



**Minutes of the Policy & Resources Committee meeting
held on 21 January 2019 at 7.00 pm
at 2 Knowle Park Lane, Fair Oak**

Present: Cllrs Couldrey, Mignot, Mrs Shephard & Spearey (Vice Chairman)

Also in attendance: Cllr McGuinness

Officers in Attendance: Ms M Stephens, Clerk, Mrs L Greenslade, Deputy Clerk & Mrs J Cahill, Responsible Finance Officer.

Apologies: Cllrs Bird, Mrs Douglas & Goss

PUBLIC PARTICIPATION

None present.

55 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

None received.

56 MINUTES

RESOLVED:

That the minutes of the meeting held on 19 November 2018, be noted (previously approved by Full Council on 17 December 2018).

57 REPORT OF THE RESPONSIBLE FINANCE OFFICER (REPORT B)

Members considered the report of the Responsible Finance Officer. Cllr Spearey voiced his approval of the new layout front sheet.

RESOLVED

- a) That the report of the Responsible Finance Officer, be noted; and
- b) That cheque signing, and BACS payments be approved.

58 OUT OF HOURS PROTOCOL FOR COUNCILLORS (REPORT C)

Members considered an out of hours protocol which would be followed by Councillors in the event of an emergency outside of normal office hours.

RESOLVED

That the out of hours protocol for emergency incidents be adopted.

59 REVIEW OF COMMITTEE STRUCTURE (REPORT D)

Members considered amendments to the current committee structure and terms of reference.

Cllr McGuinness asked for dates of grant applications received so far, this financial year in order to establish if there is a pattern.

RECOMMENDATIONS:

- a) That the amendments to the current committee structure, frequency of meetings and standard agenda and minute templates as set out in Report D, be adopted;
- b) That the above changes take effect from 1 May 2019;
- c) That the Clerk would provide numbers and dates of grant applications received to date, in readiness for the next meeting; and
- d) That the Clerk, in consultation with the Chairman, be given delegated authority to make the necessary changes to the Council's Standing Orders.

60 CHAIRMAN'S AWARD SCHEME (REPORT E)

Members considered the establishment of a Chairman's annual award scheme, as set out in Report E. The Clerk advised that no monetary value awards were permitted. As such Members agreed that a reception be held for winners at the start of the Annual Parish meeting, where certificates could be presented.

RESOLVED

- a) That the recommendations as set out in Report E be approved; and
- b) That two small cups would be purchased as prizes to be presented at the Annual Parish meeting.

61 WORK PROGRAMME (REPORT F)

Members considered the draft work programme as set out in Report F to the Committee. Cllr Spearey asked for the "Lone Worker" policy to be submitted to the March meeting for consideration.

RESOLVED

That the work programme with amendments be approved.

This was all the business and the meeting closed at 7.46 pm.

Signed Chairman