

## **POLICY & RESOURCES COMMITTEE**

Minutes of a meeting of the **Policy & Resources Committee**, held on **Tuesday 26<sup>th</sup> February 2019** at 6.00pm, at The Sambrook Centre, Stirchley.

**Present:** Councillors: ARH England (Chair)  
J Loveridge,  
Mrs J Loveridge (ex-officio),  
M Randle,  
Miss S Roberts  
Miss S Vaughan-Hodkinson.  
A Watkin

**Also Present:** Mrs G Bailey – Parish Clerk, and Mr C Corbett - Committee & Finance Secretary

**Public Open Session**

There were no members of the general public present.

**PC/18/42 APOLOGIES**

Apologies were received from Cllrs C Turley (another meeting), and R Breeze (illness) and were accepted unanimously.

Cllr S Parr was also unable to attend the meeting.

**PC/18/43 MINUTES**

It was proposed by Cllr Mrs J Loveridge and seconded by Cllr M Randle and **RESOLVED – that the minutes of the previous meeting held on 11<sup>th</sup> December 2018 be approved as a correct record and signed by the Vice-Chair.**

**PR/18/44 MATTERS ARISING FROM THE MINUTES**

None.

**PR/18/45 CLERK'S REPORT**

The Parish Clerk presented a report that outlined a number of matters including: -

Traffic Calming Brookside Avenue - There have been a number of incidents on Brookside Avenue, and high sided vehicles were being parked on Brookside Avenue making it extremely difficult and dangerous to cross the road. The Clerk had updated TWC highways and been advised that improvement plans would be delivered in the next financial year.

Open Day / Promotional Event at The Sambrook Centre on Tuesday 19<sup>th</sup> March –to raise awareness and hopefully income for the Centre.

Brookside Youth Group

The first session of Brookside Youth club will be on Thursday 28<sup>th</sup> February, further sessions will be on Wednesday and Thursday evenings for 13 to 18 year olds.

Social Media Accounts - the Parish Council was on Twitter @stirchleyandbr1 plus Instagram at @thesambrookcentre. The Sambrook Centre and the Parish Council had Facebook pages.

Citizens Advice – Telford and Wrekin - The funding agreement would end on 31<sup>st</sup> March 2019; the annual grant of £3,000 had been approved as part of the budget for 2019-2020.

Email and General Data Protection – Members were reminded that any emails sent by Councillors could be subject to requests under the data protection act. The Clerk had also previously recommended that members set up an account just for emails relating to their Councillor role, as a request for information could lead to the contents of the entire inbox being made public. Telford and Wrekin Council had also issued a protocol that the Clerk advised members to look at.

Stirchley Recreation Centre – The building had become a hot spot for anti-social behaviour. The Parish Council had requested that the external lighting be put on and the cameras put back into use. Also, due to the amount of destruction, and the disturbance to asbestos, within the building it had now been deemed unsafe to enter. Work has now started to isolate utility supplies in preparation for demolition. We have not been made aware of plans for the site although some time ago we were advised that it had been earmarked for sheltered housing.

Anti-Social Behaviour – 2 weeks since last event and with the lighter evenings the groups tend to move off to other areas. The older group (19-20 year olds) seem to be using the benches at the front more, and that did seem to deter the younger ones. There was a violent incident outside the centre involving pupils from the Park School on the last day of term plus there was an incident on of the last day of the winter term in December which spilled into the centre. Therefore the Council would be requesting Police presence for the last day of term before Easter.

Tree Work at the Allotments - Work as planned will take place on the 14/15<sup>th</sup> of March.

Local Government Elections 2<sup>nd</sup> May 2019 – The Clerk had been advised that the Parish Council costs for this year's elections would be significantly higher than 2015. This is partly because there is no general election. The cost where a ward is uncontested will be £140. Estimated costs where a ward is contested were Brookside Ward £5,091, for Holmer Lake Ward £612 and for Stirchley Ward 3,098 totalling some £8,801. The Parish Council had £7,000 in earmarked reserves for elections. Nomination packs would be available to candidates from the Parish Council office.

Particular reference was made to the anti-social behaviour of youths and their impact on users of the Centre.

