

## **POLICY AND RESOURCES COMMITTEE**

### **Draft Minutes of the Meeting held in the Large Hall of the Town Hall, Calne on Monday 14<sup>th</sup> January 2019**

**PRESENT:** Cllr Glenis Ansell – Town Mayor  
Cllr Robert Merrick – Deputy Town Mayor  
Cllr Heather Canfer  
Cllr David Conway  
Cllr Terry Couchman  
Cllr Jon Fisher  
Cllr Tony Trotman  
Cllr Greg Widger

**OFFICERS:** Jeannette Young – Director of Council Services  
Natasha Griffin – Committee Clerk

#### **Public Participation**

One member of the public was present.

In support of their grant application, a representative from the River Clean Up group provided a summary of the work they have undertaken. River Clean Up have worked with the Wiltshire Wildlife Trust and Friends of Abberd Brook to create a youth group called 'River Warriors'. The aim is that children can get involved in lots of different activities and learn about the local environment.

#### **47/18 APOLOGIES**

Apologies were received from Cllr MacNaughton and Cllr Mewett.

#### **48/18 DECLARATIONS OF INTEREST**

The Town Mayor, Cllr Ansell declared that she is the Chair of the Calne Music and Arts Festival.

#### **49/18 MINUTES**

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

**UNANIMOUSLY RESOLVED** to approve the minutes of the Policy and Resources Committee meeting held on Monday 5<sup>th</sup> November 2018.

#### **50/18 Notes from Working Groups**

**50/18.1 Finance Working Group**

Members noted the minutes from the Finance Working Group meetings held on 13<sup>th</sup> November 2018 and 17<sup>th</sup> December 2018

## **51/18 Grants & Donations – List of Grants & Donations Awarded 2018/2019**

### **51/18.1 Grant Application – River Clean Up**

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

**UNANIMOUSLY RESOLVED** to approve the request from River Clean Up for a grant of £1321.00 in order to run two River Clean Up eco groups for teenagers and families which form River Warriors Calne.

Power: Under the General Power of Competence

### **51/18.2 Grant Application – Calne Pocket Park and Community Garden**

Cllr Trotman declared that this was a brilliant solution for the area which is owned by Wiltshire Council. A licence is to be issued by Wiltshire Council for a 3-year period.

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

**UNANIMOUSLY RESOLVED** to approve the request from Calne Pocket Park and Community Garden for a grant of £600 for a pop-up portable pocket park and community garden for Calne.

Power: Under the General Power of Competence

### **51/18.3 CARP – letter of thanks**

Members noted the letter of thanks.

## **52/18 Draft Recording of Delegated Decisions**

This document has been amended in line with Standing Orders.

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

**UNANIMOUSLY RESOLVED** to approve the reviewed Recording of Delegated Decisions.

## **53/18 Draft Councillors Email, Internet and Tablet - Acceptable Use Policy**

It was clarified that in the next financial year a report will be submitted to Full Council that will seek approval for Councillors to be provided with a device. The aim is that by providing Councillors with a tablet this will not only create a financial saving but also provide a secure, central place for council work to be undertaken.

It was further clarified that the policy for Councillors is in line with that followed by Calne Town Council employees.

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

**RESOLVED** to approve the adoption of the Councillors Email, Internet and Tablet - Acceptable Use Policy.

#### **54/18 Finance Working Group - Revised Terms of Reference**

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

**UNANIMOUSLY RESOLVED** to approve the adoption of the Finance Working Group revised Terms of Reference with the amendment that the numbering under point 5 be corrected and the wording under point 5 be changed from 'Sub-committee' to 'Working Group'.

#### **55/18 Strategic Steer Working Group**

Members discussed the recommendation from the Strategic Steer working group.

It was clarified that the proposal is suggesting that a separate community awards panel be created where those groups requesting grant funding can attend and verbalise their request.

It was discussed that the P&R Committee is the panel already in place to consider grant applications and that it could be suggested that those requesting grant funding attend this meeting to speak to their applications.

Cllr Widger stated that if Councillors are aware of individual groups struggling with the process then help can be offered; however, a separate panel would create duplication of work.

Cllr Fisher claimed that the aim is not to duplicate work, but as the proposal states, investigate and consider the formation of a new panel, in line with the increase of the grants budget next year. This would remove the element of the P&R committee in the process.

It was further discussed, in consideration of the renaming of committees, that the grants process is adequately advertised and fully explained on the CTC website.

Cllr Merrick put forward an amendment to the proposal stating that CTC will actively look at ways of promoting the fact that grant funding is available. This amendment was not accepted.

It was proposed by Cllr Widger and seconded by Cllr Trotman and

**RESOLVED** to reject the proposal to investigate and consider the setup of a separate community awards panel and to the renaming of committees.

### **56/18 P&R Budget and Earmarked Reserves**

The P&R budget and earmarked reserves were noted.

### **57/18 Strategic Action Plan**

Members noted the strategic action plan.

### **58/18 Confidential Minutes**

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

**UNANIMOUSLY RESOLVED** to confirm, as a true record, the Draft Confidential Minutes of Policy & Resources Committee held on 5<sup>th</sup> November 2018.

Meeting Closed at: 19:23