

POLICY & RESOURCES COMMITTEE

Draft Minutes of the Meeting held in the Large Hall of the Town Hall, Calne on Monday 26 September 2016

PRESENT: Councillor T W B Rounds – **Town Mayor**
Councillor A J Trotman - **Deputy Town Mayor (Chair)**
Councillor Mrs G J Ansell
Councillor Mrs M J Baggs
Councillor A K Hill
Councillor H R Marshall (*arrived 6.40pm*)

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

PUBLIC & PRESS

There were no press or public in attendance.

12/16 ELECT A PROPER OFFICER

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

13/16 APOLOGIES

Apologies were received from Councillors Boase, Conway, Muir, Venton and Warnett.

It was proposed by the Chair, Deputy Town Mayor, Councillor Trotman, seconded by Cllr Mrs Baggs and **UNANIMOUSLY AGREED** that with 5 members present the meeting is quorate and able to proceed.

14/16 DECLARATIONS OF INTEREST

The Deputy Town Mayor, Councillor Trotman declared an interest in Agenda Item 5.3 – Grant Application from the Calne Heritage Centre Trust. Councillor Trotman will answer any questions that arise, but will not vote.

Councillor Mrs Ansell declared an interest in Agenda Item 5.1 – Grant Application from the Calne Physically Handicapped Club in that her choir, Calne Larks recently accepted a donation from this club. Cllr Mrs Ansell also declared an interest in Agenda Item 5.2 – Grant Application from the Wiltshire Music Centre as she is the Wiltshire Council representative on this group.

15/16 MINUTES

The minutes of the Policy & Resources Committee meeting held on Monday 20 June 2016, having previously been circulated, was confirmed as a true record and signed by the Chair.

16/16 GRANTS & DONATIONS

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

16.1 CALNE PHYSICALLY HANDICAPPED CLUB

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

***UNANIMOUSLY RESOLVED** to award a grant of £63.00 to the Calne Physically Handicapped Club for the hire of the Town Hall.*

16.2 WILTSHIRE MUSIC CENTRE

It was proposed by Councillor Hill, seconded by Councillor Marshall and

***UNANIMOUSLY RESOLVED** to award a grant of £400.00 to the Wiltshire Music Centre towards regular music activities that benefit the residents of Calne.*

16.3 CALNE HERITAGE CENTRE TRUST

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

***RESOLVED** to award a grant of £5,000.00 to the Calne Heritage Centre Trust to fund the cost of utilities, enabling the facility to continue to open to a wide range of visitors.*

17/16 GRANT UPDATES

- 17.1 BENTLEY MODEL RAILWAY GROUP**
- 17.2 THE PARISH OF CALNE & BLACKLANDS**
- 17.3 CALNE MUSIC & ARTS FESTIVAL**
- 17.4 CASTLEFIELDS CANAL & RIVER PARK**

Members noted all of the above updates and thank you letters.

18/16 FINANCE WORKING GROUP

Members noted the minutes and the resolution contained within.

19/16 DOCUMENT RETENTION POLICY

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

***UNANIMOUSLY RESOLVED** to approve and adopt the Document Retention Policy as presented.*

20/16 BUDGET PREPARATION 2017/18

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

***UNANIMOUSLY RESOLVED** to approve the attendance of Stuart Wilbur, Management Accountant at the committee meetings listed below, to advise members and answer any questions on the draft budget at a total cost of £200.00 + VAT to be taken from Earmarked Reserves – Accounts & Corporate Governance (9006/901)*

- *Amenities – 24th October 2016*
- *Town Development & Planning – 26th October 2016*
- *Policy & Resources – 7th November 2016*
- *Full Council- 21st November 2016*

21/16 STRATEGIC PLAN - POLICY & RESOURCES ACTION PLAN

The following questions were raised for clarification:

- **Effective Delivery of Services** – The review date needs updating to highlight the fact the staffing review is on-going.
- **Local Council Award Scheme** – CH confirmed that the application is ready to go, however there is one outstanding piece of information she needs prior to submission. CH to contact LCAS to find out what impact this delay has/will have on our application. CH to gather the information and complete this piece of work herself so that the application can be submitted asap.
- **Community Assets and Asset Transfer** – This needs updating to detail the potential assets up for discussion to include; the verges along the bypass, the Pippin Toilets, the Fire & Ambulance Station etc. Officers to make contact with Wiltshire Council to find out the current situation and timeline. The comments regarding the Neighbourhood Plan to be removed as this is incorrect.
- **Investigate and develop online payments and bookings for all council payments** - JY/CH to investigate and feedback at next meeting. Update review date in light of this.

- **Maintenance Programme** – JY to check with Stuart West and provide an update for the next meeting. Is this programme in place now and if so can this committee have sight of it?
- **Audit of Leases with Third Parties** – CH/JY to find out the status of the Rent Review for the Calne Recreation Club and feedback to next meeting.

22/16 CONFIDENTIAL SESSION

It was proposed by Councillor Mrs Ansell, seconded by Councillor Marshall and

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

This part of the meeting closed at 7.02pm