

## **POLICY & RESOURCES COMMITTEE**

Minutes of a meeting of the **Policy & Resources Committee**, held on **Tuesday 24<sup>th</sup> July 2018** at 6.00pm, at the Sambrook Centre, Stirchley.

**Present:** Councillors: ARH England, Mrs J Loveridge (ex-officio), J Loveridge, M Randle, S Roberts, C Turley, S Vaughan-Hodkinson and A Watkin.

**Also Present:** Mrs G Bailey – Parish Clerk,  
and Mr C Corbett - Committee & Finance Secretary (taking the Minutes)

### **Public Open Session**

There were no members of the general public present.

#### **PR/18/01 ELECTION OF A CHAIR**

Members were required to elect a Chair of the Committee for 2018/19.

It was proposed by Cllr M Randle and seconded by Cllr S Roberts and unanimously **RESOLVED - that Cllr A R H England be elected to the position of Chair of the Policy & Resources Committee for 2018/19.**

#### **PR/18/02 APPOINTMENT OF A VICE-CHAIR**

Members were requested appoint a Vice-Chair of the Committee for 2018/19.

It was proposed by Cllr J Loveridge and seconded by Cllr A Watkin and unanimously **RESOLVED - that Cllr R Breeze be appointed to the position of Vice-Chair of the Policy & Resources Committee for 2018/19 (subject to Cllr Breeze accepting the appointment).**

#### **PC/18/03 APOLOGIES**

Apologies were received from Cllrs S Parr (family commitment), and Cllr R Breeze (illness).

#### **PC/18/04 MINUTES**

It was proposed by Cllr J Loveridge and seconded by Cllr M Randle and **RESOLVED – that the minutes of the previous meeting held on 24<sup>th</sup> April 2018 be approved as a correct record and signed by the Chair.**

#### **PR/18/05 APPOINTMENTS TO COMMITTEES**

The Committee was requested to appoint to the 5 positions on the Personnel Sub-Committee and it was moved by Cllr J Loveridge and seconded by Cllr M Randle and **RESOLVED that Cllrs A England, J Loveridge, S Parr, C Turley and A Watkin be appointed to the Personnel Sub-Committee for 2018/19.**

The Committee was also requested to appoint to the 3 positions on the Appeals Sub-Committee and it was moved by Cllr J Loveridge and seconded by Cllr M Randle and **RESOLVED that Cllrs R Breeze, M Randle and Miss S Roberts be appointed to the Appeals Sub-Committee for 2018/19.**

#### **PR/18/06 CLERK'S REPORT**

The Parish Clerk presented a report that outlined a number of matters including :-

### Sambrook Centre

Works to the centre were 'practically' complete, though there were still some snagging issues. The Clerk would present a final account to full council in September.

### Ceiling and Lighting

The parish council had been awarded £10,000 by Telford & Wrekin Council as part of the Telford 50 legacy grant, towards a new ceiling and lighting for the Sambrook Centre. Due to existing commitments the contractor will start in early September. It may be necessary to close the building for a few days.

### Rainbow Room

The grant application to NUPlace for a small kitchen area for the 'Rainbow' room was unsuccessful. However it was important that a kitchen area be installed in the Rainbow Room and the Clerk explored current costings for the works and they were explained to the Committee. It was moved by Cllr M Randle and seconded by Cllr J Loveridge and **RESOLVED that appropriate funds be allocated and the Clerk be requested to action the acquisition and installation of a kitchen facility in the Rainbow Room.**

### Youth Service

Confirmation had been received that the proposal for a Partnership grant to develop the youth service has been agreed by Telford & Wrekin Council (total of £54,000 over 3 years). A proposal for funding of £25,000 (£5,000 per annum over 5 years) would be considered by the partnership at their next meeting.

### Councillor Vacancy

The process for an election had not been triggered, therefore the council would need to co-opt into the vacancy at the next full council meeting in September.

### GDPR

A representative from DM Payroll Services will be visiting on 25<sup>th</sup> July to undertake a data audit, give advice on processes.

### Funzone Summer Holiday Play Scheme

This year's scheme would start on Wednesday 23<sup>rd</sup> July. We had hoped to be able to use the facilities in the Park School / Grange Park again this year but for practical reasons this was not agreed by the school. The Clerk suggested that we should pursue the matter further in September with the Academy Trust and TWC.

**It was agreed that the Clerk, Cllr A England and Cllr Mrs J Loveridge liaise prior to September.**

### Staffing Update

The Sambrook Centre cleaner has now been signed off by the Doctor until his retirement planned for 31<sup>st</sup> August. It has been agreed bring forward the planned employment date of Helen May to 16<sup>th</sup> July. !

The Brookside Central manager had resigned to seek a new opportunity. The Personnel Sub Committee and Brookside Central CIO Trustees will need to give careful consideration to the appointment of any new staff given the personnel difficulties the centre had experienced to date.

Welcome to Jackie Plant who had joined the Big Local team as development worker.

## **PR/18/07 FINANCIAL REPORTS**

The Committee received reports for Month 3 on the following :- the Receipts and Payments, Cashflow and Account Management and Payroll for month 3 plus a recommendation from the Clerk to close two Santander accounts due to a low interest rate achieved.

