

## **POLICY AND RESOURCES COMMITTEE**

### **Minutes of the Meeting held in the Large Hall of the Town Hall, Calne on Monday 24<sup>th</sup> September 2018**

**PRESENT:** Cllr Glenis Ansell – Town Mayor  
Cllr Robert Merrick – Deputy Town Mayor  
Cllr Heather Canfer  
Cllr David Conway  
Cllr Terry Couchman (arrived at 18:35)  
Cllr Jon Fisher  
Cllr Robert MacNaughton (arrived at 18:32)  
Cllr Tony Trotman  
Cllr Mewett (arrived at 18:39)

**OFFICERS:** Jeannette Young – Director of Council Services  
Natasha Griffin – Committee Clerk

#### **Public Participation**

1 member of the public present

Dennis Robinson from CARP, who have submitted a grant application, provided some extra information relating to how last year's grant money was spent.

#### **17/18 Apologies**

Apologies were received from Cllr Greg Widger.

#### **18/18 Declarations of Interest**

Cllr Trotman declared that he is an associate member of the Rotary Club of Calne who have submitted a grant application.

#### **19/18 Minutes**

It was proposed by Deputy Town Mayor, Cllr Merrick, seconded by the Town Mayor, Cllr Ansell and

**UNANIMOUSLY RESOLVED** to approve the minutes of the Policy and Resources Committee meeting held on Tuesday 19<sup>th</sup> June 2018.

#### **20/18 Notes from Working Groups**

##### **20/18.1 Finance Working Group**

Members noted the minutes from the Finance Working Group meetings held on 25<sup>th</sup> June 2018 and 23<sup>rd</sup> July 2018.

It was proposed by Deputy Town Mayor, Cllr Merrick, seconded by Cllr MacNaughton and

**UNANIMOUSLY RESOLVED** to approve the recommendation from the Finance Working Group to remain with one grants budget and that the grants for Town Hall Hire should continue to be recorded separately.

It was proposed by Deputy Town Mayor, Cllr Merrick, seconded by the Town Mayor, Cllr Ansell and

**UNANIMOUSLY RESOLVED** to approve the recommendation from the Finance Working Group that the Head of Leisure should have delegated authority to increase bar prices as necessary.

## **21/18 Grants & Donations**

### **21/18.1 Grant Application – 2189 (Calne) RAF Air Cadets**

It was proposed by the Town Mayor, Cllr Ansell, seconded by Cllr Trotman and

**RESOLVED** to approve the request from RAF Air Cadets, Calne for a grant of £168.75 for hire of the Large Hall at the Town Hall for an Annual Meal and Presentation Evening on Friday 21st December.

Power: Section 137, Local Government Act 1972.

### **21/18.2 Grant Application – Castlefields Canal & River Park Association (CARP)**

It was proposed by Deputy Town Mayor, Cllr Merrick, seconded by Cllr MacNaughton and

**UNANIMOUSLY RESOLVED** to approve the request from CARP for a grant of £577 for hire of the Town Hall for bi-monthly committee meetings (£198), and contribution towards a survey of the River Marden (£379).

Power: Section 19, Local Government (Miscellaneous Provisions) Act 1976.

### **21/18.3 Grant Application – The Rotary Club of Calne**

It was proposed by Deputy Town Mayor, Cllr Merrick, seconded by Cllr MacNaughton and

**RESOLVED** to approve the request from The Rotary Club of Calne for a grant of £167, to cover the hire of the Town Hall for a Calne Rotary and Dorothy House Hospice Charity Lunch (One Man and His Dog) event on Saturday 27th October.

Power: Local Government (Miscellaneous Provisions) Act 1976, s.19.

### **22/18 Annual Grants – Letter of thanks**

Members noted the letters of thanks received from the organisations listed below.

