



Meeting (No) **POLICY COMMITTEE (8)**
Time & Date **6pm 24 October 2017**
Place **Town Hall**
Document **Minutes**

Present: Cllr Marlow (Chair), Barker, Kynaston, Pilley and Roberts.

In attendance: Miss A Duncan (Governance and Operations Manager), Cllr Lloyd.

PART 1: Items considered in the presence of the press and public

78 Questions and comments from residents: none.

79 Apologies for absence

RESOLVED to accept apologies for absence from Cllr Carter (personal).

80 Declarations of Interest

There were no declarations of interest.

81 Minutes of the last meeting

RESOLVED to approve minutes of the meeting held on 29.08.17. The Chair signed the minutes.

82 Governance & Operations Manager's report

The Committee received the Governance & Operations Manager's report. It was noted that, in relation to bomb and threat evacuation procedures (minute 71), a battery-operated megaphone had been purchased by the Assets and Events Manager for making announcements to Market Square during markets/events.

83 Committee budget

- a The Committee's budget was considered. No actions were taken.
- b The Policy Committee's requirements for financial year 2018/19 were considered. The Committee accepted the draft 18/19 committee budget produced by the RFO without alteration.

84 Council budget 2018/19

RESOLVED

- to establish a Task and Finish Group to consider the draft Council budget for 2018/19 and report back to Policy Committee on 19 December;
- that membership should consist of Cllrs Warner and Hine, that Cllr Carter should be invited to join the Group and that the Council Manager and RFO should attend all Group meetings;
- that the Task and Finish Group would consider current resource requirements as part of the budget setting process.

85 Strategic objectives

The Committee considered Policy Committee's objectives for 2017/18.

The Committee agreed to remove "new staffing structure set 2016" as this had been achieved.

Chairman's initials and date: *JM 19.12.17*

Retention of staff - the Committee agreed that a feedback report should be provided to the Policy Committee following completion of all annual reviews (report to be non-specific, not identify individuals but provide details of issues and concerns identified during the review process).

86 General and fire risk assessment inspection report

- a **RESOLVED** to approve the inspection visit reports, action plans and RAG ratings for the general risk assessment report and the fire risk assessment report.
- b The Committee requested that the Council Manager make arrangements to implement the action plan resulting from the risk assessment reports.

87 Guest Wi-Fi Provision

- a The Committee considered report PO8/88 about the current and potential future guest Wi-Fi provision, related costs and draft Guest Wi-Fi Policy.
- b **RESOLVED** to:
 - (i) upgrade the internal (Town Hall) guest Wi-Fi provision at a cost of £150 (budget line not identified);
 - (ii) subscribe to a cloud-based network control solution (current annual fee £26.00 – first year included in set-up cost).
- c **RESOLVED** to:
 - (i) seek legal advice on the content of the Guest Wi-Fi Policy/Terms and Conditions (including any potential extension of the service to include Market Square),
 - (ii) vire £500 from budget line 4099 (contingency) to budget line 4058 (legal expenses) to pay for this legal advice, and
 - (iii) recommend the Guest Wi-Fi Policy/User Terms & Conditions to Council (including any revisions made by the Town Council's solicitors).

88 IT Policy

RESOLVED to approve and adopt the draft IT Policy.

89 Polling Cards – Parkgate Ward Councillor Vacancy

RESOLVED to issue polling cards for the Parkgate Ward Councillor vacancy at an approximate cost of £1,000. The Committee considered that this was an important way of encouraging participation in the democratic process.

90 Office telephone system

RESOLVED to transfer the single (community office) telephone contract to the main contractor (Cheshire Telecom) at an annual saving of approximately £79.00.

91 Media Editorial Board


RESOLVED to appoint Cllr Yarker and Cllr Lloyd as additional members of the Media Editorial Board.

92 Neston War Memorial

RESOLVED to delegate authority to the Council Manager in liaison with the Mayor to formulate and submit a response to the consultation, having first researched the implications of listing the War Memorial.

93 Outlook email addresses

RESOLVED not to provide Outlook email accounts for Town Councillors.

Chairman's initials and date:  19.12.17

94 Employment law update

The Committee received the employment law update (autumn 2017 edition). The Committee requested that future employment law updates be circulated to all councillors and only be included in Policy Committee agendas if the Council Manager recommended any action to be taken.

95 VAT

The Committee considered the RFO's VAT report and recommendations.

RESOLVED that any outstanding VAT payments due for both the Farmers & Food Market and the Neston Victorian Christmas Festival 2016 be paid to HMRC.

RESOLVED that fees for the 2017 Neston Victorian Christmas Market be set at £35 for businesses and £10 for community groups/charities with VAT due to be included where applicable.

96 Councillor Correspondence

The Committee considered a letter addressed to Councillors from Neston & District Chamber of Trade and a report from the Neston Victorian Christmas Market event co-ordinator.

The Committee requested that the Governance and Operations Manager respond to the Neston & District Chamber of Trade pointing out that:

- the 2016 event had been very positive for the town,
- the Town Council had never facilitated a lights 'n' lanterns event but had in the past provided grant funding,
- no funding application had been received for 2017,
- a grant funding request would be considered for 2018 and that it would be helpful if such an application could be made before the end of January 2018 so that any financial implications could be taken into account in budget planning for the new financial year.

97 Other items

The Committee Chair expressed his thanks to Mr Jerry Harris who was stepping down as a community website volunteer following many years of service. The Committee acknowledged the considerable contribution Mr Harris had made to the development of this important community resource and it was noted that the Mayor would be writing on behalf of the Council to Mr Harris to thank him for his contribution.

98 Next meeting

This was noted as 19 December at 6pm. Cllr Pilley gave apologies for the next meeting.

99 Exclusion of the Press and Public


RESOLVED to exclude the public and press for the remaining items because of likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.

PART 2: Items considered in the absence of the press and public

100 HR Consultancy

The Committee considered two quotations for provision of HR consultancy support.

RESOLVED to appoint Ariadne Associates as the Town Council's HR Consultant.

Chairman's initials and date:  19.12.17

101 Staff Annual Reviews

The Committee noted that the Council Manager's annual appraisal had been completed.

The meeting closed at 7.15pm.

Signed Thomas J. Mullen Date 19. Dec. 2017