

POLICY AND RESOURCES COMMITTEE

Held on Monday 27 July 2015

At 6pm in the Council Chamber, Town Hall

Present:

Councillor: J S King (Chairman)

Councillors:	Mrs B J Churchill	T J Morris
	D Harvey	Mrs C Reynolds
	C Holliday	C Woodward

Officers:	Town Clerk	RFO
	DSO	

Also present: One Member of Public

F335 APOLOGIES FOR ABSENCE

There were no apologies for absence. *(Cllr T Morris sent an apology to say he will be a late arrival he arrived at 6.08)*

F336 DECLARATIONS OF INTEREST

Cllr Churchill declared a non-pecuniary interest as her husband was a Member of Witney Photo Group and had applied for a grant.

F337 MINUTES

a) **RESOLVED:** that the Minutes of the meeting held on 15 June 2015 be agreed as a correct record and signed by the Chairman.

b) **MATTERS ARISING:** there were no matters arising

F338 PUBLIC PARTICIPATION

The member of the public present did not wish to speak.

F339 PAYMENTS OF ACCOUNTS

The Committee received and considered the report of the RFO, along with the payment schedules, and bank statements, as circulated prior to the meeting.

In response to a Members question the RFO confirmed that the payment of £500 dated 8 May to the Mayor's Charity account was in respect of a payment made into the Council's bank account by mistake and was purely a transfer over to the correct bank account.

The RFO confirmed that the mobile phone contract covered phones allocated to the Town Clerk, Facilities Manager, Works staff, Caretakers, and the Works Contracts Supervisor.

A Member asked who DCK Beavers Ltd were, and the RFO informed the Member they carry out book keeping which included the VAT return, data entry, and month end on a monthly visit, they also assist with the production of the year end accounts and budget setting.

A Member queried the June payment to Gavin Jones, the Town Clerk advised that the payment of £28,000 per month was in respect of the grounds maintenance contract. She commented that the contract was due to expire in 2016 and that a Working Party of Councillors had been formed to review this contract for re-tendering.

RECOMMENDED:

1. the report be noted;
2. that the bank reconciliations and statements for June be noted;
3. that the following schedule of accounts be approved:

Cheques 29741 to 29833 and DD in the sum of £67343.25	Imprest a/c
Cheques 100998 – 101001 DD and Standing orders in the sum of £158,927.37	General a/c
Cheques 29834 to 29869 and DD in the sum of £83429.54	Imprest a/c
Cheques 101002 to 101004 DD and Standing orders in the sum of £103,708.95	General a/c

F340 FINANCIAL REPORT

The Committee received and considered the report of the RFO, as circulated prior to the meeting.

The RFO explained what was Vatable, as a Member was concerned about the VAT status of the Corn Exchange and the refurbishment project recently undertaken. As the Corn Exchange had been registered for VAT the Town Council was able to reclaim the VAT.

A Member asked about the purchase of the CCTV camera for the Leys as she said it was needed urgently due to the ASB incidents over the last weekend. She also mentioned the appointment of a Ranger. The Town Clerk advised that the procurement of the CCTV was subject to ratification by Council and that WODC would be procuring the camera. The Chairman deferred the discussions on the Park Ranger to the later Personnel Sub-Committee.

The Committee discussed the funding of the Christmas Lights display and a Member advised that in the past sponsorship had been raised to cover some of the costs and he thought that this should be re-visited. A Member cautioned the fact that the Council should be mindful of all the other events, like the Music Festival, Lib Fest and the carnival who also asked businesses for sponsorship.

The Town Clerk said the revised quote included the Christmas Lights Working Party's suggestion for the lighting of the Buttercross façade. In order to realise savings the Facilities Manager had suggested the Council does not go for the solar Christmas trees on the lamp posts, just to go with the proposal from Lamps and Tubes consolidating the lights along the main arteries in the town centre.

RECOMMENDED:

1. that the report be noted;
2. that the Council contributes £2,400 towards the procurement of a CCTV camera at the Leys Recreation Ground as a matter of urgency;
3. that the revised quotation from Lamps & Tubes be agreed;
4. that the solar Christmas Trees are not installed this year;
5. that the Council holds an Advent Event;
6. that the Christmas Lights Working Party be tasked with general fund raising towards the Christmas Lights.

F341 INTERNAL AUDIT REPORT – FINAL REPORT 2014/15

The Committee received and considered the final Internal Audit report as circulated with the agenda. A Member thanked both the Town Clerk and the RFO for a really good report.

RECOMMENDED: that the report be noted.

F342 DISCRETIONARY GRANT AWARDS

The Committee received and considered the report of the RFO along with the grant applications, as circulated with the agenda.

During the deliberations of the Witney Photo Group’s application the Town Clerk pointed out that the purpose stated for the grant was to assist with covering the costs of equipment, speakers, setting up and running an exhibition. In the past the same group had a similar situation which resulted in the Council purchasing display boards which the Council retained the ownership of but lent them to the Photo Group, she wondered if this could be a similar transaction benefitting other users of the Council’s public halls as an example.

The Town Clerk circulated a letter from Witney Mills Cricket Club, and explained the history behind the annual request. She advised that there was a budget set specifically for this.

RECOMMENDATIONS:

1. that the report be noted;
2. that the following grants be awarded:

Organisation	Amount
Witney Swifts Cricket Club	£53.33 – subsidised hiring of the Leys
Witney Photo Group	That the Town Clerk be delegated to ascertain if the grant is to purchase a piece of equipment in the first instance, otherwise the award of a £125 grant.
Witney Mills Cricket Club	£500 (A/c 4100/201)

3. that the award of the above grants be made under the following powers:
 - a) **Local Government Act 1972. s145** – Provision of Entertainments
 - b) **Local Government Act 1972. S137**- Power of Local authorities to incur expenditure for certain purposes not otherwise authorised
4. that recipients are asked to acknowledge the Town Council's support on their literature;
5. that a press release be issued advising of grant support given by the Town Council;
6. That the correspondence from the Witney & District Twinning Association be noted.

The member of the public left the meeting at 6.33

F343 **EXCLUSION OF PRESS & PUBLIC**

RESOLVED: that in accordance with section 1(2) of the Public Bodies (admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the commercial and confidential nature of the following business to be transacted.

The Committee adjourned for the meeting of the Personnel Sub-Committee at 6.34pm. Minute ref S344-S348 refers.

F349 **STAFFING MATTERS**

The Committee received and considered the verbal report from the meeting held earlier.

RECOMMENDED : that the verbal report be noted and recommendations contained therein agreed.

The meeting closed at 6.52pm.