It was proposed by Cllr A Watkin and seconded by Cllr S Roberts and **RESOLVED – that the Receipts & Payments report, the Cashflow & Account Management report and the Payroll report, as presented, be approved and that the two Santander accounts be closed.**

**PR/18/08 ROLLER SHUTTER MAINTENANCE**

The Committee considered an Estimate for works needed on the roller shutters that had been received from UK Roller Shutters

It was proposed by Cllr J Loveridge and seconded by Cllr M Randle and **RESOLVED – that the estimate from UK Roller Shutters be accepted.**

**PR/18/09 INSURANCE SERVICES**

Members were requested to approve insurance cover for year July 2018-2019. The Clerk tabled a revised schedule of quotes received for insurance services that explained in detail the range of cover offered by the four companies.

It was proposed by Cllr Vaughan-Hodkinson and seconded by Cllr J Loveridge and **RESOLVED – that the quote received from Zurich be approved.**

**PR/18/10 NAPPY BIN CONTRACT**

The Parish Clerk outlined the issues experienced by the current provider of disposal services of baby nappies. An alternative quote for the services had been received from “Pure” that provided cover for some £800 for a five year period. Cllr J Loveridge commented that Brookside Central used “Initial” and seemed to provide a good service. Members suggested that 2 more quotes be obtained for the service.

It was proposed by Cllr J Loveridge and seconded by Cllr A Watkin and **RESOLVED – that the Deputy Clerk obtain 2 further quotes for the Nappy Service and when received, that delegated authority be given to the Chair and Vice-Chair of the Community & Environment Committee to determine who was the successful quotation.**

**PR/18/11 INTERNAL AUDIT PLAN –**

Members considered an Internal Audit Plan for 2018/19 that had been provided by the Parish Clerk.

It was proposed by Cllr J Loveridge and seconded by Cllr S Roberts and **RESOLVED – that the Internal Audit Plan 2018/19 be approved.**

**PR/18/12 TRAFFIC CALMING MEASURES – The Committee gave consideration to a claim the there was a need for replacement traffic calming measures at Brookside.**

Cllr S Roberts commented that there had been some adverse comment on local social media site regarding speeding traffic on the Brookside perimeter road. Certain people had requested chicanes to be installed but that was still under consideration by Telford & Wrekin Council. Also suggested were a renewal of the speed humps and more “zebra crossings”. Cllr J Loveridge suggested the consideration of “fibre” speed humps rather than tarmac.

Cllr A England suggested that the Clerk write to the T&W Cabinet Member responsible for highways (Cllr Mrs H Rhodes) and request a review of Traffic Calming measures (as per the above comments) and invite Cllr Rhodes and the Highway Engineer Mr Dominic Proud to a future meeting at the Parish.

It was proposed by Cllr S Roberts and seconded by Cllr J Loveridge and **RESOLVED – that that the Clerk write to the T&W Cabinet Member responsible for highways (Cllr Mrs H Rhodes) and request a review of Traffic Calming measures (as per the above**

comments) and invite Cllr Rhodes and the Highway Engineer Mr Dominic Proud to a future meeting at the Parish Council.

**PR/18/13 BROOKSIDE CENTRAL –**

The Parish Clerk reported to the Committee upon the operation & development of Brookside Central. The existing Manager had left her position to take up another opportunity. There had been recent difficulties regarding the governance of the Centre and the conflicting role of the Parish Council and Trustees and the Brookside CIO (Charitable Incorporated Organisation). The situation needed some organisational refurbishment and the appointment of suitable Manager with strong character and organisational abilities was paramount.

The Parish Clerk stated that the Trustees should be encouraged to adopt a more operational role at the Centre but Cllr England commented that the role of Trustees should be focused on Board Meeting activities. There was general consensus of the need for a “strong” Manager to coordinate activities and manage the role of volunteers at the Centre. Members stated that the Managers contract and role should remain under the control of the Parish Council and not the CIO. It was re-emphasised that the Centre required an inspirational new Manager and suggested that a revised job description be formulated for consideration by the Personnel Sub-Committee at its next meeting in September. The existing volunteers would continue, with support from Parish Council Officers, to operate activities at the Centre until a new Manager was appointed. The Parish Clerk would in the meanwhile start the appointment process for due consideration at the appropriate time.

**PR/18/14 URGENT Pre – Recess MATTERS**

- Planning Applications – To consider any relevant planning applications received since the last Community & Environment Committee – none – however it was proposed by Cllr J Loveridge and seconded by Cllr M Randle and  
**RESOLVED - that delegated authority be given to the Chair and Vice Chair of the Community & Environment Committee to consider and decide appropriate action of any planning application in the Parish that required formal comment from the Parish Council before the next Committee Meeting.**
- Other matters - none

**PR/18/15 MINUTES OF COMMITTEES**

The meeting received, for information, the minutes of the Community & Environment Committee held on 3<sup>rd</sup> July 2018.

**PR/18/16 CORRESPONDENCE – To receive any correspondence requiring action - none**

**PR/18/17 COUNCILLORS REPORTS - To receive reports on matters relating to the Committee – none.**

Meeting finished at 7.03 pm

Chair .....

Date .....