

**MINUTES OF POLICIES & RESOURCES COMMITTEE OF
BARTON-LE-CLAY PARISH COUNCIL HELD AT THE PARISH OFFICE
ON MONDAY 2nd MARCH 2020 COMMENCING AT 8.28PM**

Present: Councillors Mr L Davison-Williams (Chairman), Mrs B Thomas (Vice-chair), Mr J Selley and Mr J Paxton

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

Minutes: Mrs C Callen

19/652 APOLOGIES FOR ABSENCE – Councillors Mrs G Gardner and Mr A Channon

19/653 SPECIFIC DECLARATIONS OF INTEREST – There were none.

19/654 MATTERS ARISING

The skip at the Allotments has still not been emptied since November. Direct365 have now agreed to arrange for it to be cleared and Credit notes for non-collection applied. A further update is awaited.

The work to migrate the Office IT to the new support provider is in progress. Details of the IT hardware costings have been received, with installation expected by mid-March. Councillor Channon is liaising with Wordpress regarding the Website. Further details will be provided to Councillors once the new email accounts are established.

19/655 APPROVAL OF THE MINUTES OF THE POLICIES & RESOURCES COMMITTEE HELD ON 27th JANUARY 2020

Councillor Davison-Williams **PROPOSED** the approval of the minutes of 27th January 2020, **SECONDED** by Councillor Thomas **with 2 in favour and 2 abstentions**.

Councillor Thomas requested that the Ward Boundaries Consultation update be discussed at the March Full Council meeting.

19/656 TO CONSIDER AND APPROVE THE RECOMMENDATIONS CONTAINED WITHIN THE MINUTES OF THE PAY & PERSONNEL SUB-COMMITTEE MEETING ON 25TH FEBRUARY 2020

A copy of the minutes from the meeting, plus the draft Grounds/Facility Maintenance Person Job Description, Person Specification and Vacancy advertisement and the amended Terms of Reference for the Pay & Personnel Sub-Committee were provided prior to the meeting. Following discussion, Councillor Davison-Williams **PROPOSED** approval of the recommendations contained within the minutes of the meeting of 25th February, **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

Councillor Roberts left at 8.36pm

19/657 TO CONSIDER AND APPROVE THE ANNUAL INVESTMENT POLICY 2020/21

Following a review of the previous Policy, Councillor Davison-Williams **PROPOSED** approval of the updated Annual Investment Policy for 2020/21, **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.

19/658 TO CONSIDER AND APPROVE REINVESTMENT OF THE HAMPSHIRE TRUST BUSINESS BOND

The Hampshire Trust 1 Year Business Bond Issue 24 (1.85%) is due for maturity on 23rd March. The balance for reinvestment will be £85001.17, including accrued interest. Historically, the Parish Council have had a policy for low risk and to reinvest for no more than one year. There are limited options available for investing public sector funds and members are mindful to ensure they are covered by the government protection guarantee up to £85k. Following discussion, Councillor Davison-Williams **PROPOSED** approval of the reinvestment of the maturing capital sum of £83,448.91 in the Hampshire Trust 1 year Business Bond Issue 31 (1.61%), with the maturing interest returned to the Council current account. This was **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**.

19/659 TO CONSIDER AND APPROVE ANNUAL AUDIT PLAN, INTERNAL AUDIT TERMS OF REFERENCE AND INTERNAL AUDIT PROGRAMME

Councillor Davison-Williams **PROPOSED** approval of the Annual Audit Plan for the Year End 31st March 2020, **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.

Councillor Davison-Williams **PROPOSED** approval of the Internal Audit Terms of Reference as amended, **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.

Councillor Davison-Williams **PROPOSED** approval of the Internal Audit Programme 2019/20, **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

19/660 TO CONSIDER AND APPROVE NEW LEASE FOR BARTON TENNIS CLUB

In line with the agreement, the three year review of the rental agreement for the Tennis Club is due. An increase of £100 is due on the rent, which is ring-fenced for the resurfacing works required at the Tennis courts periodically. Councillor Davison-Williams **PROPOSED** approval of the new rental agreement for 2020-22, **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

19/661 TO CONSIDER AND APPROVE DOCUMENT RETENTION POLICY

A draft policy has been prepared by the Clerk, after reference to NALC, SLCC, the Data Protection Officer and other Town & Parish Councils. Following a review of the requirements, Councillor Davison-Williams **PROPOSED** approval of the amended Document Retention Policy, **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**.

19/662 TO CONSIDER AND APPROVE QUOTE FOR FIRE-PROOF DOCUMENT SECURITY CABINET

Under GDPR, the Council are required to ensure the security of all personal information. At present, not all documentation is kept in a fire-proof secure cabinet. As part of the ongoing work to become compliant, the Clerk has requested the purchase of a fire-proof document security cabinet. Councillor Davison-Williams **PROPOSED** approval to purchase a Phoenix Fire Ranger 1514 cabinet from Safelincs at a cost of £1148 plus VAT, **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

19/663 TO CONSIDER HOSTING A PARISH COUNCILLOR 'MEET AND GREET' SURGERY

This was briefly discussed at the last meeting. The Clerk has now worked with PC Konopka to arrange a Police Surgery at the Library on 7th March – Councillor Davison-Williams has agreed to also attend to answer any issues raised by residents and to support the Community Police. A notice has been put on Facebook.

19/664 TO CONSIDER REQUEST FROM POLICE REGARDING A SOCIAL AREA FOR THE BARTON YOUTH

As per PC Konopka's recent Neighbourhood Alert and his discussions with the Clerk, the Parish Council has been asked to consider a request for finding a suitable place for the youths to hang-out and socialise in the Village without causing issues to residents. Following discussion, it was agreed to explore the option of a bandstand structure to be located in Arnold Recreation ground to be used for performances as well as a shelter. This item will be discussed further at the next committee meeting, with the benefit of further research on possible options.

19/665 TO CONSIDER AND APPROVE AMENDMENTS TO THE FINANCIAL REGULATIONS

As per Guidance issued by NALC at the end of last year, revised Financial Regulations have been issued for consideration. This item was deferred to the next Committee meeting, with proposed changes to be highlighted in an alternative, clearer colour.

19/666 TO CONSIDER AND APPROVE THE ANNUAL REVIEW OF EFFECTIVENESS OF SYSTEMS OF INTERNAL CONTROL

Further to the visit by the new internal auditor on 28th February, the Clerk agreed to provide a revised document for consideration at the March Full Council meeting.

19/667 TO CONSIDER AND APPROVE THE COSTS TO RE-DEVELOP THE WEBSITE

Councillors Channon, Davison-Williams and the Clerk have reviewed the Website research undertaken by those Parishes impacted by the 'Bedford Parishes/Cambridge Open Systems' system withdrawal. The recommended provider is Eyelid Productions. The Clerk has contacted them for a quote to set up a new site, including Accessibility compliance, for the Parish Council. Councillor Davison-Williams **PROPOSED** approval for Eyelid Productions to develop a new compliant website for the Parish Council at a cost of £600, **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**. The cost for training and a new '.gov.uk' domain will be discussed at the next Committee meeting.

19/668 ANY OTHER BUSINESS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA

Councillor Davison-Williams and the Clerk agreed to review the plans provided by 'Action Against Crime in Barton-le-Clay' in respect of CCTV locations and provide an update at the March Full Council meeting.

The meeting closed at 10.01pm.