

005276

**MINUTES OF A MEETING OF THE POLICIES & RESOURCES COMMITTEE OF
BARTON-LE-CLAY PARISH COUNCIL
MONDAY 27th MARCH 2017 COMMENCING 7.55PM AT THE VILLAGE HALL**

Present: Cllrs Mr L Davison-Williams (Chair), Mr D. Gunter (Vice-Chair), Mrs B. Thomas, Mr J Selley, Mrs G Gardner and Mr M. Wright.

Minutes: Mrs A. Merryweather (Clerk).

1. **APOLOGIES FOR ABSENCE.** – Cllr Mr R. Everson.
2. **SPECIFIC DECLARATIONS OF INTEREST** – None Received.
3. **APPROVAL OF THE MINUTES OF THE COMMITTEE MEETING HELD ON 20th FEBRUARY 2017.** Cllr Davison-Williams PROPOSED approval of 20th February 2017, SECONDED by Cllr Thomas and CARRIED 4 in FAVOUR and 2 ABSTENTION.
4. **MATTERS ARISING:** None Received.
5. **TO APPROVE TRANSFER OF FUNDS FOR BURIAL GROUND SIGN TO EMR 334.**
 - 5.1 Cllr Davison-Williams PROPOSED approval of transfer of £1,322.15 for the Burial Ground sign to Ear Marked Reserve EMR 334, SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED 5 in FAVOUR and 1 ABSTENTION. **ACTION:** Clerk to complete transfer of £1,322.15 from Burial Ground donation to EMR334.
6. **TO REVIEW RISK ASSESSMENT REPORT AND PREPARE ACTION PLAN**
 - 6.1 Cllr Davison-Williams outlined that an action plan needs to be made for any Risk Assessment items with a risk value 4 or above. The Risk Assessment report was reviewed by section for each item with a risk value 4 or above, as follows:

Computing – there is no policy for access & restricted use of password. **ACTION:** Cllr Davidson-Williams to meet with the Clerk to formulate a policy and submit to P&R Committee.

Employment staff – No global plan for staff training. **ACTION:** Clerk to prepare training document to go to P&P, P&R and Full Council.

Loss of key staff. Process documentation. **ACTION:** Clerk/Assistant Clerk to carry out process documentation.

Loss of money through theft – A Credit Control policy has been put in place, it includes timely banking of cash. **ACTION:** A cash handling policy be prepared by the Clerk and taken to P&R Committee.

Precept Setting - **ACTION:** Cllr Davison-Williams to document precept setting with the Clerk.

Land – Deed box key held in a locked draw. Deeds are not kept in a fire proof box. No suitable fire/flood proof storage for essential paperwork. Cllr Thomas wanted to consider offsite storage & Cllr Gunter suggested keeping hard-drive backup offsite. **ACTION:** P&R Committee to consider purchase of a fire proof box for deeds/legal documents and a suitable archive solution.

Security Policy – Security policy required. **ACTION:** Clerk to draft a policy for P&R Committee to seek Full Council approval.

Health & Safety – Draft Health & Safety Policy to be reviewed by P&P and P&R Committee. **ACTION:** Cllr Davison-Williams and the Clerk to review draft Health & Safety Policy.

Health & Safety (Sportsfield use) - **ACTION:** Clerk to draft process for ad hock use of Sports field and pavilion for members of the public. Under take a risk assessment for users of Arnold Recreation Ground and the Sports field to ensure adequate Insurance cover.

- 6.1 Poor Office Conditions - **ACTION:** Clerk to under take a risk assessment to ensure adequate Insurance cover. Cllr Davidson-Williams to prepare a Health & Safety (H&S) Job description with the Clerk. P&R Committee to consider training for Health & Safety representative. (Cllr Davidson-Williams & Cllr Gunter)

Hazardous Substances – Sports Pavilion items need to be reviewed to find a secure place to store hazardous liquids away from the public. **ACTION:** H&S representatives to find secure location and advise Groundsman.

Websites – A Social Media policy has been introduced in February 2017. **ACTION:** Cllr Channon to post a statement regarding privacy for external websites on the Councils new website.

Cllr Wright raised an issue of misinformation being issued on facebook. Cllr Davison-Williams suggested that such instances should be reviewed on a case by case basis at Full Council.

Websites – lack of statistical information on user of the Council website. No Data Protection Disclaimer on website. **ACTION:** Cllr Channon to add statistics and Data Protection disclaimer to Council Website.

Websites – lack of visibility of website search engines. **ACTION:** Cllr Channon to organise registration to ensure search engine is visible.

ACTION: Clerk to add agenda item to Full Council for Review of issues on Barton Parish Council website going live.

Freedom of Information – **ACTION** Review changes in legislation on Data Protection at P&R Committee. Review scale of charges for Freedom of Information at P&R Committee.

7. TO APPROVE THE INTERNAL AUDIT PLAN 2016/17

- 7.1 Cllr Davison-Williams PROPOSED approval of the Internal Audit Plan 2016/17 with amendments to 2.3,2.4 and 3.3, SECONDED by Cllr Wright and CARRIED UNANIMOUSLY. **ACTION:** Submit to be adopted at Full Council.

8. TO CONSIDER PURCHASING A DEVICE FOR AUDIO RECORDING COUNCIL MEETINGS

- 8.1 The Clerk circulated the advice from BATPC regarding recording of meetings.
- 8.2 Cllrs Thomas and Gardner had reservations on audio recording, other Councillors concurred. Cllr Gunter felt there were occasions when a recording would be useful but the disadvantages would outweigh the advantages. Cllr Davison-Williams PROPOSED not to purchase an audio recorder, SECONDED by Cllr Gunter and CARRIED UNANIMOUSLY. **No further action required.**

9. TO CONSIDER SUPPORTING THE HILLFORTS PROJECT BY THE CHILTERNES CONSERVATION BOARD COST £150.

- 9.1 The Clerk circulated the request from Chilterns Conservation Board for the 'Beacons of the Past' Project, prior to the meeting. After discussion the Committee agreed to put the items on the Newsletter to promote research for Hillforts in the Chilterns. Cllr Davison-Williams PROPOSED to make an offer to Chilterns Conservation Board for £150 for the work on the Beacons project, SECONDED by Cllr Cllr Wright and UNANIMOUSLY CARRIED. **ACTION:** Clerk to ask Chilterns Conservation Board how the Parish Council can involve the Community and what actions can be taken to support the project.

10. TO APPROVE STREET LIGHT DESIGN COST FOR THE DOCTORS/VILLAGE HALL ACCESS ROAD.

- 10.1 Cllr Davison-Williams proposed not to approve the street light design costs to the Access Road and recommended looking at alternative solutions for upgrading existing lighting at the Village Hall / Doctors surgery. **ACTION:** The Clerk to inform Ringway Jacobs not to proceed with the design costs for lighting in order to consider upgrading existing light instead.

11. ANY OTHER BUSINESS OF AN URGENT NATURE FOR INCLUSION ON THE NEXT AGENDA- None

Meeting Closed 9.10pm