




Meeting (No) **POLICY COMMITTEE (2)**
 Time & Date **6pm 18 September 2018**
 Place **Town Hall**
 Document **Minutes**

Present: Cllrs Roberts (Chair) from item 19, Carter, Kynaston, Lloyd and Warner and Mrs Kunaj (Council Manager) and Mr Godfrey (Finance Manager)

In attendance: Cllrs Edwards and Wastell

As the Chair was not present at the beginning of the meeting, the Deputy Chair Cllr Kynaston assumed the Chair.

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

14	Questions and comments from residents: None
15	<p>Apologies for absence were received from Cllrs Chapman (personal) and Pilley (personal)</p> <p>Cllrs Lloyd and Roberts has sent messages to advise that due to business commitments they would arrive late to the meeting.</p>
16	Declarations of Interest: None.
17	Minutes of the last meeting: The minutes of the meeting held on 05.06.18 were approved as a true and correct record. The Deputy Chair signed the minutes.
18	<p>Governance & Operations Manager's report was received.</p> <p>Cllr Roberts arrived and took over from Cllr Kynaston as Chair.</p>
19	Committee budgets and Strategic Objectives (items a-d) – these were carried forward to follow item 20 – see below
20	<p>Complaints Procedure - this was carried forward to follow item 18 – see above</p> <p>Members considered if they wished to recommend to Council a revision of the draft Policy and procedure or adopt the new second draft process, policy and procedure. Much debate ensued. Members wished to recommend the use of the SLCC guidelines and model document.</p> <p>Recommends that Council adopts the model Complaints Policy and Procedure.</p> <p>Cllr Edwards was thanked for the draft that he had produced for consideration by members.</p>
19	Committee budgets and Strategic Objectives
a	<p>The Council's Overall end of year Financial Position 17/18 as presented by the RFO was received. General Reserves including EMR £202,084 (£77,225 EMR) finishing the year slightly better than expected by £15,329, with cash in the bank £218,875.</p> <p>It was reported that the core costs of the Council accounted for a significant proportion of the budget.</p> <p>The Finance Manager was formally thanked for the work that he had undertaken for the analysis.</p>
b	<p>The budget for 2018/19 was considered. IT and Computer maintenance figures (4055) are to be analysed. It was noted that the New Homes Bonus figures are fully committed, which included unspent and unallocated funds to put towards Neston Swimming Pool tiling. No other issues were raised.</p>
Chair's initial and date  13 Nov 18	

c	<p>Strategic Objectives</p> <ol style="list-style-type: none"> 1. Members noted that a meeting had taken place 17.09.18. 2. Members received and approved the draft Strategic planning documents, with two amendments. 3. The committee recommends to Council approval of the draft Strategic Objectives.
d	Members noted that the Media Editorial Board members are considering an increase for the 19/20 website budget.
	<p>The Committee agreed by common consent to bring forward all Part Two items.</p> <p>RESOLVED: To exclude members of public and press because of likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.</p>
Items considered in the absence of the press and public	
34	Asset Management Agreement
	The income and expenditure figures 2017/18 for the Town Hall and Market were received and considered. No further actions were requested at this time.
	Finance Manager left the meeting
31	Solicitors
	Quotations for services provision were received and considered, noting that any changes could be implemented after November. The committee Recommends that Council continue with the services provided by Bowcock Cuerden LLP.
32	HR Consultant
	Quotations and service provisions on offer were considered.
	RESOLVED: To engage the HR services of Elcons Employment Law Consultants Ltd for a period of one year at a cost of £1,680.
	Cllrs Edwards and Wastell left the meeting
33	Asset Management Resources
	RESOLVED: To continue with the amended Support Officer's temporary contract with amended rates and make a payment for hours previously worked at an enhanced rate as outlined in report P02/33
	RESOLVED that members of the press and public could join the meeting to discuss Part 1 items. Items that had been carried forward were tabled.
	Standing orders were suspended in order to completed the committee business
Items considered in the presence of the press and public	
21	Pension Authorisation forms
	<ul style="list-style-type: none"> • RESOLVED: That all Policy committee members, the Council Manager and RFO be authorised signatories for all Cheshire Pension fund notification forms. • RESOLVED: That the Council's payroll contractor, Hailwood & Co., be authorised to submit the end of year pension contribution and estimate forms.
22	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 fire risk assessment report.
<p style="text-align: right;">Chair's initial and date DR 13 Nov 18</p>	

b	One outstanding action, the electrical box in Market Square. This is being dealt with by CWaC via their electrical inspection.
23	Council Mobile Phones Policy
	RESOLVED: To approve the Council Mobile Phones policy.
24	Media Editorial Board
a	The report of meetings held on 16.08.18 and 21.08.18 were received. The recommendation to defer any decision relating to updating of the display stand until matters relating to sponsorship had been agreed was upheld.
b	RESOLVED: That the Council would as outlined in report P02/24b; <ul style="list-style-type: none"> i. produce a double-page spread Town Council newsletter within Neston Local three times per year at a maximum cost of £350 per issue, and ii. produce a four-page centre spread edited version of the 2018/19 Annual Report within Neston Local at a maximum cost of £450.
25	Publicity Events
	Agreed that there should be a Town Council stand at the Christmas market on 01.12.18, and recommend that the resources committee should take this forward.
26	Precept Task & Finish Group
	RESOLVED: To establish a Precept task and finish group Remit: To make recommendation to the Policy committee for the 2019/20 budget Membership: Three councillors, nominated Cllr Warner, with request to Cllrs Chapman and Wastell to join the group. Lead member: Cllr Warner
27	Review Task & Finish Group
	To note that a brainstorming session has taken place. To note that the Review Task & Finish Group has yet to meet.
28	Other items the Chairman determines are urgent for discussion, or noting for the next agenda. None.
29	Next scheduled meeting: To note this as 06.11.18 at 6pm. (TBC)
PART 2: Items carried forward to follow item 19 – see above	
31	Solicitors <i>This item was carried forward to follow item 34 - see above</i>
32	HR Consultant <i>This item was carried forward to follow item 31 - see above</i>
33	Asset Management Resources <i>This item was carried forward to follow item 32 - see above</i>
34	Asset Management Agreement <i>This item was carried forward to follow item 19 - see above</i>

Meeting closed at 8.16pm

Signed  Dated 13 NOV 18