

POLICY & RESOURCES COMMITTEE

Minutes of a meeting of the **Policy & Resources Committee**, held on **Tuesday 22nd October 2019** at 6.00pm, at The Sambrook Centre, Stirchley.

Present: Councillors: C Turley (Chair) R Breeze (Vice-Chair), A R H England J G Loveridge, Mrs J Loveridge (ex-officio), M Randle, and A Watkin.

Also Present: Mrs G Bailey – Parish Clerk, and Mr C Corbett - Committee Secretary (taking the Minutes)

Public Open Session

There were no members of the general public present.

PC/19/16 APOLOGIES

Apologies were received from Cllrs S Roberts (recovery from operation)

Cllr S Parr and Mrs A Corcoran were also unable to attend the meeting.

PC/19/17 MINUTES

It was proposed by Cllr R Breeze and seconded by Cllr M Randle and **RESOLVED – that the minutes of the previous meeting held on 30th July 2019 be approved as a correct record and signed by the Chair.**

PR/19/18 MATTERS ARISING FROM THE MINUTES

None.

PR/19/19 CLERK'S REPORT

The Parish Clerk upon a number of matters including:-

- Traffic Calming – consultation was planned to be held at 5pm -6pm prior to the next Full Council meeting on 26th Nov 2019 at 6pm – it would also be promoted on-line in the week ahead of the event.
- Councillor Allowances – a Remuneration Panel was to be held on 5th Nov, to which four formal responses had been submitted.
- ‘Leaning Bus Stop’ had been reported and Granville Construction had been contacted to examine the structure and assess the work needed.
- Skate Park – in need of repair at Brookside
- VAT Online – recently signed up to the service at an annual licence cost of £59
- Stirchley Recreation Centre – Tenders had been received by T&W and were being assessed.

PR/19/20 FINANCIAL REPORTS

The Committee received reports for Month 6 on the following :- the Receipts and Payments, Monthly Investments and Payroll.

The Clerk made amendments to the Monthly Investment Report and stated a corrected Cash Book 9 balance of £160,000 rather than £180,000 as stated in the report – culminating in a final balance of £255,529.96p.

It was proposed by Cllr Mrs J Loveridge and seconded by Cllr R Breeze and **RESOLVED – that the Receipts & Payments report, the Monthly Investments report as amended and the Payroll report, be approved.**

PR/19/21 HALF YEAR ACCOUNTS -Update

Consideration was given to a report on Expenditure to Budget for April to September 2019. The Parish Clerk explained various elements of the accounts and reported that matters were on budgetary track for the current year.

It was proposed by Cllr Mrs J Loveridge and seconded by Cllr R Breeze and **RESOLVED – that the Half Year accounts indicating expenditure to budget for April/September 2019 be approved.**

PR/19/22 NEIGHBOURHOOD PLAN

The report before the Committee outlined the progress made to date on the Neighbourhood Plan. A number of consultation events had taken place at the Family fun day: The Mallard, the SBPC fun day and the Have your say day: The Sambrook Centre. We will be doing some consultation would also take place at the Brookside Big Bang event. A 'Survey Monkey' questionnaire had been available on line – email invitations had been sent out and to date there had been 117 responses: Detailed feedback will be given to the next Community & Environment Committee meeting.

With regard to Technical Support the Parish Clerk had identified that support will be required for writing the technical parts of the plan / writing planning policy. To that end the Clerk had met with Michael Barker (formerly Assistant Director and Head of Planning at Telford & Wrekin Council) and established that he would be happy to work with the material already produced. His rate was £300 per day and the Clerk was waiting for confirmation of the time required. That would largely depend on whether a sustainability appraisal is needed. Further time may be needed if there were revisions required or further work was required following the Independent Examiner.

The Clerk also recommended that the council consider using Planning for Real to support the statutory 6 week consultation: 4 days at £350 plus materials

As well as the technical support, funding will need to be allocated for printing. I have registered to apply for a grant from Locality. The application must be completed by The Parish Clerk recommended to the Committee that, in order to progress the plan the following recommendations should be considered.

- a) To appoint Michael Barker to supply technical support
- b) To complete application for funding from Locality.

