

SOUTH WOODHAM FERRERS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE

MINUTES of the Meeting held on Tuesday 19th February 2019
at 8.00 p.m.
at Champions Manor Hall

Present

Councillor P Wyatt (in the Chair)

Councillor K Bentley
Councillor J Birch
Councillor K Golding
Councillor R Weir-Ewing

Councillor A Shearring
Councillor C Weir-Ewing
Councillor S Coley

In attendance: Town Clerk, Open Spaces Officer.

PR383 Apologies for absence

There were no apologies of absence.

PR384 Declaration of Interest

There were no declaration of interest.

PR385 Confirmation of Minutes

On a proposal by Councillor K Bentley, seconded by Councillor R Weir Ewing the Minutes of the meeting held on 4th December 2018 were **AGREED** and signed by the Chairman.

PR386 Public Questions

No members of the public addressed the Committee.

PR387 Budgetary Positions

The budgetary positions as at 31st January 2019 were received and noted.

PR388 Grants

PR388.1 Small Grants scheme

(i)Members noted that a small of grant of £52 was approved by the Deputy Town Mayor and the Town Clerk and awarded to Lisa Kelly towards room hire for a New Year's Eve Party for Senior Citizens.

(ii)Members noted that a small of grant of £200 was approved by the Town Mayor and the Town Clerk and awarded to SWF Health and Social Care Group towards an administrator.

(iii)Members noted that a small of grant of £300 was approved by the Town Mayor and the Town Clerk and awarded to SWF Rugby Club towards new club house furniture.

(iv) Members noted that a small of grant of £200 was approved by the Town Mayor and the Town Clerk and awarded to South Woodham Ferrers Railway Station Adopters towards tools and consumables for station maintenance.

(v) Members noted that a small of grant of £291.95 was approved by the Town Mayor and the Town Clerk and awarded to Woodham Ferrers Swim Club South Woodham Ferrers towards team uniforms.

PR388.2 Large Grants scheme

On a proposal by Councillor S Coley, seconded by Councillor R Weir Ewing it was **AGREED** to award SWF Bowls Club £400 to assist with hall hire, storage and use of the kitchen at Champions Manor Hall.

PR389 Financial Matters

a/ The Council's bank balances as at 31st January 2019 were noted:

- Current Account £149,221.38
- Reserve Account £285,403.58

b/ The following bank transfers as at 31st January 2019 were noted:

- 22/11/2018 £50,000 from the Reserve Account to the Current Account.
- 17/12/2018 £40,000 from the Reserve Account to the Current Account.

c/ The details of financial transactions in November and December 2018 and January 2019 which were circulated to all Members of the Council prior to the meeting were noted.

PR390 Reviews

PR390.1 Health and Safety Policy

Members noted and **AGREED** the current Health and safety Policy

PR390.2 Standing Orders/Direct Debits and Subscriptions to Other Bodies

In line with standing orders 5.j.xv members noted and **AGREED** the Councils current Standing Orders/Direct Debits/subscriptions to other bodies.

PR390.3 Complaints Procedure

In line with Standing order 5.j.xvi members noted and **AGREED** the Councils current Complaints Policy and Procedure. It was noted that the Town Clerk is removed from the Complaints policy and all complaints will go directly to the Monitoring Officer at Chelmsford City Council.

PR390.4 Procedure for Handling Requests under the Freedom of Information

In line with Standing orders 5.j.xvii members noted and **AGREED** the Councils current procedure for handling requests under the Freedom of Information Act 2000 and data Protection Act 1998.

PR390.5 Procedure for dealing with the Press/Media

In line with standing order 5.j.xviii members noted and **AGREED** the Councils current procedure for dealing with the press/media.

PR390.6 Standing Orders

On a proposal by Councillor R Weir Ewing, seconded by Councillor Birch following advice from the Town Clerk and in line with Nalc guidelines Standing orders will be reviewed at the Policy and Resources meeting 21st May 2019.

PR390.7 Financial Regulations

On a proposal by Councillor R Weir Ewing, seconded by Councillor Birch following advice from the Town Clerk and in line with Nalc guidelines Financial Regulations will be reviewed at the Policy and Resources meeting 21st May 2019.

PR390.8 Financial Risk Assessment

Members noted and **AGREED** the Town Council's current Financial Risk Assessment as attached to the agenda.

PR390.9 The Effectiveness of Internal Control

Members noted and **AGREED** the report attached to the agenda.

PR390.10 Risk Register

Members noted and **AGREED** the current Risk Register as attached to the agenda.

PR390.11 Assets Register

Members deferred this agenda item until Policy and Resources meeting 16th April 2019.

PR390.12 General Data Protection Regulations Policy

Members noted and **AGREED** the current procedure as attached to the agenda, policy following guidelines from Nalc and the ICO.

PR391 To consider written proposal regarding Equal Pay Review and Average Living Wage

On a proposal by Councillor C Weir Ewing, seconded by Councillor K Bentley the proposal for the Town Council to commit to the principle of a Living Wage and adopt a policy ensuring all employees receive wages in line with the Uk Living Wage was accepted.

PR392 Meetings Schedule 2019/20

On a proposal by Councillor K Bentley, seconded by Councillor R Weir Ewing is was **AGREED** to change to the meeting schedule to option 2 with planning meetings being held on a separate night from other committees and start at 8pm. The Council meeting will be moved from 4th June 2019 to 18th June 2019.

PR393 Reports from Representatives of Outside Bodies reporting to Policy and Resources Committee:

a/ Larger Local Councils Forum – Councillor C Weir-Ewing confirmed that there was no report to give.

- PR394 Report to Council**
Update to Council regarding;
- Small grants agreed
 - UK Living wage

- PR395 Media Contact**
- Small Grants agreed
 - UK Living wage

- PR396 Next Meeting**
The Committee noted the date of the next meeting is 16th April 2019.

Resolved to exclude the press and public for the remainder of the meeting under the Public Bodies (Admission to Meetings) Act, 1960, as the following item contains confidential information.

- PR397 Security at Champions Manor Hall**
The Town Clerk gave a verbal report to Committee regarding the recent security breach and the measures put in place to rectify the breach and additional steps put in place to prevent a repeat of the situation.

There being no further business to discuss the Chairman closed the meeting
At 9.58pm

SignedDate: 16th April 2019.
(Chairman of the Meeting)