

POLICY & RESOURCES COMMITTEE

Minutes of a meeting of the **Policy & Resources Committee**, held on **Tuesday 17th December 2019** at 6.00pm, at The Sambrook Centre, Stirchley.

Present: Councillors: C Turley (Chair), A R H England, M Randle, and Miss S Roberts.

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/19/29 APOLOGIES

Apologies were received from Cllrs J G Loveridge, and Mrs J Loveridge (illnesses) and Cllr R Breeze (illness) and were accepted unanimously.

Cllr Mrs A Corcoran, S Parr and A Watkin (apology received after the meeting) were also unable to attend the meeting.

PC/19/30 MINUTES

It was proposed by Cllr M Randle and seconded by Cllr A England and **RESOLVED – that the minutes of the previous meeting held on 22nd October 2019 be approved as a correct record and signed by the Chair.**

PR/19/31 MATTERS ARISING FROM THE MINUTES

None.

PR/19/32 CLERK'S REPORT

The Parish Clerk presented a report that outlined a number of matters including: - **CCTV** - The internal CCTV at the Sambrook Centre had been installed during the week commencing 9th December. The Clerk stated that she was meeting with Alex Footman, West Mercia Police, on the 17th of December to talk about a wider CCTV project to cover the external areas and Stirchley District Centre. Following that meeting a number of measures were suggested, including

- Using volunteers, West Mercia Police would be taking responsibility in the future for the monitoring of CCTV cameras in the Borough, from TWC.
- WMP and TWC have contributed to a fund and, along with a grant from the PCC, would be replacing out of date cameras across the borough.
- There was an opportunity for SBPC to purchase cameras which would cover the Sambrook Centre and Stirchley District Centre, however, It was anticipated that the cameras would cost approximately £1,500 each to install.
- Alex suggest to the Clerk that 5 – 8 cameras would give good coverage for the area around the Sambrook Centre and there would be an annual maintenance charge (to be determined)
- It was apparent that there was no lighting around the external areas of the Centre after the Coop supermarket had closed and no lighting in the vicinity

- Cameras will have infrared capability which would allow approximately 70m of coverage in the dark and as the cameras would be operated by WMP they would be responsible for compliance and GDPR

Members supported in principle the development of a CCTV coverage of the external areas around the Sambrook Centre and were informed that the proposals could cost in the region of circa £20k and would require inclusion in a budget precept calculations. Consequently it was proposed by Cllr A England and seconded by Cllr M Randle and was **RESOLVED – that a proposal to explore the installation of CCTV cameras around the Sambrook Centre, in association with TWC and WMP, be submitted to the next meeting of the Full Council in January.**

Beckbury Play Area – The Parish had been successful in a grant bid from Veolia for play equipment at Beckbury Drive, towards a total project budget of some £24,960. That sum would be supported by the Grant awarded of £21,425. However a 3rd party contribution of £3,535 was required plus a 10% grant CTP of £2,143 (payable to Veolia prior to release of grant), giving an amount required to proceed of some £5,678. That amount could be supported to some extent by earmarked reserves of £690 and Councillor pride fund (Jackie Loveridge): £600

A meeting was being arranged with the Friends of Beckbury Drive to discuss the options for the play equipment. They needed them to apply for match grant funding and potential sources were: Brookside Big Local community chest:£500 and Idverde: £1,000

Councillors were reminded that they would need to consider the allocation of funding for the project as part of the budget setting process in January.

It was **Resolved – that the matter be forwarded to the next meeting of Full Council for consideration to allocate funding in the 2020/21 budget for the Council.**

Brookside Skate Park - Work was not complete as there were some issues with the installation which were to be resolved.

Stirchley Recreation Centre - There had been a couple of incidents of anti-social behaviour around the site involving young people attempting to damage the CCTV cameras. Police attended. The footage was not good enough for identification.

Staffing Update - Leah Moore was welcomed back as Environmental Volunteer Project Officer. Anyone interested in getting involved in any projects were urged to contact Leah via either the Parish Office or Big Local.

In addition to the report, the Parish Clerk reported upon a proposal for signage at Brookside Central and Members supported a preferred option of “Brookside Central Community Centre”

Finally, the Clerk wished everybody a Happy Christmas and best wishes for the New Year

PR/19/33 FINANCIAL REPORTS

The Committee received reports for Month 8 on the following :- the Receipts and Payments, Cashflow and Account Management and Payroll.

It was proposed by Cllr A England 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.**

Note : the next agenda item was considered out of numerical sequence, to be before the budget item at PR/19/34.

PR/19/35 LOCAL GOVERNMENT PENSION SCHEME

Members received the Actuarial Valuation for the Local Government Pension Scheme and were requested to consider contribution levels for 2020 to 2023.

It was proposed by Cllr M Randle and seconded by Cllr S Roberts and **RESOLVED that an Actuarial Valuation contribution level of 16.6% be supported.**

PR/19/34 BUDGET 2020/2021

Following the previous agenda item considered before the budget, Consideration was now given to the report on the 2020/2021 Budget for the Committee. The Parish Clerk presented the suggested budget for the Committee and recommended its approval.

