

**MINUTES OF POLICIES & RESOURCES COMMITTEE OF
BARTON-LE-CLAY PARISH COUNCIL HELD AT THE PARISH OFFICE
ON MONDAY 25th MARCH 2019 COMMENCING AT 8.07PM**

Present: Councillors Mr L Davison-Williams (Vice-Chair), Mrs B Thomas, Mr J Paxton and Mrs G Gardner

In attendance: Mrs C Callen (Clerk) and Councillor Mr J Roberts

Minutes: Mrs C Callen

18/625 APOLOGIES FOR ABSENCE – Councillors Mr D Gunter, Mr A Channon & Mr J Selley

18/626 SPECIFIC DECLARATIONS OF INTEREST – None

18/627 MATTERS ARISING

Councillor Davison-Williams has advised that he is investigating the ownership of the land around Bailey's Piece with Central Beds Council Assets team and will provide an update once this information is available.

With regards to the Car Park lighting behind the Village Hall, a meeting is to be arranged with the Chairman of the Village Hall committee to discuss 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.

Councillor Davison-Williams advised that the Peninsula Health & Safety representative has undertaken a review with the Clerk regarding Risk Assessments and the Clerk will update members in due course.

18/628 APPROVAL OF THE MINUTES OF THE POLICIES & RESOURCES COMMITTEE HELD ON 25th FEBRUARY 2019

Councillor Davison-Williams **PROPOSED** the approval of the minutes of 25th February 2019, **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**.

18/629 TO CONSIDER AND APPROVE COST OF PARISH COUNCIL SKIP

The current skip at the Allotments is to be used by the Parish Council only. The contract with Direct 365 is automatically renewed annually in March and three month's notice prior to the renewal date is required to cancel it. Since notice was not given in December, the contract now runs until March 2020. The current Skip is supplied by Mick George and is a 10yrd costing £55.50 per collection, which is fortnightly, with excess weight charged at 21p per kg. The same price would apply to an 8yrd skip. Given the Council are now tied in to Direct 365 contract for the next 12months, members agreed to keep the 10yrd skip on site but look to review the contract in the Autumn.

Excess charges have also been incurred and the Clerk is to investigate what these relate to given that there have been issues with non-collection and not locking the skip by Mick George over recent months.

ACTION – Clerk to contact Direct 365 for breakdown of additional costs incurred. Groundsman to check skip kept locked after emptying.

18/630 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 been provided from Interior Exterior to make a bespoke wooden notice board at a cost of £329.00, with painting costs on top of that, if required. Members discussed the possible benefits of metal noticeboard options with door covers but agreed that their preference was to keep with an open wooden notice board. An alternative quote from another carpenter is to be sought for comparison and consideration at the next meeting.

18/631 UPDATE REGARDING IT SUPPORT CONTRACT

The current Parish Office IT Support contract was with Customer First Business Solutions based in Bedford. Since the change in Clerk, they have been asked to provide a quote to replace the current hardware and software in the Office which is in need of upgrading and bringing in line with GDPR regulations, particularly document-sharing with Councillors and backup arrangements. A discussion and agreement on requirements was undertaken with the Clerk and Councillor Davison-Williams in January but since then no quote has been received.

Two other companies with experience of working with local Town & Parish Councils and that have been recommended have been approached. Assign-IT and Antechs Business Support Limited have both provided detailed quotes. Councillor Davison-Williams advised that he will review the packages suggested by the two companies to compare the quotes and will report back to committee at the next meeting.

18/632 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.

18/633 ANY OTHER BUSINESS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA

Councillor Paxton advised members that he will be unable to attend the litter picking event in the afternoon on Saturday 6th April and requested if any other councillors would be available to volunteer and lead the event.

The Assistant Clerk provided members with details for the replacement kissing gate at Arnold Recreation ground, which Central Bedfordshire Council have offered to assist with 50% of the cost, if we can get this agreed and invoiced before the end of March. A meeting with the contractor on site is planned for Tuesday 26th March and final costings will be emailed to all councillors for approval.

The meeting closed at 8.58pm.