



POLICY & RESOURCES COMMITTEE

Minutes of a meeting of the **Policy & Resources Committee**, held on **Tuesday 27th September 2016** at 6.00 pm, at the Sambrook Centre, Stirchley.

Present: Councillors: A Watkin (Vice –Chair in the Chair), R Fagan, Mrs J Loveridge, J Loveridge, S Parr, M Randle, C Turley, Mrs J Turley,

Also Present: Mrs G Bailey, Parish Clerk/RFO, and Mr C Corbett, Committee & Finance Secretary (taking Minutes)
Also in attendance – S Middleton.

Public Open Session

There were no members of the public present.

As the Chair, Cllr A England was not present at the Committee, the Vice-Chair Cllr A Watkin took the Chair for the meeting.

PC/16/19 APOLOGIES.
Apologies had been received from Cllr A England and Cllr R Breeze and were accepted by the Committee.

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

PC/16/20 MINUTES
It was proposed by Cllr Mrs J Loveridge , seconded by Cllr M Randle and **RESOLVED** that the minutes of the last meeting held on 26th July 2016 be confirmed as a true record of the meeting. The Chair signed the minutes.

Matters Arising – Members commented upon any matters arising from the minutes since the last meeting, as follows :-
Cllr Mrs Turley said the recent Parish Newsletter had received many compliments regarding its content, but there were still certain delivery problems

PC/16/21 CLERK'S REPORT
The Committee received the Clerk's Report and considered the content and recommendations contained within, as follows:-

a) Library Service

It was noted that the Library Service had been approved by T&W Cabinet and now work would begin on operational details including retaining the mobile library service.

b) The Sambrook Centre

It was noted that the exchange on the purchase of the Sambrook Centre had been delayed. The area adjacent to the new entrance had been transferred to the Academy Trust – T&W were to resolve the matter.

The Clerk reported that she had had a recent meeting with Chris Goulson and Fliss Mercer from T&W regarding the land transfer to the school. Mr Goulson had written to the School to ensure that the access to the Sambrook Centre would be maintained. Furthermore, the Clerk had been invited to a Site Meeting at the School to discuss the issue.

Cllr Mrs Turley enquired about the perceived error in the land transaction and was assured that it was a procedural issue that had been identified before contracts were to be exchanged and would be resolved before the Parish Council to responsibility for the Centre.

c) Christmas Closure

The Clerk reminded the Committee of the Christmas Bank Holidays of Monday 26th and Tuesday 27th December. She proposed that the Sambrook Centre close on 23rd December and re-open on 3rd January 2017

It was proposed by Cllr J Loveridge and seconded by Cllr Mrs Loveridge and **resolved** that the Sambrook Centre close on 23rd December and re-open on 3rd January 2017 during the Christmas period.

PC/16/22

FINANCIAL REPORTS – Month 5

a) Receipts and Payments

b) Cashflow and Account Management

c) Payroll

It was proposed by Cllr Mrs J Loveridge and seconded by Cllr Mrs J Turley and **resolved** that the Receipts & Payments Report, the Cashflow & Account Management Report, and the Payroll report, as presented, be approved.

PC/16/23

ANNUAL RETURN 2016/16

The Committee received the Annual Return noted the external auditors comments.

<http://www.stirchleyandbrooksideparishcouncil.gov.uk/Annual-Return.aspx>

PC/16/24

RE-EVALUATION OF RATES

A report was presented on revaluation of rates and agree appointment of Johnson Fellows to act as agents on behalf of Stirchley and Brookside Parish Council. A Re-Evaluation request had been submitted after the work of the Johnson Fellows representative, Mr D Bullimore, (of Johnson Fellows) had identified an over-estimation of rates paid of some £20k to £25k which could be claimed by the Parish Council.

It was proposed by Cllr J Loveridge, seconded by Cllr Mrs J Loveridge and **agreed** that Johnson Fellows be engaged to act as agents on behalf of Stirchley & Brookside Parish Council, in the re-evaluation of its rates.

