

MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE
HELD ON TUESDAY 10TH FEBRUARY 2015 AT 7.30PM IN THE TOWN HALL.

PRESENT:

Cllr G Whiting (Chairman)
Cllr D C Lawson MBE
Cllr A Dunn
Cllr R J Gell
Cllr Mrs M Tuffnail (substitute for Cllr H L Jackson)
Cllr Mrs P H Whiting
Cllr Mrs A M Sauntson
Cllr Mrs V Newbery
Mrs S J Mitcham (Town Clerk)

1. **APOLOGIES**
Cllr H L Jackson

2. **DECLARATIONS OF INTEREST**
Other Interests
Cllr Mrs A Sauntson and Cllr G Whiting- Item 18 Church Clock Maintenance- Both Church Wardens.
Cllr G Whiting, Cllr Mrs P Whiting Item 14 Mayors Allowance- Mayor and Mayoress.
Cllr R Gell ó Item 14 Mayors Allowance- Deputy Mayor.

3. **MINUTES**
RESOLVED:
That the Minutes of the meeting of the Policy and Resources Committee held on 11th November 2014 be signed by the Chairman as being a true and correct record.

4. **PUBLIC FORUM (15 minutes)**
No public present.

5. **COUNCIL PROJECTS**
RESOLVED:
That the attached report be received and noted.

6. **POLICIES**
 - 6.1. **Sickness Absence Policy.**
RESOLVED TO RECOMMEND:
That having reviewed the Sickness Absence Policy no amendments were required.
 - 6.2. **Data Protection Policy.**
RESOLVED TO RECOMMEND:
That having reviewed the Data Protection Policy no amendments were required.
 - 6.3. **Retirement Policy.**
RESOLVED TO RECOMMEND:
That having reviewed the Retirement Policy no amendments were required.
 - 6.4. **Standing Orders.**
RESOLVED TO RECOMMEND:
That the revised Standing Orders as drafted are adopted.

7. **To adopt the following policies:-**
- 7.1. **Statement of Community Engagement.**
RESOLVED TO RECOMMEND:
That with the addition of a section on membership of committees by representatives of community groups that the Statement of Community Engagement be adopted.
- 7.2. **Training Statement of Intent.**
RESOLVED TO RECOMMEND:
That the Training Statement of Intent as drafted be adopted.
8. **RISK ASSESSMENTS**
- 8.1. **To review the Risk Assessments.**
RESOLVED TO RECOMMEND:
That the report on the review of risk assessments and the Financial Risk Assessment attached to the minutes be approved.
- 8.2. **To note the annual inspection report of the Fitzwilliam Leys Play Area.**
Town Clerk advised members that the bark would be replenished once the weather was drier and the damage to the scrambling net was being monitored.
RESOLVED:
That the annual inspection report of the Fitzwilliam Leys Play Area be received and noted.
9. **REVIEW OF COUNCIL INTERNAL CONTROLS AND INTERNAL AUDIT**
RESOLVED TO RECOMMEND:
That having carried out the annual review of the Council's Internal Controls and Internal Audit procedures that the documents be adopted.
10. **REVIEW OF ASSET REGISTER**
Members had been circulated a copy of the Asset Register which they considered comprehensive.
RESOLVED:
That the review of the Asset Register for 2014/15 was complete.
11. **REVIEW OF INSURANCE**
The item was deferred as the new insurance schedule had not been received.
12. **REVIEW OF INVESTMENTS**
A report had been circulated outlining the current investments held by the Council. It was noted that the Barclays Fixed Income Bond had matured which had been providing a return of 4.25%.
RESOLVED:
That CCLA Local Authorities Fund is invited to the next meeting to talk about their Property Fund which provides better returns than the high street banks.
13. **APPOINTMENT OF INDEPENDENT INTERNAL AUDITOR FOR 2015/16**
RESOLVED TO RECOMMEND:
That NCAI Internal Audit Service be appointed as Independent Internal Auditor for 2015/16.

