninsula Health & Safety Support Contract for a further year, **SECONDED** by Councillor Day and **UNANIMOUSLY CARRIED**.

23/091 TO CONSIDER POTENTIAL MOBILE POST OFFICE SERVICE AND AGREE WAY FORWARD

As discussed at the May Council meeting, the local Post Office is planned to close over the next few months. Councillor French has advised that Shillington Post Office operate a satellite

temporary service at Silsoe Village Hall twice a week. Members agreed to discuss options with the Post Office Head Office to see if something can be arranged in the Co-op or another local shop.

ACTION – Clerk to investigate and report back at the next meeting.

23/092 ANY OTHER BUSINESS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA

Councillor Paxton confirmed that WiFi is now available at the Village Hall for anyone who wants to review Council paperwork via the Shared Drive rather than paper copies. The Clerk will set up access to the Shared Drive for anyone who needs it.

The meeting closed at 9.41pm