PC/16/25

To receive any other correspondence for information

- a) A letter of invitation had been received from Telford & Wrekin Council to the forthcoming Civic Carol Service on 1st December 2016 and the Festival of Remembrance on 13th November 2016. The invitation documents would be circulated to all Members

PC/16/26

To receive councillors' reports on matters relevant to the committee:

- a) **S Parr & C Turley** – commented on the T&W Budget Consultation process and reported that the appeals on staffing issues would start this Friday
- b) **M Randle** – said that rubbish on the Brookside estate was getting to be less of a problem in recent times but was still an ongoing issue.
- c) **J Loveridge** – flytipping had quietened down somewhat.
- d) **Mrs J Loveridge** – a male individual had been seen around the Centre talking to children – that matter had been reported.
- e) **Mrs J Turley** – the issue of rats had been raised by residents again and there was a need for all to be vigilant
- f) **M Randle** – need for Dog Mess Bags – Clerk to follow up with T&W

There being no further business the meeting closed at 6.38 p.m.

Signature: Date:

Appendix A

Minutes of a meeting of the **Policy Committee**, held on **Tuesday 26th July 2016** at the Sambrook Centre commencing 6pm

Present: Councillors: A England (Chair), R Breeze, R Fagan, Mrs J Loveridge, J Loveridge, S Parr, M Randle, C Turley, Mrs J Turley, A Watkin

Also Present: Mrs G Bailey, Parish Clerk/RFO, Mrs V Brain (taking Minutes)

Public Open Session

There were members of the public present, including members of the Stirchley Allotments Association, but there were no questions from the public.

PC/16/01 To elect a Chair for the year 2016-2017
Cllr A England was nominated by M Randle and seconded by Mrs J Loveridge. Cllr A Watkin was nominated by R Breeze and seconded by S Parr. A vote was taken and Cllr A England was elected by majority vote (there was one abstention). It was therefore **agreed** to elect A England as the Chair of the Policy Committee for the year 2016-2017.

PC/16/02 To elect a Vice Chair for the year 2016-2017
Cllr A Watkin was nominated by Mrs J Loveridge and seconded by R Breeze. It was **agreed** to elect A Watkin as the Vice Chair of the Policy Committee for the year 2016-2017.

PC/16/03 To receive apologies and declarations of interest in non-pecuniary matters.
There were no apologies.

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

PC/16/12 To consider an application from Stirchley Allotments Association for a Community Shed
*It was **agreed** to move this Agenda item to the beginning of the meeting, as it was of interest to the members of the public present.*
It was proposed by R Breeze and seconded by Mrs J Loveridge and **agreed** that the Stirchley Allotments Association should be given permission to erect a community shed on the allotment site.

PC/16/04 To receive the minutes of the previous meeting held on Tuesday 26th April 2016
It was proposed by S Parr, seconded by R Breeze and **agreed** to receive the minutes of the last meeting. The Chair signed the minutes.

PC/16/05 To receive the clerk's report and consider any recommendations contained therein
a) Purchase of 4G/internet handset for the Environmental Maintenance Supervisor at a one-off cost of around £65-70, to be used with a Pay as you Go SIM card.
It was noted that this would enable the use of the Everyday Telford app for reporting local issues to Telford & Wrekin Council.

It was proposed by M Randle, seconded by Mrs J Loveridge and **agreed** that a 4G/internet handset should be purchased.

b) Ongoing Projects

It was noted that the proposal for a Community Library has been submitted to Telford & Wrekin Council for consideration. The work relating to taking on the management of Brookside Central is on a tight timescale, but is progressing well. As Chair of the Policy Committee, A England thanked Mrs Bailey for all the additional work that she has been doing relating to the big projects that the Parish Council is currently undertaking.

c) Newsletter

The newsletter has previously been produced using a photocopier. The latest edition is being professionally printed on good quality A3 paper, which will be more expensive.

It was proposed by J Loveridge and seconded by M Randle and **agreed** that there should be a virement from the Contingency Budget to the Newsletter Budget in order to increase the Newsletter Budget for 2016-17 from £950 to £2,000. Mrs Bailey encouraged councillors to contribute articles for the newsletter, including items about local events that they have attended.

