

## POLICY AND RESOURCES COMMITTEE

### Draft Minutes of the Meeting held in the Large Hall of the Town Hall, Calne on Monday 25 September 2017

**PRESENT:** Councillor Tony Trotman (Town Mayor)  
Cllr Glenis Ansell (Chair of TD&P Committee)  
Cllr David Conway  
Cllr Jon Fisher  
Cllr Macgregor-Fairlie  
Cllr Robert MacNaughton  
Cllr Robert Merrick  
Cllr Greg Widger (Chair of Amenities Committee)/Vice Chair)

**OFFICERS:** Jeannette Young – Acting Town Clerk  
Mark Edwards – Business Support Officer

In the absence of the Deputy Town Mayor, Cllr Widger welcomed everyone to the meeting

#### Public Participation

Three members of the public were present

#### 12/17 ELECT A PROPER OFFICER

It was proposed by Cllr Ansell and seconded by Cllr MacNaughton and

**UNANIMOUSLY RESOLVED** to elect Jeannette Young as Proper Officer for this meeting

Cllr Widger reminded members that whilst Jeannette Young has agreed to assume the role of Acting Proper Officer in the Town Clerk's absence, she is not CILCA trained and has no legal or financial qualification in this sector. Jeannette may be unable to answer some questions from members at meetings; however, she will take any unanswered questions away, seek advice and/or guidance and respond as soon as practicable.

#### 13/17 APOLOGIES

Apologies were received from Cllr Marshall – Deputy Town Mayor and Cllr Thorn.

#### 14/17 DECLARATIONS OF INTEREST

None made

#### 15/17 MINUTES

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

**RESOLVED TO APPROVE** the MINUTES of the Policy and Resources Committee meeting held on Tuesday 20 June 2017.

### **16/17 GOVERNANCE & POLICY WORKING GROUP**

The draft notes of the working group meeting held on 5<sup>th</sup> September were received.

Cllr Ansell explained the background behind the recommendation and concern about the level of attendance at meetings so early in a new administration. Cllr Conway also expressed his support for this recommendation as it moved away from a political bias.

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

**UNANIMOUSLY RESOLVED TO RECOMMEND** to the Full Town Council meeting that members arrange where possible a substitute to cover planned absences from meetings. In relation to Town Development & Planning Committee attendance this should be a member from the ward.

Cllr Ansell explained that one of the first tasks of the Governance & Policy working group was to review the current Standing Orders against the national model.

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

**UNANIMOUSLY RESOLVED TO RECOMMEND** to the Full Town Council meeting that members agree that no changes to existing Standing Orders are made pending the current review by the Governance & Policy Working Group

### **17/17 FINANCE WORKING GROUP**

The notes of the working group meetings on 17<sup>th</sup> July and 18<sup>th</sup> September (draft) were received.

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

**UNANIMOUSLY RESOLVED TO APPROVE** that hire charges at Beversbrook should be increased to compensate cleaning costs and conditions of the contract of hire should include a damage deposit

The Town Mayor – Cllr Trotman explained that the current Internal Auditor is in place until 2018.

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

**UNANIMOUSLY RESOLVED TO APPROVE** that Calne Town Council remains with Auditing Solutions. Request a copy of the internal audit schedule for this year for consideration and approval and request that the staff allocation rotate.

It was proposed by Cllr Merrick and seconded by Cllr MacNaughton and

**UNANIMOUSLY APPROVED** to recommend Summary Salaries Budget Restructure and submit to the next Full Council meeting for approval.

## **18/17 GRANTS AND DONATIONS**

**18.17.1 Brook Way, Wessex Close and Wyvern Avenue Neighbourhood Watch** - requesting £100 to purchase three Neighbourhood Watch Scheme signs.

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

**RESOLVED** not to award a grant but ask that the Town Development & Planning Committee consider purchasing metal signs at cost of no more than £100.

**18.17.2 Castlefields Canal and River Park Association** - requesting a grant of £198 for hire of the Town Hall for bi-monthly committee meetings and £3,500 to purchase additional equipment for the outdoor gym.

Cllr Macgregor-Fairlie asked about whether the equipment was accessible. Cllr Conway asked if usage figures could be provided.

It was proposed by Cllr Ansell, seconded by Cllr Merrick and

**RESOLVED** to award a grant for the hire of the Town Hall of £198 but ask for further information in relation the outdoor gym equipment proposed around potential usage and whether the equipment meets accessibility needs. Local Government (Miscellaneous) Provisions Act 1976, Section 19.

Cllr Macgregor-Fairlie abstained from the vote

**18.17.3 Royal British Legion Calne Branch** - requesting a grant of £486 for hire of the Town Hall on 16th December 2017 for a Christmas Dinner to raise funds for the restoration of the War Memorial.

It was proposed by Cllr Conway and seconded by the Town Mayor – Cllr Trotman and

**UNANIMOUSLY RESOLVED** to award grant of £486 for hire of the Town Hall on 16th December 2017. Local Government Act 1972, Section 137.

The current summary of grants awarded and remaining budget were noted.

## **19.17 USE OF TOWN COUNCIL OWNED PUBLIC OPEN SPACES**

The report and draft terms and conditions were considered. Cllr MacNaughton asked why impose a fee. Cllr Conway shared an issue where a personal trainer was using a tennis court preventing others playing tennis. Cllr Ansell raised the issue that if anyone wished to use premises for this type of use or event they would have to pay a fee. Cllr Macgregor Fairlie raised the issue of vetting and enforcement. Cllr Fisher asked whether this was needed.

Jeannette Young confirmed this was for Personal Trainers & Fitness Coaches only and permission for charity or other events would be considered. Any monitoring or enforcement would be carried out by Calne Town staff.

It was proposed by Cllr Conway and Seconded by Cllr Merrick and

**RESOLVED** to approve the licence and annual fee of £40+VAT be charged for use of Council public open space excluding The Green.

There were 3 abstentions.

#### **20/17 BUDGET AND EARMARKED RESERVES**

The current budget and reserves were noted.

#### **21/17 ACTION PLAN**

The action plan was noted.

#### **21/17 CONFIDENTIAL SESSION**

Public Session Closed at 19:30

It was proposed by Cllr Merrick, seconded by Cllr Fisher and

**UNANIMOUSLY RESOLVED** 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.

#### **22/17 NOTES OF PERSONNEL SUB COMMITTEE**

The notes of the Personnel Sub Committee meetings held on 17<sup>th</sup> July, 28<sup>th</sup> July & 4<sup>th</sup> September (draft) were received

#### **23/17 RECOMMENDATIONS FROM PERSONNEL SUB COMMITTEE**

Recommendations in relation to staffing matters were considered and recommendation agreed.

Meeting Closed at 20:05