

**MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD  
ON TUESDAY 13<sup>th</sup> APRIL 2021 AT 7.30PM VIA ZOOM.**

**PRESENT:**

Cllr Mrs T Reavey (Chairman)  
Cllr Mrs P Whiting  
Cllr A M T Reading  
Cllr H L Jackson  
Cllr Mrs A Gardner (substitute for Cllr B Prigmore)  
Cllr V Paul  
Mrs S J Mitcham (Town Clerk)  
Miss A Schofield (Assistant Town Clerk)

**IN ATTENDANCE:**

Cllr N Brown

**1. APOLOGIES**

Cllr B Prigmore.

**2. DECLARATIONS OF INTEREST**

None.

**3. MINUTES**

**RESOLVED:**

That the Minutes of the meeting of the Policy and Resources Committee held on 9<sup>th</sup> February 2021 be signed by the Chairman as being a true and correct record.

**4. PUBLIC FORUM (15 minutes)**

No public present.

**5. REVIEW OF POLICIES**

**RESOLVED TO RECOMMEND:**

That the following policies be reviewed without change: -

- Data Protection Policy
- Data Breach Policy
- Management of Records
- Subject Access Procedure
- Statement of Community Engagement.
- Training Statement of Intent.

**6. BUSINESS/FORWARD PLAN**

**RESOLVED:**

That the circulated report be received and noted.

**7. CEMETERY**

**RESOLVED:**

That the Clerk approach the Duchy of Lancaster about the potential for progressing sites near the Chelveston border that were previously highlighted by the consultant. Subject to a positive response from the Duchy prices to be obtained from the consultant for further onsite investigations. That the Clerk look at options for a woodland ashes area

**8. ANNUAL TOWN MEETING**

**RESOLVED:**

That the Annual Town Meeting be held on 11<sup>th</sup> May 2021 via zoom.

**9. CCTV**

Ahead of the proposed contract renewal and the need to source quotes, the specification of the contract was discussed and specifically around the monitoring as this restricted the companies that could be approached.

**RESOLVED:**

That the specification for the CCTV contract remain the same as the current contract i.e. the contract to include monitoring as well as maintenance of the cameras.

**10. LEGIONELLA**

**10.1. To adopt a Legionella Management Policy**

**RESOLVED TO RECOMMEND:**

That the Council adopt the Legionella Management Policy as drafted.

**10.2. To receive and note the Risk Assessment.**

**RESOLVED:**

That the Council receive and note the risk assessment.

**10.3. To appoint the Town Clerk as Responsible Person for legionella.**

**RESOLVED TO RECOMMEND:**

That the Town Clerk be appointed as Responsible Person for legionella.

**10.4. To appoint the Assistant Clerk as Deputy Responsible Person for legionella.**

**RESOLVED TO RECOMMEND:**

That the Assistant Clerk be appointed as Deputy Responsible Person for legionella.

**11. BUDGETS 2020-22 AND END OF YEAR TRANSFERS**

**RESOLVED:**

That the draft end of year budget report be noted.

That the following fund transfers be made: -

- £39096– from S106 Maintenance Reserve – Cost of maintaining open space covered by this fund.
- Transfer £173,000 to Community Building EMR from Project Budget.

**12. ITEMS TO REPORT**

Cllr A M T Reading requested that the Council consider giving a donation towards the rebuilding of the Stanwick Lakes Play area.

**13. DATE OF NEXT MEETING.**

15<sup>th</sup> June 2020

Chairman

Date