PC/16/06

To receive financial reports for month

a) Receipts and Payments

It was proposed by M Randle and seconded by J Loveridge and **agreed** that the Receipts and Payments report should be approved.

b) Cashflow and Account Management

It was proposed by M Randle and seconded by J Loveridge and **agreed** that the Cashflow and Account Management report should be approved.

c) Payroll

It was proposed by Mrs J Loveridge and seconded by C Turley and **agreed** that the Payroll report should be approved.

PC/16/07

To appoint members to the Audit Sub Committee

It was proposed by Mrs J Loveridge and seconded by J Loveridge and **agreed** that the following councillors would be members of the Audit Sub Committee for 2016-2017:
S Parr, C Turley, A Watkin

PC/16/08

To appoint members to the Personnel Sub Committee

It was proposed by Mrs J Loveridge and seconded by M Randle and **agreed** that the following councillors would be members of the Personnel Sub Committee for 2016-17:
A England, Mrs J Loveridge, S Parr, C Turley, J Turley

PC/16/09

To appoint members to the Appeals Sub Committee

It was agreed that the following councillors would be members of the Appeals Sub Committee for 2016-2017:
R Breeze, M Randle, A Watkin

- PC/16/10** **To receive the minutes of the Community and Environment Committee 5th July 2016**
Mrs Bailey reported that new signs stating that Northwood Terrace is parking for residents only and signs directing motorists to the car park in Grangemere have been installed. She thanked R Breeze for his input into making sure that the signs were in the correct locations.
Noted
- PC/16/11** **To review and approve Financial Regulations**
The Financial Regulations had been revised in line with the new National Association of Local Councils (NALC) model financial regulations.
It was proposed by S Parr and seconded by J Loveridge and **agreed** that the revised Financial Regulations should be approved.
- PC/16/12** **Please see above**
- PC/16/13** **To consider a report and agree a recommendation to award the contract for project management to HLP UK Ltd.**
It was proposed by Mrs J Loveridge and seconded by S Parr and **agreed** that HLP UK Ltd should be appointed as Project Manager for the building work at the Sambrook Centre.
- PC/16/14** **To receive a report on buildings insurance for the Sambrook Centre and agree action**
A report on buildings insurance for the Sambrook Centre was tabled at the meeting. It was noted that only the insurance company already used by the Parish Council (Aviva) was willing to quote for insuring the Sambrook Centre. Quotes had been given for two levels of insurance, depending on whether insurance for subsidence, heave and landslip was included. There would be an excess of £250 per claim for fire and general peril and an excess of £1,000 per claim for subsidence.
It was proposed by Mrs J Loveridge, seconded by S Parr and **agreed** that the insurance cover should include subsidence, heave and landslip, at an annual cost of £2,190.
- PC/16/15** **To consider options for naming/signage for Community Library**
Mrs Bailey showed councillors and the members of the public a mock up of a sign for the "Sambrook Centre and Community Library" and asked whether they agreed with the wording. Although signs cannot be put up until the library service is officially transferred to the Parish Council, it was proposed by Mrs J Loveridge and seconded by J Loveridge and **agreed** that the signs should say "Sambrook Centre and Community Library".
- PC/16/16** **To receive a report on recruitment**
A progress report regarding the recruitment of a new Community & Facilities Manager and a new Committee and Finance Secretary was received. The standard of applications had been high. The final decision about the appointments had been delegated to the Personnel Committee, which would be meeting on Tuesday 9 August 2016.
It was **agreed** to accept the recommendations in the report.

J Turley abstained.

PC/16/17

To receive any other correspondence for information

a) A letter had been received from Dominic Proud, Service Delivery Manager, Transport & Highways Department, Telford & Wrekin Council, suggesting that there should be Quarterly Liaison Meetings with the Parish Council.

