

**MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD  
ON TUESDAY 10<sup>TH</sup> NOVEMBER 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  
Cllr Mrs A M Sauntson  
Cllr Mrs V Newbery  
Cllr P Tomas  
Cllr Mrs S Mantle  
Mrs S J Mitcham (Town Clerk)

1. **APOLOGIES**

None.

2. **DECLARATIONS OF INTEREST**

None.

3. **MINUTES**

**RESOLVED:**

That the Minutes of the meeting of the Policy and Resources Committee held on 11<sup>th</sup> August 2015 be signed by the Chairman as being a true and correct record.

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

No public present.

5. **POLICIES**

5.1. **Complaints Procedure.**

The Town Clerk has suggested some minor changes to the policy.

**RESOLVED TO RECOMMEND:**

That the Complaints Procedure be adopted including the minor alterations suggested.

5.2.

**Policy for dealing with Unreasonable Complainant Behaviour.**

**RESOLVED TO RECOMMEND:**

That the Policy for dealing with Unreasonable Complainant Behaviour be reviewed without change.

5.3

**Investment Strategy.**

**RESOLVED TO RECOMMEND:**

That the Investment Strategy as circulated with a one minor change be adopted.

5.4.

**Town Mayor and Deputy Mayor Protocol.**

**RESOLVED TO RECOMMEND:**

That the Town Mayor and Deputy Mayor Protocol be reviewed without change.

5.5.

**Leader of the Council Protocol.**

**RESOLVED TO RECOMMEND:**

That the Leader of the Council Protocol be reviewed without change.

6. **SOCIAL MEDIA POLICY**

A draft Social Media Policy had been circulated. The following amendments were agreed:-

- Paragraph 4.6 and 6.2. change references to County Council to Northamptonshire County Council

- Last Paragraph change the word -scaredø to -afraidø

**RESOLVED TO RECOMMEND**

That the Social Media Policy as amended be adopted.

7. **RUSHDEN REPORTER.**

**RESOLVED:**

That the Town Council continue with half page adverts each month for 6 months in the Rushden Reporter at cost of £180 plus VAT per month.

8. **WEBSITE**

**RESOLVED TO RECOMMEND:**

That the Council change website provider to -2 Communeø Costs as follows-

Classic Website - £650

Transfer Domain Name - £150

Social Media Integration - £150

Total £950

Annual hosting including 4 email addresses £500

Grand Total Year 1 £1450.

9. **PUBLIC CONVENIENCES CLEANING CONTRACT**

The contract was due for renewal at the end of March 2016.

**RESOLVED:**

That the specification not change and the tender process be started immediately.

10. **FARMERS' MARKET**

**RESOLVED:**

That the date of the Farmersø Market is changed in December 2016 to 17<sup>th</sup> December 2016 instead of Christmas Eve.

11. **ELECTRIC AND GAS CONTRACTS.**

The current contracts were due to end in January 2016. Figures had been obtained from 2 utility brokers for all properties owned by the Town Council. Quotes were for 1, 2, 3 and 4 years.

**RESOLVED:**

That the Council enter into 3 years agreements for gas and electric. (Electric - Scottish and Southern Energy . Gas -Total Gas and Power Ltd). Figures showed a saving on current rates.

12. **HERITAGE CENTRE**

A detailed report had been circulated outlining information gathered to date on the project.

**RESOLVED:**

- That the committee note the report.
- That the Duchy of Lancaster be asked for an extension to the deadline for a decision.

**RESOLVED TO RECOMMEND:**

- That expenditure on a valuation at a cost of up to £600 is approved.
- That expenditure on architect fees for sketch drawings for alterations be

approved. Figures to follow.

13. **SPECIFICATION FOR STAFFING REVIEWS**

A copy of sample specifications used by other Councils had been circulated.

**RESOLVED:**

That the Clerk reviews the specifications and circulates a suggestion to the committee which would be put forward to Full Council.

14. **BUDGET REVIEW 2015/16.**

A review of the budgets had taken place and changes recommended

**RESOLVED TO RECOMMEND:**

That the budgets for 2015/16 including transfers from earmarked reserves be amended as recommended. (Copy attached.)

15. **BUDGETS 2016/17**

An outline budget with suggested figures had been circulated for routine expenditure. This was for members to note and consider in readiness for the next meeting. At the next meeting further figures would be produced to include project and capital expenditure. By this time the revised council tax base should be known.

16. **BUSINESS/FORWARD PLAN**

The Clerk presented the report that had been circulated showing progress with projects on the Business Plan.

**RESOLVED:**

- That the Charters project be included.
- That the report be received and noted.

17. **ITEMS TO REPORT**

None.

18. **DATE OF NEXT MEETING.**

8th December 2015.

Chairman

Date