

**MINUTES OF POLICIES & RESOURCES COMMITTEE OF  
BARTON-LE-CLAY PARISH COUNCIL HELD AT THE PARISH OFFICE  
ON MONDAY 17<sup>th</sup> JUNE 2019 COMMENCING AT 9.29PM**

Present: Councillors Mr L Davison-Williams (Chair), Mr J Paxton and Mr John Selley  
In attendance: Mrs C Callen (Clerk)  
Minutes: Mrs C Callen

**19/074 APOLOGIES FOR ABSENCE** – Councillors Mrs B Thomas, Mrs G Gardner & Mr A Channon

**19/075 SPECIFIC DECLARATIONS OF INTEREST** – None

**19/076 MATTERS ARISING**

The Car Park lighting behind the Village Hall has been discussed at the Village Hall committee meeting in respect of the Parish Council's suggestions for replacing the current lighting with LED bulbs and putting a timer on the lights at the rear of the Hall. An electrician is now to be asked to review and quote for the options.

The Parish Skip at the Allotments is being monitored bi-weekly by the Groundsman to ensure it is emptied and locked. An update regarding the excess charges incurred in February is still awaited and the Clerk is continuing to chase.

The IT in the Parish Office needs to be updated, with regular issues experienced with emails not being received/delivered, particularly from the Assistant Clerks machine, and the Internet dropping in and out. A meeting was held at the end of April with Antechs Business Support to consider using them to upgrade the current equipment and provide ongoing IT support. Issues have been highlighted with the Broadband quality in the office to support the new phone system, the PC's and Cloud backup. Councillor Davison-Williams and the Clerk are investigating and further details will be discussed at the next meeting.

The Clerk reported that one of the radiators in the Parish Office has broken and will need repairing or replacing. Quotes are to be obtained for discussion at the next meeting.

The Clerk advised members that there has been an issue with the cheque paid to Gilks Fencing last month. Their bankers have presented the cheque for payment electronically and physically. The cheque was cleared from the Parish Council's bank on 28<sup>th</sup> May but there were insufficient funds to pay it a second time when presented on 29<sup>th</sup> May. Gilks have had the cheque debited from their bank account and are chasing their bankers for where the funds are sitting.

**19/077 APPROVAL OF THE MINUTES OF THE POLICIES & RESOURCES COMMITTEE HELD ON 25<sup>th</sup> MARCH 2019**

Councillor Davison-Williams **PROPOSED** the approval of the minutes of 25<sup>th</sup> March 2019, **SECONDED** by Councillor Paxton and **with 2 in favour and 1 abstention**.

**19/078 TO RETROSPECTIVELY APPROVE COST TO SERVICE AND REPLACE FIRE EXTINGUISHERS**

As discussed at Full Council on 10<sup>th</sup> June, Be Safe Fire have now completed their annual service and replaced 4 of the 7 extinguishers at the Sports Pavilion and Parish Office. They were able to do a routine service on the newer items. The final invoice details have not yet been received. Councillor Davison-Williams **PROPOSED** approval of a maximum cost of £343 plus VAT for the servicing and replacement of the extinguishers; **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**.

**19/079 TO CONSIDER AND APPROVE S137 GRANT POLICY FOR 2019/20**

Councillor Davison Williams **PROPOSED** approval of the updated policy for 2019/20. This was **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**.

**19/080 TO CONSIDER AND APPROVE BI-ANNUAL ELECTRICAL APPLIANCE PAT TESTING COSTS**

The PAT Testing certificate for the Parish Council's electrical appliances expires on 24<sup>th</sup> July. Pure-Pat Electrical Testing Ltd, who historically have undertaken this work, have provided a quote of £55 attendance plus £1.25 per item tested thereafter, £5.50 for Microwave emissions, £4.25 new plug fitting if required, Plus VAT. There were 55 items tested last time. Councillor Davison-Williams **PROPOSED** approval of a maximum £150 to cover the cost of this year's testing; **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

