

POLICY AND RESOURCES COMMITTEE

Held on Monday 25 September 2017

At 6pm in the Council Chamber, Town Hall

Present:

Councillor: TJ Morris (Chairman)

Councillors: S E Bartington A K Beames (joined meeting at 6.10pm)
C Holliday P J Dorward
C E Reynolds

Non-Committee Members: B J Churchill (sub for A D Harvey)

Officers: Town Clerk RFO
 Administrator

F461 **APOLOGIES FOR ABSENCE**

Apologies for their absence were received from Cllr C K Woodward and Cllr A D Harvey.

F462 **DECLARATIONS OF INTEREST**

Cllr B J Churchill declared that she was a member of the Royal British Legion and had encouraged them to submit a grant application to be discussed under agenda item 9.

F463 **MINUTES**

- a) **RESOLVED:** that the minutes of the meeting held on 24 July 2017 were a true and accurate record and were signed by the Chairman as such.
- b) **MATTERS ARISING:** there were no matters arising from the minutes of the meeting held on 24 July 2017.

F464 **PUBLIC PARTICIPATION**

There were no members of public present at the meeting.

F465 **PAYMENT OF ACCOUNTS**

Members received and considered the payment schedules, bank reconciliations and statements as circulated with the agenda. A member asked for confirmation of the cost of 15 recycling bins which was given by the RFO.

RECOMMENDED:

- 1. that the report be noted;
- 2. that the bank reconciliations and statements be noted;

3. that the following schedule of accounts be approved:

Cheque No.s	In the sum of:	Account
Cheques 31092 to 31153 & DD	£65, 813.66	Imprest
DD, Cheques 101057, 101058 101060 & Standing Orders	£84, 183.67	General
Cheques 31154 to 31226 and DD	£62, 269.39	Imprest
Cheque 101061 to 101063 and DD/ Standing Orders	£72, 376.00	General

F466 **FINANCIAL REPORT**

The Committee received and considered the report of the RFO as circulated with the agenda.

It was confirmed by the RFO in response to a member's query that the £311k included the additional works to the sports pitches which had not been included in the original GM Contract.

In response to a member, the Town Clerk advised that there had been additional users at the Corn Exchange since the management had been taken on by the Council but there was still work to do. Guidance was being sought by the Public Halls team on large events and marketing and as reported to the Estates Committee the usage figures did not look accurate so that was being investigated.

RECOMMENDED:

1. that the report be noted;
2. that the recommendations from the Estate Management Committee and its working parties be agreed;
3. that the recommendations from the Sport and Recreation Committee and its working parties be agreed;
4. that the capital and special revenue projects funding for 17-18/18-19/19-20 budget planning is agreed as recorded on spreadsheet

F467 **UPGRADING OF PRINTING FACILITIES FOR THE CORN EXCHANGE**

The Committee received and considered the report of the RFO as circulated with the agenda and heard that if the Council agreed to the recommendation it would: reduce wasted officer time, back up facilities at the Town Hall, provide weekend printing coverage and reduce the risk of not being able to print at the Council. Members agreed that it was best practice to reduce risk where possible and that a colour printing facility offered a professional look which fitted with the vision for the Council's vision for the Corn Exchange. The cost and benefits of a lease and a one off purchase cost were debated with the lease being the committee's preferred option.

RECOMMENDED:

1. that the report be noted;
2. that the Council agrees to enter into a lease with CRS for a colour printer/photocopier for the Corn Exchange.

F468 UPGRADE TO ELECTRONIC ARCHIVE SYSTEM

The Committee received and considered the report of the RFO as circulated prior to the meeting and heard that the current system was on contract until March 2018 but the providers approached the Council with an updated system. This would be the latest technology, would increase the capacity and allow officers to access documents away from the office. There would be no pay off of the old contract as a new one would start afresh. Members thought that this had already been provided and agreed that this would be good practice. They did feel however, that further quotes should be obtained from other suppliers to ascertain if this was best value.

RECOMMENDED:

1. that the report be noted
2. that the Council proceeds with the upgrade but clarifies at Full Council if this is the best possible deal over 4 years.

F469 DISCRETIONARY GRANT APPLICATIONS

The Committee received and considered the report of the Democratic Services Officer as circulated with the agenda.