- |         |  |
|---------|--|
| 22/18.1 | Wiltshire Music Centre                   |
| 22/18.2 | Wiltshire Citizens Advice                |
| 22/18.3 | Calne Music and Arts Festival            |
| 22/18.4 | Calne and District Community Link        |
| 22/18.5 | Jackdaws OperaPLUS Music Education Trust |

### **23/18 Equality Policy**

It was proposed by Deputy Town Mayor, Cllr Merrick, seconded by the Town Mayor, Cllr Ansell and

**UNANIMOUSLY RESOLVED** to approve and adopt the Equality Policy.

The DoCS will send a letter to all staff and Councillors requesting that the Equality Policy is read and signed.

### **24/18 Training and Development Policy**

It was proposed by Deputy Town Mayor, Cllr Merrick, seconded by Cllr Conway and

**UNANIMOUSLY RESOLVED** to approve and adopt the Training and Development Policy.

### **25/18 Calne Gift Store**

It was proposed by Deputy Town Mayor, Cllr Merrick, seconded by Cllr MacNaughton and

**UNANIMOUSLY RESOLVED** to approve the price list for 2018/2019 and delegate to the Head of Business to make any increases to address price increases.

To delegate to the Head of Business to determine future stock levels within the agreed budget.

And

To delegate to the Head of Business to investigate opportunities to setup an online seller account – e.g. eBay to increase sales.

#### **26/18 Request for free use of Town Hall**

It was proposed by the Town Mayor, Cllr Ansell, seconded by Cllr Canfer and

**UNANIMOUSLY RESOLVED** to approve the free use of the Town Hall for the Mayor's Shopping Week 3<sup>rd</sup> – 8<sup>th</sup> November 2018, and that decisions of this type can be delegated to the Director of Council Services and Head of Business in conjunction with the Town Mayor.

#### **27/18 Replacement Computer**

It was proposed by Deputy Town Mayor, Cllr Merrick, seconded by Cllr MacNaughton and

**UNANIMOUSLY RESOLVED** to approve the purchase of replacement IT equipment for the Publicity and Promotion Officer and delegate to the Head of Business to progress. Funding from P&R Earmarked Reserve Equipment. 901-9003 £1207.50 + VAT.

#### **28/18 P&R Budget and Earmarked Reserves**

The P&R budget and earmarked reserves were noted.

#### **29/18 Strategic Plan**

It was proposed by the Town Mayor, Cllr Ansell, seconded by Cllr MacNaughton and

**UNANIMOUSLY RESOLVED** to remove three objectives from the Policy and Resources Strategic Plan; Improved Effectiveness of Council, Effective Delivery of Services and Local Council Award Scheme (formerly Quality Council status).

#### **30/18 Confidential Session**

In view of the sensitive nature of the business to be transacted, it is advisable in the public interest that the public and press be excluded, and they are instructed to withdraw.

Reason for confidential session:

To receive minutes of the Personnel Sub Committee and Annual Staffing Report.	Public to be excluded from the meeting progress confidential staffing matters	Information about an individual member of staff is confidential between the council and staff member. Under the Data Protection Act 1998, a council also has obligations as to how it uses such information about an individual.
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It was proposed by Deputy Town Mayor, Cllr Merrick, seconded by Cllr Couchman and

**UNANIMOUSLY RESOLVED** that in view of the sensitive nature of the business to be transacted, that the public be excluded, and they are instructed to withdraw.

Public session closed at: 19:04

### **31/18 P&R Confidential Minutes**

It was proposed by Deputy Town Mayor, Cllr Merrick, seconded by Cllr Couchman and

**UNANIMOUSLY RESOLVED** to confirm, as a true record, the Draft Confidential Minutes of Policy & Resources Committee held on 19<sup>th</sup> June 2018.

### **32/18 Notes of Personnel Sub-Committee Meetings**

Members received the notes of the Personnel Sub Committee meetings held on 28th June 2018 and 13th September 2018.

### **33/18 Request for Reduced Working Hours**

Members resolved to approve the request for reduced working hours.

### **34/18 Annual Staffing Report**

Members discussed the Annual Staffing report and resolved the recommendations.

Meeting Closed at: 19:27