

**MINUTES OF POLICIES & RESOURCES COMMITTEE OF
BARTON-LE-CLAY PARRISH COUNCIL HELD AT BARTON-LE-CLAY
VILLAGE HALL ON MONDAY 17th JULY 2017 COMMENCING AT 8.35PM**

Present: Councillors, Mr D. Gunter (Chair), Mr L. Davison-Williams (Vice-Chair), Mrs B. Thomas
Mr R. Everson and Mr J. Selley.

Minutes: Mrs A. Merryweather (Clerk)

17/155 APOLOGIES FOR ABSENCE – Councillor Mr J. Paxton and Mrs G. Gardner.

17/156 SPECIFIC DECLARATIONS OF INTEREST – None Received.

17/157 APPROVAL OF THE MINUTES OF THE P&R COMMITTEE HELD ON 26th JUNE 2017.
PROPOSED by Cllr Gunter, SECONDED by Cllr Davison-Williams and UNANIMOUSLY CARRIED.

17/158 MATTERS ARISING – None.

17/159 EXEMPT BUSINESS – Cllr Gunter passed the Resolution to exclude members of press and public from debate on agenda item 17/160 and 17/162 (Standing Order 67). That in view of the confidential nature of business being transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw”.

17/160 TO RATIFY THE APPOINTMENT/HOURS OF THE TEMPORARY HANDYMAN AND AGREE START DATE

Cllr Gunter PROPOSED to approve and ratify the recommended minimum 20 hours per week for the Temporary Handyman and agreed a start date of 25th July 2017, SECONDED by Cllr Davison-Williams and UNANIMOUSLY CARRIED. **ACTION: To take the appointment to the Extra-Ordinary Meeting 24/7/17.**

17/161 TO RATIFY THE APPOINTMENT OF THE PERMANENT GROUNDS/FACILITY MAINTENANCE PERSON

Cllr Gunter PROPOSED to ratify the appointment of [REDACTED] as Permanent Grounds / Facility Maintenance person, SECONDED by Cllr Davison-Williams and UNANIMOUSLY CARRIED. **ACTION: To take the appointment to the Extra-Ordinary Meeting 24/7/17.**

17/162 TO CONSIDER/APPROVE THE STARTING SALARY FOR THE GROUNDS/FACILITY MAINTENANCE PERSON

Following discussion Cllr Gunter PROPOSED a starting salary of [REDACTED], SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED.

17/163 TO REVIEW CODE OF CONDUCT

The Clerk advised that the existing Code of Conduct adopted May 2017 followed NALC recommendations but a revised NALC template had been issued, see Clerks email 19/7/17. Cllr Davison-Williams made comparison between the existing Code of Conduct and the new template.

Cllr Gunter deferred the item to the Extra-Ordinary Meeting on 24/07/17, to give members time to consider adoption of the new NALC template.

17/164 TO APPROVE COSTS FOR OFF-SITE ARCHIVING OF PARISH COUNCIL DOCUMENTS AND LENGTH OF TIME TO RETAIN DOCUMENTS IN THE PARISH OFFICE AND DESTRUCTION OF DOCUMENTS PAST ARCHIVING TIME

Each Parish Document type was considered in turn from the list provided and document storage & time scale was determined. Cllr Gunter PROPOSED the schedule of documents for archiving timescales be approved, SECONDED by Cllr Everson and UNANIMOUSLY CARRIED. **ACTION: Office staff to investigate the cost of secure destruction of paper documents to take to Council in September 2017.**

17/165 TO ACKNOWLEDGE CHANGES TO CHARGES FOR NEW GAS PROVIDER AT SPORTS PAVILION

Cllr Gunter acknowledged the change to charges from the gas supplier.

17/166 ANY OTHER BUSINESS OF AN URGENT NATURE – The Clerk gave a reminder to Councillors of the Local Plan drop in session at Central Bedfordshire Council, Chicksands on 18/07/17 2pm to 8pm.

An Extra-Ordinary Meeting will be held at the Village Hall on the 24th July 2017 at 7.30pm

The meeting closed at 9.40pm.