The first request came from the Royal British Legion to cover the cost of a flag stand for its banner during the annual remembrance services. Cllr Holliday declared that he was also a member of the Royal British Legion and other members agreed that due to the reverence of the RBL banner and that it would be for continued use, they agreed to the request. It was noted that in order for this to be in place for November the grant would need to be given prior to ratification at Full Council.

A request for financial support of £1,000 for 2018 was received from the Witney Dementia Alliance which had been deferred from the Community Services committee. The Town Clerk advised that the Council has previously supported this annually with a tea dance and by supporting the Rotary Club, she was looking for an agreement in principle to put the request into the 2018/19 budget. Members discussed the merits of this initiative and agreed it should have the support of the Council subject to necessary paperwork being completed.

The final request was from Thames Valley Police to purchase door alarms and night timers to give out during Burglary Week in October. Members heard from others from the community-led Community Resilience Forum that Witney is seen as a soft target by burglars and the rate of burglaries was slowly increasing. Members agreed that as the Forum receives no funds from the actual police force that they supported the initiative and agreed the

request, stating that the items should be seen as sponsored by or bought by the Town Council.

RECOMMENDED:

1. that the report be noted;
2. that it was **RESOLVED** the Council awards the sum of £82.50 to the Royal British Legion due to the time constraints before the Remembrance Services in November;
3. that the Council agrees, subject to paperwork, to support the Witney Dementia Alliance in 2018 and this should be included as a separate budgetary line;
4. that the Council awards the sum of £300.00 to Thames Valley Police on the proviso that at the event it is evident that Witney Town Council has sponsored or has paid for the items;
5. that these grants be awarded using the General Power of Competence.

F470 **VERBAL UPDATE ON THIRD PARTY EVENTS FROM WORKING PARTY MEETINGS VIA CLLR DORWARD, WOODWARD AND PRICE (IF APPROPRIATE)**

The Committee received a verbal update from Cllr Dorward in relation to Witney Music Festival. Initial meetings with the organisers had established the need for good communications between the Festival and the Council and the need for parties to be kept up to date with the planning. The date which had been requested in 2018 was 18th August. Until this had been ratified at Full Council there was no further update and he had conveyed that any information needed to be passed to him at an early date so it could process through the appropriate committee. He further confirmed that the organisers of the festival had spoken to the Showman's Guild who had no problem with the event being held.

RECOMMENDED: that the verbal report be noted.

F471 **MINUTES OF BUDGET/MEDIUM TERM FINANCIAL STRATEGY**

Members received and considered the notes of the Working Party as circulated with the agenda. In relation to the planned memorial at West Witney Sports Ground, a member stated that the planned RAF centenary memorial cost and location were correct. It would be highly visible at the entrance and was relevant at the site as it overlooks the former landing ground. Other sites in the area had been considered but were deemed unsuitable due to their private ownership and difficult to locate. In the unlikely event that the land went into private ownership in the future, the memorial could be moved to another site. The member continued that the cost was likely to be lower than the budget of £2500 agreed by Council.

The Town Clerk reminded members that in line with the Council's financial regulations that the procurement of any items for this memorial would need to be made by the Council and not individual members.

RECOMMENDED:

1. that the minutes of the Budget/Medium Term Financial Strategy Working Party be noted.
2. that in response to the recommendation of item 5 of these minutes, this committee had re-visited the memorial proposal and agreed that it does not need to be referred to the next Community Services committee whose Chairman was present and in agreement.

F472 **RECOMMENDATIONS FROM THE WORLD WAR ONE WORKING PARTY**

The Committee received and considered the report of the Administrator as circulated prior to the meeting. The Chairman advised members that this was on the agenda as the meeting of the Working Party was inquorate and asked that if absence cannot be avoided apologies are submitted prior to meetings.

The Chairman of the World War One Working Party offered a brief outline of the financial requests contained and the other events that would be happening. Members agreed that the Poppy tribute was a fitting way to mark the day.

RECOMMENDED:

1. that the report be noted;
2. that the recommendations as contained therein be agreed.

The Committee adjourned for a meeting of the Personnel Sub Committee at 6.49pm and reconvened at 6.55pm.

F479 **STAFFING MATTERS**

The Committee received and considered a verbal report of the meeting held earlier that evening.

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

The meeting closed at 6.59pm.

Chairman