It was proposed by J Loveridge and seconded by Mrs J Loveridge and **agreed** that M Randle and Mrs J Turley should be nominated to represent the Parish Council at the Quarterly Liaison Meetings.

b) An e-mail had been received from Telford & Wrekin Council with information about the forthcoming improvements to Junction 4 of the M54.

c) A letter had been received from Telford & Wrekin Council advising that after school clubs would no longer be funded from September 2016 onwards.

PC/16/18

To receive councillors' reports on matters relevant to this committee:

a) C Turley – advised that he is aware of problems with a specialist HMO in Catherton, which are being addressed by the Telford & Wrekin Council Community Cohesion Team.

b) J Turley – is concerned that the Baha Trail is overgrown – Mrs Bailey will talk to the Parish Environmental Team and Alec Connah about this.

J Turley also reported damage being done in Burtondale by a large roadsweeper that is parked in the road regularly. J Loveridge and Mrs J Loveridge will have a look at this.

c) S Parr – has seen a large mound of cut grass outside Beaconsfield. Mrs Bailey will ask Chris Hallam about this.

d) J Loveridge has seen TWS grass cutting operatives racing their machines on the grass verge. Mrs Bailey will discuss this with Dave Ottley.

J Loveridge also reported repeated fly tipping at the back of Briarwood.

e) Mrs J Loveridge – said that the Take 5 Cafe would be closed for 2 weeks because of staff annual leave. She reported repeated fly tipping at Burford – A England will look at this.

f) M Randle – reported fly tipping especially at Burford and Bishopdale.

Mrs Bailey reminded councillors that issues can be reported directly to Telford & Wrekin Council using the Everyday Telford phone app.

h) A Watkin – was concerned that a fence erected around the Telford & Wrekin Council wood yard has blocked a historic footpath. There were also concerns about the way the wood yard is being used. A site visit with a Council officer is needed. This will be put on the Agenda for the next Community & Environment Committee meeting.

There being no further business the meeting closed at 7.15 p.m.

Clerks Report: September 2016

1. Library Service

The proposal for the library service have now been approved by full cabinet. We will begin work with library staff on the operational details. Cabinet have requested that the library service team look at options to maintain the mobile library service for rural areas.

2. The Sambrook Centre

Exchange on the purchase of the centre has been delayed. A final query from our solicitor has established that the area immediately adjacent to what will be the new entrance has been transferred to the Academy Trust. Telford and Wrekin Council are working to resolve this.

3. Christmas Closure

Bank holidays for Christmas are Monday 26th and Tuesday 27th. I would like to propose that the Sambrook Centre close for the Christmas holiday on Friday 23rd December and re-open in the New Year on Tuesday 2nd January. Staff will need to take 3 days (or part time equivalent) annual leave.

Gillian Bailey

Report on rateable value: The Sambrook Centre

I have previously reported that the rateable value for the Sambrook Centre of £40,250 based on £56/m is out of line with other community centres (Randlay and Brookside Central) who are valued using £35/m.

An appeal had been lodged by Telford & Wrekin Council, they have now indicated that they will not be pursuing the appeal as they are not the rate payer.

I have now been able to speak to the agent previously acting on behalf of Telford & Wrekin Council; David Bullimore from Johnson and Fellows, who would be happy to continue with the appeal on behalf of the Parish Council at the same rate fee which is 10% of rates savings.

The initial offer from the VOA (Valuation Office Agency) is that the Sambrook Centre should be valued at £35,750 based on £49.50/m. Agreeing to this figure would give a saving of approximately £2,200 per annum with a refund of approximately £6,000 after refund to TWC of their proportion paidⁱ and deduction of fee to Johnson Fellows. This rating is based on a comparison with offices in Telford and not with other community buildings.

The agent recommends a further appeal and has arranged to meet with the valuation officer to try to obtain a discount to £35/m. If successful this would be saving of £6,490 per annum with a refund of approximately £20,000 after refund to TWC and fees.

Recommendation

To appoint Johnson Fellows to act on behalf of Stirchley and Brookside Parish Council.

ⁱ 30% of running costs for the Sambrook Centre including rates recharged to TWC to March 2016.