

## **POLICY & RESOURCES COMMITTEE**

**Minutes** of a meeting of the **Policy & Resources Committee**, held on **Tuesday 29<sup>th</sup> November 2016** at 6.00 pm, at the Sambrook Centre, Stirchley.

**Present:** Councillors: ARH England (Chair), A Watkin (Vice –Chair), R Breeze, R Fagan, Mrs J Loveridge (ex-officio), J Loveridge, , M Randle, C Turley, Mrs J Turley,

**Also Present:** Mrs G Bailey, Parish Clerk/RFO, Mrs S Middleton (Deputy Clerk/Community & Facilities Manager) and Mr C Corbett, Committee & Finance Secretary (taking Minutes)

### **Public Open Session**

There were no members of the public present.

### **PC/16/27 APOLOGIES.**

Apologies had been received from Cllr Mrs J Turley (illness) and were accepted by the Committee. Also Cllr S Parr was unable to attend.

There were no declarations of interest in non-pecuniary matters.

### **PC/06/28 MINUTES**

**RESOLVED - that the minutes of the previous meeting, held on 27<sup>th</sup> September 2016, be confirmed as a true record and signed by the Chair.**

### **PC/06/29 MATTERS ARISING**

In reporting any matters arising from the minutes of the last meeting, Cllr Breeze commented that his copy of the Parish Newsletter had only just been delivered and the Clerk agreed to investigate the issue. Cllr England suggested a look at alternative measures of conveying the parish news to the community.

### **PC/06/30 AUDIT COMMITTEE**

**RESOLVED – that, subject to a reference to the “Trading Name” of a company in Minute AU/16/15, the minutes of the Audit Committee held on 24<sup>th</sup> November 2016, as tabled at the meeting, be confirmed as a true record and signed by the Chair.**

### **PC/06/31 CLERK’S REPORT**

The Parish Clerk presented a report regarding current matters in the Parish. Members agreed to close the Sambrook Centre on the afternoon of the Staff Christmas function on 21<sup>st</sup> December. Furthermore the Clerk reported upon monies allocated from the T&W Councillor Pride Funds from Unitary Councillor Cllr Nathan England to enable the Parish Council to buy much needed IT Equipment for the Sambrook Centre for public use. The equipment included a TV for community messages, an iPad for the children’s area and a portable PA system for use at events etc.

Also reported were the measures being planned for the Library Volunteers prior to the start of the Parish \Library on 12<sup>th</sup> December.

**PC/06/32**      **FINANCIAL REPORTS**

The Committee received reports on the following

- Receipts and Payments
- Cashflow and Account Management
- Payroll

It was proposed by Cllr Mrs 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/06/33**      **BUDGET 2017/18**

The Parish Clerk presented a document that outlined the proposed budget for the Committee for 2017/18. It was planned that the increase could be kept to under 2%. The budget did contain funds allocated for the refurbishment of the Sambrook Centre and the renovation of the centre roof including the installation of energy saving solar tiles. However the Clerk reported that there was and expected underspend on the present year's budget due to the building works not yet started and those monies would be placed in reserves at the year end. Members commented on a number of points including the importance of work on the Parish Plan, funds to maintain use/upkeep of the Brookside Centre building and the overall aim to maintain a controlled budget for the Parish.

It was proposed by Cllr J Loveridge and seconded by Cllr C Turley and **RESOLVED that the proposed budget for the Policy & Resources Committee for 2017/18 be approved for submission to the Full Council in January 2017.**

**PC/06/34**      **POLICIES & PROCEDURES**

The Committee received a report that outlined the need to review certain Policies and Procedures of the Parish Council

It was proposed by Cllr J Loveridge and seconded by Cllr C Turley and **RESOLVED that the report on the Publication Scheme, as presented, be approved.**

It was proposed by Cllr J Loveridge and seconded by Cllr R Breeze and **RESOLVED that the report on Records & Retention, as presented, be approved.**

It was proposed by Cllr J Loveridge and seconded by Cllr Mrs J Loveridge and **RESOLVED that the report on Terms of Reference of Standing & Sub Committees, as presented, be approved.**

**PC/06/35**      **COUNCILLORS REPORTS**

The meeting received Councillors' reports on matters relevant to the committee.

- a) ARH England – vandalism of the notice board at Brookside Centre.
- b) J Loveridge – fly tipping at Beaconsfield Flats
- c) Mrs J Loveridge – fly tipping at Burford and window damage at Brookside Central.
- d) R Breeze – general fly tipping but reported to T&W and cleared away the same day.

Meeting finished at 7.11 p.m.

## **Clerks Report November 2016**

### **1. Staff Christmas Meal**

Our annual staff Christmas meal is planned for Wednesday 21<sup>st</sup> December 2016. I would be grateful for the usual agreement to close the Sambrook Centre for the afternoon. There are no room bookings at the Sambrook Centre.

### **2. Councillor Pride Funds**

We have received funds from Cllr Nathan England towards projects in Stirchley. £800 has been allocated from environmental funds for a reprint of leaflets for Madebrook Pools and towards a more robust information panel on the site. £800 has been allocated for the following purchases for the Sambrook Centre:

- TV for community message display in café area
- Ipad 4 and counter display for children's area
- Portable PA system (to be used for parties / skate jams etc)
- Interactive items for children's area.

The total amount of Borough Councillor grant funding allocated to Parish Council projects this year is £2,120 thank you to all involved.

### **3. Library Volunteers**

Sam is busy signing up volunteers for the library service. As part of the agreement with TWS anyone wishing to volunteer must be DBS checked, have an email address and sign up to the Telford & Wrekin Corporate Information Security Policy. Please contact Sam Smith if you are interested in volunteering.