

POLICY AND RESOURCES COMMITTEE

Minutes of the Meeting held in the Large Hall of the Town Hall, Calne on Tuesday 19th June 2018

PRESENT: Cllr Glenis Ansell – Town Mayor
Cllr Robert Merrick – Deputy Town Mayor
Cllr Heather Canfer
Cllr David Conway
Cllr Terry Couchman (arrived at 18:42)
Cllr Jon Fisher
Cllr Robert MacNaughton
Cllr Tony Trotman
Cllr Greg Widger

OFFICERS: Jeannette Young – Director of Council Services

IN ATTENDANCE: Natasha Griffin – Committee Clerk

Public Participation

None

01/18 ELECTION OF A VICE CHAIR

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

UNANIMOUSLY RESOLVED to elect Cllr Conway as Vice-Chair of the Policy and Resources Committee for the 2018/19 municipal year.

02/18 APOLOGIES

Apologies were received from Cllr Mark Mewett.

03/18 DECLARATIONS OF INTEREST

Declarations of interest were received from:

The Town Mayor, Cllr Ansell – Chair of Music and Arts Society.
Cllr Fisher – Married to the Chair of Summer Fun in Calne Playscheme.
Cllr Widger – Member of the Bike Meet Committee.

04/18 MINUTES

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

UNANIMOUSLY RESOLVED to confirm as a true record the Minutes of the Policy and Resources Committee meeting held on Monday 12th March 2018.

05/18 START TIME FOR THIS COMMITTEE

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

UNANIMOUSLY RESOLVED to keep the meeting time for the Policy & Resources Committee to start at 18:30 for the ensuing year.

06/18 WORKING GROUP MEMBERSHIP

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

UNANIMOUSLY RESOLVED to approve the following membership of the Finance Working Group; Town Mayor, Cllr Glenis Ansell, Deputy Town Mayor, Cllr Robert Merrick, Cllr Robert MacNaughton (Chair of TD&P), Cllr Heather Canfer (Chair of Amenities), Cllr Jon Fisher, Cllr David Conway, and Cllr Tony Trotman.

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

UNANIMOUSLY RESOLVED to approve the following membership of the Appeals Panel; Cllr Greg Widger, Cllr Heather Canfer and Cllr Tony Trotman.

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

UNANIMOUSLY RESOLVED to approve the following membership of the Governance & Policy Working Group; Town Mayor, Cllr Glenis Ansell, Deputy Town Mayor, Cllr Robert Merrick, Cllr Robert MacNaughton (Chair of TD&P), Cllr Heather Canfer (Chair of Amenities), Cllr David Conway, Cllr Jon Fisher and Cllr Tony Trotman.

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

UNANIMOUSLY RESOLVED to suspend the Recreation Club Working Group.

07/18 NOTES FROM WORKING GROUPS

Finance Working Group

The minutes from the Finance Working Group meetings held on 16th April and 21st May 2018 were noted.

Calne Our Place – Town Signs

Members noted the recommendation, resolved at the Full Council meeting held on 18th June 2018, to agree in principle to an advance of £10,000 for the purchase of signs for the Town Centre.

08/18 Draft Grant Application Policy

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

UNANIMOUSLY RESOLVED to approve the draft Grant Application Policy as recommended by the Finance Working Group.

09/18 Grants & Donations

09/18.1 Calne and District Community Link

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

UNANIMOUSLY RESOLVED to award a grant of £677 for monthly use of the Council Chamber and use of the Corn Exchange for the Annual General Meeting (£235), monthly hire of Church House for drop-in Sessions (£254) and the annual Telephone Bill (£188). Local Government and Rating Act 1997, Section 27

09/18.2 Wiltshire Music Centre Trust Ltd

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

RESOLVED to award a grant of £450.00 towards regular music activities that benefit the residents of Calne. Local Government Act 197, Section 145.

09/18.3 Calne Movies

It was proposed by Cllr Trotman, seconded by Cllr Couchman and

UNANIMOUSLY RESOLVED to award a grant of £1,350.00 for hire of the Town Hall for 10 monthly film showings. Local Government Act 1972, Section 145.

09/18.4 Calne Bike Meet

Jeannette Young, DoCS informed members that there are available funds in the public toilet earmarked reserve budget that could be used to fund the cost of hiring the toilets.

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

UNANIMOUSLY RESOLVED to award a grant of £1,654.00 for the use of Town Council assets, use of Church Street car park, hire of toilets and hire of the Town Hall for Calne Bike Meet on 28th July. £1164 of this grant will be taken from the public toilet earmarked reserve, budget code - 902/9061. Local Government Act 1972, Section 145.

09/18.5 Calne Music and Arts Festival

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

UNANIMOUSLY RESOLVED to award a grant of £875.00, a grant of £800 to help reduce the cost of ticket prices, especially for children, and a grant of £75 for the hire of the Town Hall for a Moviola showing of 'West Side Story' on 10th October. Local Government Act 1972, Section 145.

09/18.6 Calne Clean Up Crew

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

UNANIMOUSLY RESOLVED to award a grant of £900 to aid litter picking, gardening, cleaning signs, sweeping etc.

10/18 Grants – Update Reports for Grants Awarded Last Year

10/18.1 Summer Fun in Calne

Members received and noted the annual report and accounts for the Summer Fun In Calne Playscheme, showing how last year's annual grant of £4,000 has been spent.

10/18.2 Calne Heritage Centre Trust

Members received and noted the update report from the Calne Heritage Centre Trust.

10/18.3 Wiltshire Citizens Advice Services

Members received and noted the update report from Wiltshire Citizens Advice Services on how last year's grant of £2,000 was used.

10/18.4 A Place 4 Us

Members received and noted the update report/information for A Place 4 Us showing how last year's grant of £5,000 has been spent.

11/18 General Data Protection Regulations

It was proposed by Cllr Conway, seconded by Cllr Widger and

UNANIMOUSLY RESOLVED to adopt the following policies and procedures; Data Security Incident Procedure, Data Privacy Impact Assessment Document, Data Protection Policy, How to Access Your Records and Subject Access Request Form.

It was proposed by Cllr Trotman, seconded by Cllr Conway and

UNANIMOUSLY RESOLVED to refer the action plan for consideration by the Governance and Policy Working group and bring recommendations back to the next meeting of the Policy & Resources Committee for consideration and delegate to the Head of Business to progress.

Members noted that the external Data Protection Officer – Paul Russell has taken up his post.

12/18 Secure Email Accounts for Councillors

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

UNANIMOUSLY RESOLVED to approve the contents of the report, including the virement of funds of £1000 from the budget code 4000/101 to 4166/105, with the exception that a sub-domain would be used for one year and, within this time frame, review our IT provision including the website.

13/18 Strategic Plan

Members noted the Action Plan.

14/18 Confidential Session

Reason for confidential session:

To receive minutes of the Personnel Sub Committee	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 Cllr Couchman, seconded by the Town Mayor, Cllr Ansell 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: 19:20

15/18 CONFIDENTIAL MINUTES OF THE POLICY & RESOURCES COMMITTEE

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

UNANIMOUSLY RESOLVED to confirm, as a true record, the Confidential Minutes of Policy & Resources Committee held on 12th March 2018.

16/18 NOTES OF PERSONAL SUB COMMITTEE MEETINGS

Members received the notes of Personnel Sub Committee meetings held on 5th April and 10th May 2018.

Meeting Closed at: 19:20