

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 T W B Rounds – **Town Mayor**
Councillor A J Trotman – **Deputy Town Mayor (Chair)**
Councillor C M R Boase
Councillor A K Hill
Councillor H R Marshall
Councillor A S Muir
Councillor P M Redmond
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.

39/16 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.

40/16 APOLOGIES

Apologies were received from Councillor Conway, Councillor Mrs Ansell and Councillor Mrs Baggs.

41/16 DECLARATIONS OF INTEREST

There were no declarations of interest.

42/16 MINUTES

The minutes of the Policy & Resources Committee meeting held on Monday 16th January 2017, having previously been circulated, were confirmed as a true record and signed by the Chair.

43/16 GRANTS & DONATIONS

Members noted the list of grants and donations awarded.

43.1 THE WILTSHIRE BOBBY VAN TRUST

Members noted the correspondence.

44/16 RENEWAL OF EMPLOYMENT LAW ADVISOR CONTRACT

In light of extant staffing issues being handled by our Employment Law Advisors at present, it was agreed that now would not be an appropriate time to end the contract but equally members were not happy to renew it for more than one year.

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

***UNANIMOUSLY RESOLVED** to renew the Employment Law Advisor contract, which expires on 28th March 2017, for one year only.*

45/16 STRATEGIC PLAN - POLICY & RESOURCES ACTION PLAN

- **Improved effectiveness of the Council** – add in the date of the Full Council meeting at which the Governance Review was adopted.
- **Effective Delivery of Services** – needs updating to include the date of the Full Council meeting at which the staffing review was approved. It was noted that whilst the review is complete, the implementation is not and roles, job descriptions and salaries are still being reviewed. JY confirmed that a staffing report will be presented to Council in April.
- **Community Assets and Asset Transfer** – It was suggested that a separate committee is formed to deal with these issues, however members were mindful that any decisions/commitments surrounding this should be made by the new Council in the new municipal year.
- **Investigate and Develop Online Payments and Bookings for all Council Services** – Beversbrook should be included in the text, as it is a council service and should be highlighted as such.
- **Policies** – specific dates needs to be included in the review dates section.

The meeting closed at 18.51hrs.