



Meeting (No) **POLICY COMMITTEE (10)**
Time & Date **6pm 27 February 2018**
Place **Town Hall**
Document **Minutes**

Present: Cllrs Marlow (Chair), Barker, Carter, Kynaston, Pilley, Roberts (from item 122) and Warner.

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

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

118 Questions and comments from residents: none.

119 Apologies for absence

There were no apologies for absence.

120 Declarations of Interest

There were no declarations of interest.

121 Minutes of the last meeting

The minutes of the meeting held on 19.12.17 were not approved. The Committee requested that the first paragraph of minute 107 be amended with all but the first sentence being deleted. The Committee requested that amended minutes be submitted for approval at the next meeting.

Cllr Roberts joined the meeting.

122 Governance & Operations Manager's report

The Committee considered the Governance and Operations Manager's report and noted in particular that:

- Media Editorial Board (minute 11) – the Media Editorial Board would in due course be considering a mock-up of an amended home page that addressed the majority of concerns raised.
- Staffing concerns (minute 117e) – the staffing review had not yet begun.

123 Interim internal audit report

The Committee received the interim internal audit report.

RESOLVED to agree and action the interim internal audit recommendations.

124 Insurance

The Committee received the list of assets approved by the Resources Committee on 13.02.18.

RESOLVED to agree the RFO's proposed insurance values as per the asset list.

RESOLVED to agree the insurance as outlined in the 2018/19 schedule.

125 Committee budget

The Committee considered the Committee's budgets. No alterations were made and no action taken.

Chairman's initials and date: *DM 15 May 2018*

The Committee considered the Council's budget and earmarked reserves to date. No specific recommendations were made to Council.

Recommendation to Places Committee: the Committee agreed to recommend that the Places Committee reviews the need for a bus and transport EMR.

The Finance Manager agreed to provide a breakdown of the remaining New Homes Bonus EMR.

The Finance Manager left the meeting.

126 Strategic objectives

The Committee considered the summary of Council's strategic objectives for 2017/18 and agreed for the summary to be submitted to Council.

The Committee agreed that the construction of the Strategic Objectives for 2018/19 would be discussed at the Policy Committee meeting on 01.05.18.

127 Year End Closedown of Accounts

RESOLVED to approve the Council's contractor to complete the year end close-down at a cost of £515 plus 45p per mile travel expenses.

128 Annual Report

RESOLVED to produce an Annual Report in time for the Annual Town Meeting. The report to be 4 pages (A3 folded to A4), 150gsm silk colour booklet. 500 copies to be produced and distributed as considered appropriate by the Council Manager at a cost not exceeding £200.

RESOLVED to vire £150 from budget line 4310 (newsletter) to 4300 (annual report production) to meet the cost of production.

129 Website

The Committee considered report PO10/129.

Recommendation to Council re Document Retention Policy: that all Council agendas and supporting papers should be retained on the website, with archived website agendas and papers remaining accessible.

Community Website volunteers: no further actions were agreed for the parts of the website administered by the volunteers.

130 Procedure for Town Council responses to consultations

Recommendation to Council: the Committee agreed to recommend that Council adopts the procedure for responses to consultations as set out in report PO10/130.

131 Terms and conditions (annual leave allowance)

- a The Committee agreed to review the staff annual leave allowance at a future meeting.
 - b To consider establishing a working group to meet as and when required with the purpose of investigating and making recommendations in relation to people practices.
- This item was not discussed.

132 GDPR update

- a The Committee received a GDRP NALC update report.
- b The Committee noted that until legislation had been finalised, the Council's insurance provider was unable to offer cover.

Chairman's initials and date:  1. May 2018.

133 Standing committee review

- a To receive the report PO10/133 and the motion that a Policy committee consider the establishment of a Policy sub-committee and agree membership to deal specifically with confidential staffing issues.

This agenda item was withdrawn – the report was not considered and no discussion took place.

- b The Committee decided not to form a task & finish group to look at the scheduling of regular committee meetings and agreed instead that the draft schedule of meetings for 2018/19 should be circulated to committee chairs for comment.

134 Other items: none.

135 Next meeting

The next scheduled meeting was noted as 1st May at 6pm.

136 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

137 GDPR – Data Protection Officer (DPO)

- a The Committee noted that three quotations had been requested in addition to the negotiations being made on behalf of the sector by NALC.
- b The Committee decided not to appoint a DPO at this stage and agreed instead to consider the outcome of NALC's negotiations at the next scheduled Policy meeting on 1 May.

Miss Duncan left the meeting.

138 HR issues

RESOLVED to temporarily suspend the meeting (Standing Order 5a xx) for the duration of agenda item 138a to allow for discussion with the HR Consultant.

- a The Committee discussed the HR Consultant's report.

Following discussion with the HR Consultant, the meeting was resumed.

- b **RESOLVED** to accept the HR Consultant's report and establish a task and finish group to consider the report's findings and make recommendations to Council. Task and finish group to comprise all Policy Committee members and Cllr Lloyd.

The meeting closed at 8.50pm.

Signed Thomas J. Mark Date 1st May 2018