

POLICY & RESOURCES COMMITTEE

Draft Minutes of the Meeting held in the Large Hall of the Town Hall, Calne on Monday 16th January 2017

PRESENT: Councillor A J Trotman - **Deputy Town Mayor**
Councillor Mrs G J Ansell
Councillor Mrs M J Baggs
Councillor C M R Boase
Councillor A K Hill
Councillor P A B Venton

OFFICERS: Mrs Jeannette Young (JY) – Acting Proper Officer
Mrs Clare Harris – PA to the Town Clerk

PUBLIC & PRESS:

There were no members of the press or public in attendance.

33/16 ELECT A PROPER OFFICER

It was proposed by the Deputy Town Mayor, Councillor Trotman, seconded by Councillor Mrs Baggs and

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

The Chair reminded members that whilst Jeannette Young has agreed to assume the role of Acting Proper Office 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.

34/16 APOLOGIES

Apologies were received from the Town Mayor, Councillor Rounds, Councillors Conway, Marshall and Muir.

35/16 DECLARATIONS OF INTEREST

Cllr Mrs Baggs declared an interest in the grant application relating to the Calne & District Link Scheme in that she is a user of the scheme approximately four times a year. Councillor Mrs Baggs will still take part in debate and will vote.

36/16 MINUTES

The minutes of the Policy & Resources Committee meeting held on Monday 6th November 2016, having previously been circulated, were confirmed as a true record and signed by the Chair.

37/16 GRANTS & DONATIONS

The list of grants and donations awarded for 2016/17 was noted.

37.1 WILTSHIRE BOBBY VAN TRUST

Members welcomed this application and were fully supportive of the work of the Bobby Van Trust.

It was proposed by Councillor Hill, seconded by Councillor Mrs Baggs and

***UNANIMOUSLY RESOLVED** to award a grant of £500.00 to secure the homes of the most vulnerable people in Calne.*

37.2 CALNE CHAMBER OF COMMERCE

Whilst members were happy to grant funding in association with the hire of the Town Hall building they had concerns over the use of the car park for activities other than parking and requested that this element is removed from the application. Members delegated authority to JY to double check the town hall hire charges associated with this booking as the costs seemed quite high.

It was proposed by Councillor Hill, seconded by the Deputy Town Mayor, Councillor Trotman and

***RESOLVED** to grant fund the hire of the Town Hall building only at a cost of no more than £800, for the purposes of the Business Fair on 13th May 2017.*

37.3 CALNE & DISTRICT COMMUNITY LINK

Members welcomed this application and supported the great work of the group.

It was proposed by the Deputy Town Mayor, Councillor Trotman, seconded by Councillor Boase and

***UNANIMOUSLY RESOLVED** to award a grant of £422.50 to hire both the Council Chamber of the Town Hall and Church House for meetings.*

38/16 STRATEGIC PLAN - POLICY & RESOURCES ACTION PLAN

The following points were raised:

- **Effective Delivery of Services** – It was noted that this is a work in progress. The Staffing review is complete but its implementation is on going and this needs to be updated.
- **Continuous Professional Development** – It was suggested that consideration is given to induction training for new Councillors post election.
- **Local Council Award Scheme** – JY confirmed that this has not yet been addressed due to recent heavy workloads. CH and confirmed that a majority of the work was completed in 2016 however she has been unable to complete this project as other issues have had to take priority. JY/CH to ensure this is addressed in the new municipal year.
- **Community Assets and Asset Transfer** – Members discussed this in some depth in particular in relation to Church Street Car Park. It was agreed that whilst this warrants further discussion, car parking falls under the remit of the Town Development & Planning committee.
- It was noted that some of the objectives have annual review dates but this is not specific to a month/date. This needs reviewing and updating.

The meeting closed at 7.07pm