It was proposed by Cllr Mrs J Loveridge and seconded by Cllr R Breeze and **RESOLVED – that Michael Barker be appointed to supply technical support and that an application for funding from "Locality" be completed.**

PR/19/23 WORKS TO THE SAMBROOK CENTRE

The Committee considered a report that outlined a number of outstanding matters and current issues at the Sambrook Centre.

The windows to the side of the Sambrook Centre building were vulnerable to missiles being thrown at them as officers did not have any sight of the activity around this area. Another window needed replacing for the second time. As this happens, even when the centre is open, the best option may be to install a mesh panels, the Clerk hoped to have the work undertaken as soon as possible; prior to the demolition of the recreation centre. Supply and fit 3 no mesh panels for windows powder coated black: Total Price £1,164.96 + vat

Members were reminded that they had agreed to the replacement of the doors in the chat room and the rainbow room with steel doors. These were being fabricated at the moment: Total cost for both doors: £6,464

The 2019/2020 Budget allocated £27,000 for ongoing work to the centre, the expenditure to date was some £18,075 (Ceiling and lighting work), the expenditure already agreed was £6,464 for Doors and the cost for window mesh £1,165 giving a total of £25,704, therefore leaving a balance of some £1,296

In the current five year forecast £7,000 had been allocated to refurbishment of the Sambrook Centre during 2020/2021; projects other than ongoing maintenance. The Parish Clerk proposed:

- Creation of a DDA compliant reception point
- Improve external signage (may require planning permission)
- Replacement of external heating vent (current one is dented and damaged)

Other Matters reported were:-

- A leak during heavy rain in the area around the internal drainage channels.
- Three of the windows will not open / stay open safely. .
- Energy bills still seem very high after the work we have had done. Cllr J G Loveridge suggested a replacement meter may be needed.
- Toilet roll – The parish were are looking at alternative dispensers; either centre feed or single sheet since a recent spate of paper misuse.

Cllr ARH England suggested an examination of an idea to provide free sanitary towels for customers at the Sambrook Centre.

It was proposed by Cllr M Randle and seconded by Cllr R Breeze and **RESOLVED – that the report be approved and in particular the provision of three mesh covers for the windows on the side of the building near the former recreation building.**

PR/19/24 TELFORD & WREKIN TRAVEL ASSISTANCE POLICY

Telford & Wrekin Council had invited the Parish Council to comment on their proposals to review the Travel Assistance Policy.

It was suggested that a an e-mail be sent to all Members to give them the opportunity to respond to the consultation request and submit any comments direct to Telford & Wrekin Council.

PR/19/25 TELFORD & WREKIN COUNCIL TAX SUPPORT SCHEME

The Committee was asked to comment upon the Telford & Wrekin Council Council Tax Support scheme and made the a number of observations including:-

It was suggested that a an e-mail be sent to all Members to give them the opportunity to respond to the consultation request and submit any comments direct to Telford & Wrekin Council.

PR/19/26 MINUTES OF COMMITTEES

Members received, for information, the minutes of the Community & Environment Committee held on 1st October 2019.

Members also received the minutes of the Personnel Sub- Committee held on 15th October 2019 and gave consideration to the recommendations made therein.

It was proposed by Cllr J G Loveridge and seconded by Cllr R Breeze and **RESOLVED – that the recruitment to a new post of Environmental Volunteer Project Officer be approved**

It was proposed by Cllr Mrs J Loveridge and seconded by Cllr R Breeze and **RESOLVED – that the recruitment of an Environmental Apprentice be approved.**

It was proposed by Cllr J G Loveridge and seconded by Cllr R Breeze and **RESOLVED – that The minutes of the Community & Environment Committee held on 1st October 2019 be noted and that remaining minutes of the Personnel Sub – Committee held on 15th October 2019 be approved.**

PR/19/27 **CORRESPONDENCE**
None

PR/19/28 **COUNCILLORS REPORTS** - To receive reports on matters relating to the Committee.
Cllr ARH England – reported upon the poor state of a building extension owned by a local lady that suffered from MS and was finding difficulty maintaining the property. The Clerk suggested that “A Better Tomorrow” be contacted for assistance.

Meeting finished at 7.18pm

Chair

Date