

**MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD
ON TUESDAY 16TH JUNE 2015 AT 7.30PM IN THE TOWN HALL.**

PRESENT:

Cllr R J Gell (Chairman)
Cllr D C Lawson MBE
Cllr H L Jackson
Cllr Mrs P H Whiting (Item 9 to end)
Cllr Mrs A M Sauntson
Cllr Mrs V Newbery
Cllr P Tomas
Cllr Mrs S Mantle
Mrs S J Mitcham (Town Clerk)

1. **ELECTION OF CHAIRMAN**

RESOLVED:

That Cllr R J Gell be elected a Chairman for 2015/16.

2. **APOLOGIES**

Cllr Mrs PH Whiting apologised for being late.

3. **ELECTION OF VICE-CHAIRMAN**

RESOLVED:

That Cllr Mrs P H Whiting be elected as Vice-Chairman for 2015/16.

4. **DECLARATIONS OF INTEREST**

None.

5. **MINUTES**

RESOLVED:

That the Minutes of the meeting of the Policy and Resources Committee held on 10th March 2015 be signed by the Chairman as being a true and correct record.

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

No public present.

7. **WORLD WAR 1 MEMORIAL SEAT**

Pictures of World War 1 and 2 memorial seats had been circulated. Cost for World War 1 Seat was £680 plus VAT and installation. Cost for World War 2 Seat was £690 plus VAT and installation. They were made out of steel, galvanised and painted in 2 pack acrylic and guaranteed for life.

RESOLVED TO RECOMMEND:

That the Council purchase a World War 1 and a World War 2 Memorial Seat at a total cost of £1370 plus VAT and installation. One to be funded by empowerment, monies from Cllr D C Lawson MBE. They would be located near the War Memorial and the two existing seats would be relocated at a site to be decided.

8. **OUTDOOR GYM EQUIPMENT**

A report had been circulated outlining the warranties for each contractor for the outdoor gym equipment. The warranties were all very similar, apart from Wicksteed

Leisure had a longer warranty for the main steel structural components (25 years compared to 1 years). The equipment had been tested and approved for 10 years.

RESOLVED TO RECOMMEND:

That the preferred contactor for the supply and installation of 5 pieces of outdoor gym equipment at Saffron Road Recreation Ground would be Fresh óAir Fitness at a cost of £8017.65. Applications to be now submitted for grant funding to cover the full cost.

9. **BUILDING MAINTENANCE WORKS.**

9.1. **Exterior Decoration of 5 and 5A College Street.**

RESOLVED TO RECOMMEND:

That the following quotes from P.A.C Decorators be accepted for external decoration to 5 & 5A College St:-

- External decoration of 12 windows, 4 doors and frames - £1480.
- Decoration of front render and side brick wall - £730
- Decorate gable end side elevation - £880
- Decorate guttering and fascia - £460

All quotes include materials.

9.2. **Interior Decoration of Town Council Offices.**

RESOLVED TO RECOMMEND:

That the quote of £1360 to decorate the Town Council Offices (ground floor of Town Hall) be accepted from P.A.C Decorating Services.

10. **GRANT – RUSHDEN AND HIGHAM RUFC**

Rushden and Higham RUFC had written requesting a grant towards their current Clubhouse Improvement Programme. They had encountered issues with asbestos which had impacted on their project.

RESOLVED TO RECOMMEND:

That the Council give a grant of £500 to Rushden and Higham RUFC towards their Clubhouse Improvement Programme.

11. **SAFFRON ROAD CAR PARK**

RESOLVED:

That the decision be deferred on relining the markings on Saffron Road Car Park, as the car park may be damaged during the construction works for the adjacent property.

12. **BUSINESS/FORWARD PLAN**

A report had been circulated showing progress with projects on the Business Plan. Copy attached to the minutes

RESOLVED:

That the report be received and noted. The land at Mallard Close to be included as a project with the Governance Review pushed back to accommodate this.

13. **DIRECT DEBITS**

RESOLVED:

That the following payments be authorised to be made by variable direct debit:-

- East Northamptonshire Council ó Rates for Town Hall, Toilets, Cemetery and Car Park.
- Anglian Water ó Water Rates for Pavilion, Town Hall.

- British Telecom ó Line for Town Hall for phone, alarm, fire alarm and broadband, broad band for CCTV at Pavilion.
- GPS Telecoms ó Phone usage for Town Hall phone lines and Pavilion.
- EON- Electric Streetlights.
- Southern Electric ó Cemetery, Pavilion, Toilets, Town Hall electric.
- Total Gas and Power ó Town Hall Gas.
- ASL ó Photocopier Maintenance Charge and Usage
- Northants Police ó Key Contact- Alarms.
- Scottish Widows ó Pension Administration Officer

14. **REGULAR PAYMENTS**

RESOLVED:

That the Council authorise payment for 2015/16 of the following regular payments:-