**PR/18/46 FINANCIAL REPORTS**

The Committee received reports for Month 10 on the following :- the Receipts and Payments, Cashflow and Account Management and 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/18/47 REVIEW OF POLICIES**

The Committee considered and reviewed the following policies:- Complaints Procedure, Equality & Diversity Policy, Publication Scheme, Investment Strategy, Social Media Policy and Media Policy.

With Reference to the Social Media Policy, Cllr A England urged all councillors to be careful in the use of social media accounts so as to protect themselves and the Parish Council from any complaints of misuse, etc.

It was proposed by Cllr Mrs J Loveridge and seconded by Cllr M Randle and **RESOLVED that the above policies and procedures, as presented, be approved.**

**PC/18/48 INSURANCE & FIXED ASSETS**

The Parish Clerk presented a report on the current level of insurances and fixed assets held by the Parish Council. An updated report was tabled that now included the loan made to the local Credit Union that was classed as a fixed community asset.

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

**PC/18/49 RISK ASSESSMENTS**

Members received a report on Organisational Risk Assessment and Financial Risk Assessment.

Cllr A Watkin suggested the inclusion of a Business Continuity Plan and the Clerk agreed to include such in the list of risks. Also for future inclusion was a Lock Down procedure. Furthermore, Cllr A England stated that he would ask Borough Council officers to furnish the Parish Council with details of their Emergency Action Plan for information. The Clerk agreed to circulate a revised Organisational Risk Assessment document to all Councillors. There were no suggested amendments to the Financial Risk Assessment document.

It was proposed by Cllr Mrs J Loveridge and seconded by Cllr M Randle and **RESOLVED – that the reports on Organisational Risk Assessment, to include the suggested amendments and circulated, and Financial Risk Assessments be approved.**

**PC/18/50 TERMS OF REFERENCE OF COMMITTEES**

The Committee reviewed the Terms of Reference of the Parish Council's Committees.

The Clerk commented that the composition of the Community & Environment Committee had fallen from a previous number of 9 seats to a present level of 8. There was a short debate on the number of positions on the Committee and whether it should be increased to 9 seats. However, following a show of hands, the Committee voted to retain the number of positions on the Committee at 8 seats.

It was proposed by Cllr M Randle and seconded by Cllr J Loveridge and **RESOLVED – that the report, amended to show the Community & Environment Committee to comprise 8 seats, be approved.**

**PC/18/51 LONE WORKING & PERSONAL SAFETY TRAINING**

The Parish Clerk presented a proposal for lone working and personal safety training at a cost of £940 for one full day for 16 places plus expenses to be delivered by the Suzy Lamplugh Trust. Members were fully supportive of the proposal that would benefit staff in being aware of potential issues relating to lone working. The training would be provided by a trained officer and Cllr A England suggested that lunch would be provided for the course members. Brookside Central and Big Local would be requested to pay for their staff to attend the course. as the Parish Council would do similar for their staff.

It was proposed by Cllr S Roberts and seconded by Cllr J Loveridge and **RESOLVED – that the proposal for the Lone Working & Personal Safety Training be approved.**

**PC/18/52 ROOFING REPAIRS**

A quotation for replacement of broken roofing slates at the Sambrook Centre had been received and the Parish Clerk sought formal approval of the quotation for the required works.

It was proposed by Cllr A England and seconded by Cllr J Loveridge and **RESOLVED – that the quotation of £790 for the roofing repairs, be approved.**

**PR/18/53 MINUTES OF COMMITTEES**

Members received, for information, the minutes of the Community & Environment Committee held on 4<sup>th</sup> December 2018.

**PR/18/54 CORRESPONDENCE**

The Clerk presented any correspondence requiring action – none.

**PR/18/55 COUNCILLORS REPORTS**

To receive reports on matters relating to the Committee :-  
Cllr J Loveridge commented that the "Leaning Bus Stop" on Brookside Avenue needed attention.

**PR/18/56 EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED – that the press and public be excluded from the meeting for the following item of business on the grounds that it may involve the likely disclosure of exempt information in relation to information relating to any consultations or negotiations, contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority, as defined in paragraph 4 of Part 1 of Schedule 12A of the Local Government Act 1972.**

**PR/18/57 PERSONNEL SUB-COMMITTEE**

**RESOLVED – that the minutes of the Personnel Sub-Committee of 6<sup>th</sup> February 2019, and the recommendations contained therein, be approved.**

Meeting finished at 7.21pm

Chair .....

Date .....