



Meeting (No) **POLICY COMMITTEE (7)**
 Time & Date **6pm 29 August 2017**
 Place **Town Hall**
 Document **Draft - Minutes**

Present: Councillors Marlow (Chair), Kynaston, Barker, Chambers and Carter

In attendance: Miss A Duncan (Governance & Operations Manager) and Mr T Godfrey (Finance Manager)

PART 1: Items considered in the presence of the press and public	
59	Questions and comments from residents: none.
60	Apologies for absence
	RESOLVED to accept apologies from Cllr Roberts (personal).
61	Declarations of Interest: None.
62	Minutes of the last meeting
	RESOLVED to approve minutes of the meetings held on 13.06.17, 20.06.17, 06.07.17, 19.07.17 and 27.07.17 as a true and correct record. The Chair signed the minutes.
63	Governance & Operations Manager's report
	There were no outstanding issues to report beyond those dealt with elsewhere in the agenda. There were no questions from councillors.
64	Committee budget
	The Finance Manager presented his budget report. The Committee agreed that: <ul style="list-style-type: none"> • Budget line 4065 (telephones/broadband) was possibly underfunded and may need to be increased later in the financial year. • Budget line 1180 (interest) was unrealistic given current interest rates and would need to be reviewed. • Budget line 1176 (precept) – precept figure should be shown in the “revised budget” column. RESOLVED that budget lines 4059 (professional fees) and 4060 (outside services admin) should be merged.
65	End of year accounts 2016-17
	The Committee considered the overall outturn position of all committees against budgets and earmarked reserves and agreed that they were satisfied with the report. The Committee did, however, note a £6,000 overspend for Town Hall cleaning and requested that the Finance Manager investigate further and report back to Committee. The Committee agreed to recommend to Council acceptance of the end of year report PO7/65.
66	Risk Assessments
	RESOLVED to approve the risk assessments for the Policy Committee as presented and without amendment.
Chairman's initials and date:	

Agenda items 68 and 67 were taken in reverse order by common consent.	
68	Reimbursements
	RESOLVED to provide delegated authority to the Council Manager and RFO to enable them to pay any reimbursement claims up to £250 subject to authorisation criteria being met.
The Finance Manager left the meeting.	
67	Strategic objectives
	The Committee considered and updated its objectives for 2017-18: <ul style="list-style-type: none"> • SO6 – requested rewording of the outcome to provide greater clarity. The measure was amended to read “identify the efficiency savings made across the Council”. • SO 1-10/HR General (new staffing structure) – the measure was amended to read “complement of staff employed”.
Agenda item 68 considered after agenda item 66.	
69	Cheshire Pension Fund
a	<u>Pension Authorisation forms</u> RESOLVED that all Policy Committee members and the Council Manager be authorised signatories for all Cheshire Pension fund notification forms. RESOLVED to approve that the Council’s Payroll contractor, Hailwood & Co, be authorised to submit the end of year pension contribution forms.
b	<u>Cheshire Pension Fund Administration Strategy</u> RESOLVED to designate the Council’s Finance Manager to act as the main point of contact for administering the LGP as outlined in the Cheshire Pension Fund Administration Strategy.
70	Health and Safety inspections
a	RESOLVED that an additional Town Hall safety inspection visit during 2017/18 by the Town Council’s appointed Health and Safety Consultant at a cost of £200 from budget line 4060 (outside services) was unnecessary.
b	The Committee noted advice from the Council’s Health & Safety Advisor that for tasks such as erecting staging or gazebos at different events, risk assessments would be required in all instances.
71	Bomb threat evacuation procedures
	RESOLVED to approve bomb threat/suspicious packages/controlled evacuation procedures. The Committee requested clarification of the procedure for evacuating market square and whether the necessary announcement system was in place.
72	Staff Policies
	RESOLVED that point 4 of the Increment Policy be amended to read “An increment will be awarded to a staff member who meets the service requirement in 3 above only if an employee is working to a satisfactory standard. This will be based on their performance review”.
Chairman’s initials and date:	

73	Standing Committee meetings
	The Committee agreed to recommend to Council that the Council Manager be given authority to convene additional meetings of all standing committees in liaison with the relevant committee chair or deputy chair.
74	Footpath refurbishment (Manorial Road, Parkgate)
	The Committee agreed to recommend to Council that £750 from budget line 9333 (unallocated New Homes Bonus) be paid as a contribution towards the cost of refurbishing Footpath 10, Manorial Rd, Parkgate, subject to approval of the proposal by the Places Committee.
75	Media Editorial Board – Website
a	RESOLVED to approve the appointment of Mr M Shipman as a community website volunteer.
b	The Committee received an oral progress report on website development from members of the Media Editorial Board. It was noted that the home page was almost complete and would combine Town Council and community-related information.
c	The Committee agreed to forward more photographs as per the priority list provided by the website developer. RESOLVED to provide a budget of £250 from budget line 4306 for the production of photographs for the new website (to be used if there proves to be an insufficient number of quality photographs available) and provide delegated authority to the Council Manager to select appropriate photographs in liaison with the website designer.
76	Employment Tribunal Fees
	The Committee noted updated advice relating to employment tribunal fees.
76	Other items: none.
77	Next meeting
	The next scheduled meeting was noted as 24 October 2017 at 6pm.

The meeting closed at 7.30pm.

Signed _____ **Date** _____