**19/081 TO CONSIDER AND APPROVE COST TO REPLACE PARISH NOTICE BOARD**  
 The Parish notice board on the corner of Norman Road is in need of replacement. A quote has previously been provided from Interior Exterior to make a bespoke wooden notice board at a cost of **£529.00**, including painting and installation. As requested at the last meeting, a further quote has now been provided by Décor Design at **£485**. Members discussed these quotes and felt they were too expensive. **ACTION – Clerk to ask Groundsman or Part-Time Groundsman to see if they are able to undertake the work.**

**19/082 TO REVIEW ONLINE ENGAGEMENT & COMMUNICATION POLICY**  
 Councillor Channon had asked members to review the current policy to ensure it remains fit-for-purpose. As Councillor Channon was absent from the meeting, it was agreed to defer this item to the next committee meeting.

**19/083 TO CONSIDER ACCESSIBILITY OF WEBSITE IN LINE WITH 2018 REGULATIONS**  
 The current website was set up by Councillor Channon. As Councillor Channon was absent from the meeting, it was agreed to defer this item to the next committee meeting.

**19/084 TO CONSIDER AND APPROVE PARISH NEWSLETTER AND DISTRIBUTION COSTS**  
 The Assistant Clerk has forwarded a draft newsletter to all members via email for approval. Councillor Davison-Williams **PROPOSED** approval of the June 2019 Newsletter content; **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**.  
 Councillor Davison-Williams **PROPOSED** approval of the quote provided by JAC Publications for delivery of 2,200 newsletters with the Oracle Magazine, as per the last two deliveries, subject to clarification of the areas they do not cover. This was **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**.

**19/085 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. Councillor Davison-Williams **PROPOSED** the approval to continue with these payment mandates, as per the following schedule. This was **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**.

Beneficiary	Usage
<ul style="list-style-type: none"> <li>• British Gas</li> <li>• British Telecom</li> <li>• F &amp; R Cawley</li> <li>• Central Bedfordshire Council</li> <li>• Crown Gas &amp; Power</li> <li>• Direct 365</li> <li>• Everflow Ltd</li> <li>• NEST</li> <li>• Peninsula Business Services</li> <li>• Scottish Power</li> <li>• Xerox Finance Ltd</li> <li>• Xerox UK Ltd</li> </ul>	<ul style="list-style-type: none"> <li>• Electricity Supply at Pavilion</li> <li>• Telephone &amp; Broadband Service</li> <li>• Burial Ground Skip Hire</li> <li>• Council Tax for Office and Pavilion</li> <li>• Gas Supply at Pavilion</li> <li>• Allotment Skip Hire (PC use only)</li> <li>• Water Supply at Office, Pavilion, Allotments</li> <li>• Staff Pension Provider</li> <li>• HR &amp; H&amp;S Support Contract</li> <li>• Electricity Supply at Office</li> <li>• Office Photocopier Hire</li> <li>• Office Photocopier Usage</li> </ul>

**19/086 TO CONSIDER AND APPROVE RISK ASSESSMENT ACTION PLANS**  
 Following the review of Risk Assessments undertaken by the Clerk and approved by Council in March, members were asked to consider the outstanding action plans. Councillor Davison-Williams **PROPOSED** to prioritise the GDPR policies and Health & Safety audit and policies for 2019/20, with a view to look at the others in due course. This was **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**.

**19/087 TO ACKNOWLEDGE PART-TIME GROUNDSMAN'S COMPLETION OF COURSES**  
 The Part-time Groundsman has now completed his courses and is qualified in safe use of pesticides and pesticide hand-held application, safe use of strimmers/brushcutters and safe use of hand held hedge cutters. This will allow him to support or cover for the full-time Groundsman, as required. This was acknowledged by the Committee.

**19/088 ANY OTHER BUSINESS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA**  
 Members discussed the arrangements for the Parish Council stall at the Church Fete on Saturday 22<sup>nd</sup> June. Councillors Selley, Davison-Williams and Channon had agreed to host. The Parish Office is to provide the displays and handouts.

The meeting closed at 10.02pm.