

**MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD
ON TUESDAY 7th JUNE 2016 AT 7.30PM IN THE TOWN HALL.**

PRESENT:

Cllr Mrs P H Whiting (Chairman)
Cllr R J Gell
Cllr D C Lawson MBE
Cllr H L Jackson
Cllr Mrs V Newbery
Cllr B Prigmore
Cllr J Smithers
Cllr P Tomas
Mrs S J Mitcham (Town Clerk)

1. **ELECTION OF CHAIRMAN.**

RESOLVED:

That Cllr Mrs P Whiting be elected as Chairman for 2016/17.

2. **APOLOGIES**

Cllr Mrs A Sauntson.

3. **ELECTION OF VICE-CHAIRMAN**

RESOLVED:

That Cllr P Tomas be elected as Vice-Chairman for 2016/17.

4. **DECLARATIONS OF INTEREST**

Other Interests

Cllr Mrs P H Whiting – Item 10 – Knows resident.

Cllr Mrs P H Whiting – Item 9 – Will be consulted as the Ward Councillor.

5. **MINUTES**

RESOLVED:

That the Minutes of the meeting of the Policy and Resources Committee held on 5th April 2016 be signed by the Chairman as being a true and correct record.

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

No public present.

7. **POLICIES**

7.1. **Financial Regulations.**

RESOLVED TO RECOMMEND:

That the amended Financial Regulations as circulated be adopted.

7.2. **Dignity at Work.**

RESOLVED TO RECOMMEND:

That the Dignity at Work policy be reviewed without change.

7.3. **Disciplinary and Grievance Policy**

RESOLVED TO RECOMMEND:

That the Disciplinary and Grievance policy be reviewed without change.

7.4. **Health and Safety Policy**

RESOLVED TO RECOMMEND:

That the Health and Safety policy be reviewed without change.

8. **BUSINESS/FORWARD PLAN**
The Clerk presented the report that had been circulated showing progress with projects on the Business Plan.
RESOLVED:
That the report be received and noted.
9. **ASSETS OF COMMUNITY VALUE**
RESOLVED TO RECOMMEND:
That the Town Council apply to register Higham Ferrers Library, Midland Road, Higham Ferrers as an Asset of Community Value.
10. **OPEN SPACE – OFF ULLSWATER CLOSE**
NCALC had advised that one of the pieces of information that NALC would require to give further legal advice would be an approximate valuation of the land in question.
RESOLVED:
That the Clerk contact the resident and advise that to proceed further they would need to cover the cost of a valuation, so further legal advice can be sought from NALC.
11. **COMMITTEE REORGANISATION**
A copy of the recommendations made by the consultant on the committee structure had been circulated. Following a discussion in which points were raised on suggestion for named substitutes and reduction in number of committee place, it was
RESOLVED:
That the Town Clerk and Leader consider the recommendations and produce a proposal based on the recommendations for the future committee structure.
12. **ADVERT IN RUSHDEN REPORTER**
RESOLVED TO RECOMMEND:
That the Council continue with half page adverts in the Rushden Reporter for 6 months at cost of £180 per month plus VAT.
13. **REGULAR PAYMENTS**
RESOLVED:
That the Council authorise for payment for 2016/17 the following regular payments:-
- Salaries
 - HMRC – Tax and NI
 - Northamptonshire County Council – Pension Town Clerk
 - Anglian Water – Water Rates
 - East Northamptonshire Council – Rates for Town Hall, Toilets, Cemetery and Car Park.
 - British Telecom – Phones lines etc. for Town Hall for phone, alarm, fire alarm and broadband
 - EON- Electric Streetlights and Maintenance Street Lights.
 - Southern Electric – Cemetery, Pavilion, Toilets, Town Hall electric.
 - Total Gas and Power – Town Hall Gas.
 - ASL – Photocopier Maintenance Charge and Usage
 - Northants Police – Key Contact- Alarms.
 - Scottish Widows – Pension Administration Officer

- East Northamptonshire Council – Payments as part of Grounds Maintenance Contract
- Northants Fire Ltd – Fire Alarm Service and service extinguishers Town Hall and Pavilion.
- Lynx Fire and Security – Alarm Testing
- SLCC – Annual Subscription
- NCALC – Annual Subscription
- B & D Plant Displays – Hanging baskets
- Clean for Shaw Ltd – Cleaning of Pavilion and Toilets.
- Town Hall Window Cleaning
- Sage Instant Payroll – Annual Subscription.
- Zurich Municipal -Local Council Advisory Services- Health and Safety Support. Annual Insurance premium.
- Information Commissioner– Data Controller Registration.
- Pear Technology Ltd – Annual fee for support for mapping and asset management software.
- Open Technology – Monthly support for sinology drive and google cloud subscription.
- Kaspersky – Annual renewal of anti-virus software.

14. **ITEMS TO REPORT**

None.

15. **DATE OF NEXT MEETING.**

16th August 2016.

Chairman

Date