

## **POLICY & RESOURCES COMMITTEE**

Minutes of a meeting of the **Policy & Resources Committee**, held on **Tuesday 27<sup>th</sup> February 2018** at 6.00 pm, at the Sambrook Centre, Stirchley.

**Present:** Councillors: R Breeze (Vice-Chair, in the Chair), R Fagan, Mrs J Loveridge (ex-officio), J Loveridge, S Parr, M Randle, S Roberts and A Watkin.

**Also Present:** Mrs S Middleton – Deputy Parish Clerk, and Mr C Corbett - Committee & Finance Secretary (taking the Minutes)

### **Public Open Session**

There were no members of the general public present.

#### PC/17/47 **APOLOGIES**

Apologies were received from Cllr ARH England (another business engagement) and Cllr C Turley (leave of absence) and were accepted unanimously.

#### PC/17/48 **MINUTES**

It was proposed by Cllr J Loveridge and seconded by Cllr M Randle and **RESOLVED - that minutes of the meeting held on 12<sup>th</sup> December 2017 be confirmed as a true record and signed by the Chair.**

#### PC/17/49 **MATTERS ARISING**

Cllr S Parr, in reference to minute 37, reported an increase in anti-social behaviour in Brookside. He had spoken to the Centre Manager at Brookside Central and suggested that the local police Brookside Team hold evening surgeries to be more present during time of the increased ASB.

#### PC/17/50 **PARISH CLERK'S REPORT**

The Deputy Parish Clerk presented the Clerk's report that highlighted a number of matters including:-

- Building works at the Sambrook Centre – painting the library areas, replacement of the electrical distribution board necessitating the short closure of the Centre, and the installation of the hand rail along the entrance path to the Centre. Cllr S Parr suggested the planting of some fruit bushes along with other shrubs in the plant bed adjacent to the pathway. Also the installation of the ventilation system had been affected by issues with suppliers.
- Grounds & Cleansing Contact – T&W Co had undertaken briefing sessions with local Parish Clerks to explain the new Contract. The implications for the Parish would be discussed at the next Community & Environment Committee.
- Anti-Social Behaviour - Levels had reduced at Stirchley but increased at Bembridge, a follow-up meeting to the recent conference held regarding ASB risk assessments had not yet been arranged by T&W. There was still an issue with incidents reported, apparently not being recorded on police databases.
- Lighting & CCTV at Stirchley District Centre – proposal for improvements to lighting around the Centre plus CCTV at the District Centre surrounds plus a report to the next Full Council.

#### PC/17/51 **FINANCIAL REPORTS**

The Committee received reports for Month 10 on the following :- Receipts and Payment, Cashflow & Account Management and Payroll for Month 10

It was proposed by Cllr J Loveridge and seconded by Cllr M Randle and **RESOLVED - that the Receipts & Payments Report, the Cashflow & Account Management Report and the Payroll Report, as presented, be approved.**

PC/17/52 **RISK ASSESSMENTS**

Members considered and reviewed the following procedures:-

- Organisational Risk Assessment

It was proposed by Cllr A Watkin and seconded by Cllr J Loveridge and **RESOLVED – that The Organisation Risk Assessment document be approved subject to the matter that the Flu Vaccinations for staff members be paid for by the Parish Council.**

- Financial Risk assessment.

It was proposed by Cllr Mrs J Loveridge and seconded by Cllr M Randle and **RESOLVED – that, subject to the amendment of “Inland Revenue” to read “HMRC”, the Financial Risk Assessment document be approved.**

PC/17/53 **INVESTMENT : FAIRSHARE CREDIT UNION**

The Committee considered a report that suggested local investment to Fairshare Credit Union and a recommendation to Full Council. The Parish Council had been considering how it could invest its funds in local organisations, and at a recent Full Council meeting it had been agreed to meet with Fairshare officers to progress the initiative.

The report explained the nature and purpose of Fairshare and suggested a 7 year ‘evergreen loan’ to the credit union with an option to renew after five years. The loan could be allocated from the Parish Reserves and an amount of £30,000 was suggested.

Cllr Parr sought clarification as to whether the Parish Council would as a result, become a Shareholder in Fairshare and the Deputy Clerk agreed to investigate and supply the information.

It was proposed by Cllr A Watkin and seconded by Cllr M Randle and **RESOLVED – that a recommendation be made to the next Full Council to allocate an amount of a minimum of £30,000 to a loan to the Fairshare Credit Union.**

Cllr J Loveridge declare his non-pecuniary interest in the item.

PC/17/54 **INSURANCE/FIXED ASSETS**

The Committee considered and reviewed two reports relating to Insurance and Fixed Assets. Vehicle depreciation was commented upon by members and it was explained that the replacement would usually precede any effects of depreciation.

Cllr Parr questioned the inclusion of the photocopier in the list of fixed assets as it was leased. The Deputy Clerk would clarify and report back.

It was proposed by Cllr J Loveridge and seconded by Cllr M Randle and **RESOLVED – that the report on Insurance and Fixed Assets be approved.**

PC/17/55 **EASTER YOUTH ACTIVITIES**

The Deputy Clerk presented a report that outlined suggested youth activities for the Easter period. The activities included games, archery, inflatables, arts & Crafts and mobile skate ramps. The activities would operate Mon/Wed/Fri from 2<sup>nd</sup> April to 13<sup>th</sup> April. The cost of delivering the 6 sessions would be £4,500 and would be 50% funded by Brookside Big Local.

It was proposed by Cllr M Randle and seconded by Cllr S Parr and **RESOLVED – that a contribution of £2,250 be made from the developing youth services budget for the activities outlined with in the report.**

PC/17/56 **AUDITOR'S REPORT**

The Committee considered the 2<sup>nd</sup> interim Report of the Internal Auditor that related to receipts, till takings, VAT claims and payroll. Overall finding had supported the fact that the Council had met the key control objectives in the areas examined.

Members expressed particular thanks to the Audit Committee, whose role it was to oversee the processes.

It was proposed by Cllr R Breeze and seconded by Cllr M Randle and **RESOLVED – that the 2<sup>nd</sup> interim Report of the Internal Auditor be acknowledged.**

PC/17/57 **MINUTES OF COMMITTEES**

The Committee received, for information, the minutes of the Community & Environment Committee held on 6<sup>th</sup> February 2018.

PC/17/58 **CORRESPONDENCE**

There were no items of correspondence requiring action.

PC/17/59 **COUNCILLORS REPORTS**

The following Councillors reports were made relating to matters relating to the Committee.

- Cllr Mrs J Loveridge expressed thanks to Cllr T Bate and Cllr M Randle for contributions to the Community Fridge at Brookside.- and congratulations to Cllr S Roberts for becoming the new Chair of Brookside Big Local (and Clare as Vice Chair)
- Cllr J Loveridge reported the issue of potholes on Brookside and was pleased at the completion of the filling in of the subways on Brookside.
- Cllr S Parr reported the increase in ASB in the area, and the need for pedestrian crossings across the Brookside perimeter road to replace the underpasses.

Meeting finished at 6.58 p.m.

Chair .....

Date.....