14. **MAYORS ALLOWANCE.**
 A comparison had been undertaken with Godmanchester, Whittlesey, Stamford, Irlingborough, Raunds, Oundle and Thrapston.
RESOLVED TO RECOMMEND:
 That the Mayors Allowance be increased by RPI each year and that a new budget be set for Civic Events at £400 wef 1st April 2015.
15. **LOCAL COUNCIL AWARD SCHEME**
 Members considered a report from the Town Clerk on the Local Council Award Scheme. (Successor to the Quality Council Scheme).
RESOLVED TO RECOMMEND:
 That the Council apply for Quality Standard at a cost of £80.
16. **COUNCIL IT SYSTEM INCLUDING BACK-UP**
 Members considered the report from the Town Clerk on upgrading the IT provision to include a Synology NAS Drive. The benefits were:-
- All Staff will be working on one set of files.
 - It is backed up automatically to a cloud.
 - Staff can work remotely on the files.
 - Provide Business Continuity should offices be damaged.
- RESOLVED TO RECOMMEND:**
 That the quote detailed as follows be accepted:-
- Synology DS214+, 2 x 2Tb Dives including delivery, **£425.00**
 - Site delivery, install and base configuration of Synology DS214+, **£100**
 - Transfer of data from existing Windows PC's to NAS, Configure user accounts, shared folders and access rights on NAS, Network setup of Synology NAS, Office PC's, Data and Printers, **£350**
 - Setup of Cloud Backup with Google Drive, **£190**
 - Google Drive Subscription at £9.99 per month.
 - Remote support of Synology NAS and Google Drive Backups with Open Technology, **£20 per month.**
17. **TREE WORKS**
RESOLVED TO RECOMMEND:
 That the quote of £1717.50 be accepted to carry out the scheduled tree works for 2015/16 and that the quote of £1450 for tree survey works at Riverside Park, Castle Fields, Saffron Road Recreation Ground and the Cemetery be accepted.
18. **ANNUAL CLOCK SERVICE**
RESOLVED TO RECOMMEND:
 That the Council enter into a 5 year Service Plan agreement for the Annual Clock Service at St Mary's Church at a cost of £782. This was a saving of £138.
19. **PERSONAL LICENCE TRAINING**
 The Town Council has a Premises Licence for the Market Square. At the moment the Personal Licence holder is Cllr Simon Wiles. As he has indicated that he will not be standing for Council in May a member of staff should undertake the training and

apply for a Personal Licence.

RESOLVED TO RECOMMEND:

That the Town Clerk undertakes the Personal Licence Training at a cost of £150 and apply for a Personal Licence at a cost of £37.

20. **DONATIONS**

RESOLVED:

That no donation be made to the County Air Ambulance Trust as it was unclear what benefits would accrue to Higham Ferrers. The Council have supported the Warwickshire and Northamptonshire Air Ambulance.

21. **FORWARD/BUSINESS PLAN**

A copy of the draft Forward/Business Plan had been circulated.

RESOLVED;

That a copy be circulated to the Full Council so members can feedback any comments to the Clerk. A working party to be set up to finalise the detail of the plan. Cllr D C Lawson, Cllr Mrs A Sauntson and Cllr G Whiting offered to assist. Cllr H L Jackson to be asked to join the group and one other member was needed.

22. **STREETLIGHTING**

Some time ago a working party was set up to look at street lights in the Town Centre that were due to be replaced by the County Council as part of their upgrading scheme. The working party undertook a site visit and agreed to look at 12 lights in College Street from Cemetery Lane, Market Square, and High Street as far as Nene Road and Wood Street and price for heritage lighting was requested.

The budget price was £27000 plus an extra £3000 for electrical fixings to power festive lights etc.

RESOLVED:

That in principal the Council replaces the lights on the Market Square with Heritage Lights. Town Clerk to obtain a firm price for consideration.

23. **CCTV**

RESOLVED:

That in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the following items of business, the Press and the Public be excluded from the meeting.

The Town Clerk updated the members on prices for alternative provision which could include monitoring of the cameras at the Recreation Ground. Clerk to circulate a report to members of the Policy and Resources Committees.

RESOLVED:

That the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

24. **REPAIRS TO COLD WATER PIPES -5 COLLEGE STREET**

Since before Christmas investigations had been undertaken as to why the water usage at the Nursery was high. Even with all incoming stop taps turned off the meter

was still running. AWA have confirmed that their connection from outside is OK and their recommendation is that the incoming water main is exposed and new connections made and new pipework to all sanitary connections as there nothing evident as to where the leak is coming from. As this is nursery this needs to be undertaken at a weekend. The cost of the works are outside the Clerks delegated powers.

RESOLVED TO RECOMMEND:

That the quote of £1982 be accepted and a sum of £2000 be transferred from the Buildings Maintenance Reserve.

25. **ITEMS TO REPORT**

None.

26. **DATE OF NEXT MEETING.**

10th March 2015.

Chairman

Date