- Salaries
- HMRC ó Tax and NI
- Northamptonshire County Council ó Pension Town Clerk
- Anglian Water ó Water Rates
- East Northamptonshire Council ó Rates for Town Hall, Toilets, Cemetery and Car Park.
- British Telecom ó Line for Town Hall for phone, alarm, fire alarm and broadband, broad band for CCTV at Pavilion.
- GPS Telecoms ó Phone usage for Town Hall phone lines and Pavilion.
- EON- Electric Streetlights and Maintenance Street Lights.
- Southern Electric ó Cemetery, Pavilion, Toilets, Town Hall electric.
- Total Gas and Power ó Town Hall Gas.
- ASL ó Photocopier Maintenance Charge and Usage
- Northants Police ó Key Contact- Alarms.
- Scottish Widows ó Pension Administration Officer
- East Northamptonshire Council ó Payments as part of Grounds Maintenance Contract
- Northants Fire Ltd ó Fire Alarm Service and service extinguishers Town Hall and Pavilion.
- Lynx Fire and Security ó Alarm Testing
- SLCC ó Annual Subscription
- NCALC ó Annual Subscription
- Scribe ó Annual software licence ó accounts package
- B & D Plant Displays ó Hanging baskets
- Inter County Cleaning ó Cleaning of Pavilion and Toilets.
- Town Hall Window Cleaning
- Sage Instant Payroll ó Annual Subscription.
- Zurich Municipal -Local Council Advisory Services- Health and Safety Support.
- Information Commissioner ó Data Controller Registration.
- Pear Technology Ltd ó Annual fee for support for mapping and asset management software.
- James Wilson Associates ó Planning consultant - Neighbourhood Plan.

15. **BANK ACCOUNTS**

A report had been circulated outlining options available from other banks.

RESOLVED TO RECOMMEND:

That:

- The Public Sector Reserve Account with Co-operative Bank is closed.
- That the Rent Deposit account be closed and an Easy Access Account be opened with Cambridge Building Society.
- That the direct debits and regularly credits are moved to the Unity Trust Account from the Co-operative Account.
- That the Unity Trust Account be used as the Primary Current Account.

16. **ALTO MASTERCARD PREPAID CARD**

RESOLVED TO RECOMMEND

That the Council apply for one ALTO Mastercard Prepaid Card via Unity Trust Bank with a limit of £250. The cost of the card is £6.

17. **BUDGET REVIEW**

RESOLVED:

That the budgets for 2015/16 be amended as drafted. (Copy attached to the minutes)

18. **PROCEDURES FOR CONTRACTS/ORDERS.**

RESOLVED:

That the report on procedures for orders/contracts be received and noted. A copy to be given to new Councillors.

19. **FARMERS' MARKET**

A report from the Market Manager had been circulated. Members were pleased to see that there was a waiting list of 24 stalls. Enquiries to be made with Northamptonshire Highways to see if the pavement could be used to accommodate another 2 stalls. The manager had suggested a pavement café in summer, but it was felt that this would clash with other businesses and the Bede House. However, the suggestion that more traders be encouraged to cook food at the market was supported. Details of the current advertising and costs had been circulated along with costs for advertising in Nene Valley News, Rushden Reporter and Village Emporium

RESOLVED:

That the report be noted and the current advertising and promotion costs of £651 be approved. No new advertising to be taken at present.

20. **POLICIES**

Disciplinary and Grievance Procedures.

20.1. **RESOLVED TO RECOMMEND:**

That Disciplinary and Grievance Procedures be reviewed with no change.

20.2. **Dignity at Work – Bullying and Harassment.**

RESOLVED TO RECOMMEND:

That the Dignity at Work ó Bullying and Harassment Policy be reviewed with no change.

20.3 **Health and Safety Policy**

RESOLVED TO RECOMMEND:

That the Health and Safety Policy reviewed with no change.

20.4. **Standing Orders**

RESOLVED TO RECOMMEND:

That standing order 1 (q) be amended to read as follows and not be in bold type:-

ōPhotographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted. As a matter of courtesy the Council should be

advised prior to the start of the meeting.ö

21. **USE OF SAFFRON ROAD RECREATION GROUND**

Higham Ferrers Junior School had requested to use parts of Saffron Road Recreation Ground for fun activities including use of inflatables on 16th/17th July. . The reason this has come before the Council is that they have requested use of an electrical supply and there are some risk areas that raise concerns. At the time of the meeting the risk assessments supplied are not adequate as they do not highlight risks associated with the use of electric. The only supply is from the pavilion and this would mean a cable/cables trailing across the public footpath.

A site meeting had been arranged for 18th June to discuss the risk and for the contractor to assess the site.

Members shared the concerns of the Clerk and would prefer to see a generator used. Cllr P Tomas agreed to attend the site meeting.

RESOLVED:

That the event be allowed to proceed only with satisfactory arrangements being put in place regarding the use of electric including revised risk assessments.

22. **ITEMS TO REPORT**

None.

23. **DATE OF NEXT MEETING.**

11th August 2015.

Chairman

Date