Shropshire Pension Scheme

There were two staff members in the Shropshire County Pension Scheme. The budget for staff costs was based on the existing rate of 14.8%. The actuarial valuation was 15.8% with no lump sum additional £705. However, the Committee resolved previously to adopt a level of 16.6% with £300 lump sum additional £1,569 – see resolution above.

Parish Basic / Chairs Allowance

The draft budget was based on a 20% increase in allowances. Total of £9,000
The recommendation from the Telford & Wrekin Remuneration Panel is that the maximum basic allowance was £650 and the maximum chairs allowance was £1,300. Total of: £9,750
Of the Parish's 13 members, one is not eligible for the allowance and two have chosen not to take the allowance.

Members were informed that they would have the opportunity to discuss and vote on the levels of allowances, and when they should apply from, in January rather than in May to allow an appropriate budget to be set.

Income – The Parish had been successful in securing an all-day weekly booking at the centre from Nordoff Robbins who would be offering free music therapy sessions. This was not only a fantastic service for our community but would contribute in the region of £2,500 of income.

Staff Costs - Negotiations were in progress at a national level for the 2020/21 pay settlement. The lowest scale presently at the Parish was scale 4 at £9.55 per Hour. The recommended living wage for 20/2021 (living wage foundation) was £9.30 and the Clerk had budgeted for £10 minimum hourly rate across the board plus a 1% increase in salary for staff already earning over £10. The 10% increase in salary would cost Stirchley and Brookside Parish Council an additional £13,055 in staff costs.

Pensions - The Shropshire County Pension Scheme was due for revaluation this year. Staffing costs will be reviewed once the new employer contributions had been received.

Sambrook Centre - Budgets for service charges, utilities and maintenance and repairs had been increased, which would deal with general increases in costs due to inflation, general wear and tear as well as criminal damage to the buildingⁱ. Furthermore, as the major refurbishment works had now been completed the budget for ongoing refurbishment had

been reduced to £7,000. Some projects to consider for the future would be. Creating DDA compliant reception / coffee making area - Installing / replacing roller shutters - Replacing boiler door - Replacing damaged heating vent and Improving signage. However, Income for the centre was lower than the 2019/20 budget. One of the slimming world groups that used the building in the evenings had since folded.

Civic Costs - There had been a recommendation made by the Remuneration Panel regarding Councillor allowances. The budget was based on a 20% increase in allowances; based on 13 Cllrs and the Chair taking the full allowance. The suggestion was for the Councillor Allowances to be agreed at the January Full Council rather than the AGM in May.

Administration Costs - Administration costs remained fairly static. There would be an increase of £162 on the SALC subscription.

Grant Funding - Financial year 2020/21 is the last year the Parish Council will receive grants under the three year agreements with Telford & Wrekin for youth services and Beckbury Play area.

2020/21 will also be the last year any Council will receive the CTS grant as the new Local Funding arrangements come into place.

Projected end of year

	March 2019
Represented By	
General Purpose Fund	96,820
Earmarked Reserves	
Elections	7,000
PET Scheme	8,575
Big Local	107,102
CTS Grant Reserve	30,500
Beckbury Play Area	650
Brookside Youth Club	18,671
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	269,318
Estimated underspend	£18,000

Both committee budgets will go forward to the January Council meeting for final approval and setting of the precept.

It was proposed by Cllr M Randle and seconded by Cllr S Roberts and **RESOLVED – that the budget of £172,467 as presented, for the Policy & Resources Committee for 2020/2021, plus future consideration of the additional funding for the suggested exterior CCTV provision for the Sambrook Centre, be approved.**

PR/19/36 POLICIES AND PROCEDURES

The Committee gave consideration to the following policies and procedures:-

a) Fixed Asset Policy

It was proposed by Cllr S Roberts and seconded by Cllr M Randle and **RESOLVED that the Fixed Assets Policy, as presented, be approved.**

- b) General Privacy Notice
It was proposed by Cllr S Roberts and seconded by Cllr M Randle and **RESOLVED that the General Privacy Notice, as presented, be approved.**
- c) Privacy Policy
It was proposed by Cllr S Roberts and seconded by Cllr M Randle and **RESOLVED that the Privacy Policy, as presented, be approved.**
- d) Anti-Bullying & Harassment Policy
It was proposed by Cllr S Roberts and seconded by Cllr M Randle and **RESOLVED that the Anti-Bullying & Harassment Policy, as presented, be approved.**
- e) Redundancy Policy & Procedure
It was proposed by Cllr S Roberts and seconded by Cllr M Randle and **RESOLVED that the Redundancy Policy & Procedure, as presented, be approved.**

PR/19/37 MINUTES OF COMMITTEES

Members received, for information, the minutes of the Community & Environment Committee held on 3rd December 2019.

PR/19/38 CORRESPONDENCE

The Clerk presented any correspondence requiring action - none.

PR/19/39 COUNCILLORS REPORTS

To receive reports on matters relating to the Committee :-
Cllr M Randle commented upon the recent success of the Pensioners Party held at Great Hay Golf Hotel, Sutton Heights.
Cllr SA Roberts stated that the recent Swap Shop event had been a success

Meeting finished at 6.54 pm

Chair

Date
