

POLICY AND RESOURCES COMMITTEE

Minutes of the Meeting held in the Large Hall of the Town Hall, Calne on Monday 15th January 2018

PRESENT: Cllr Greg Widger (Chair of Amenities Committee)/Vice Chair
Councillor Tony Trotman (Town Mayor)
Cllr David Conway
Cllr Robert MacNaughton
Cllr Robert Merrick
Cllr Couchman (substitute for Cllr Marshall)
Cllr Canfer (substitute for Cllr Thorn)
Cllr Fisher
Cllr Riley

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

ALSO PRESENT: Cllr Hill

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

Public Participation

No members of the public were present

36/17 ELECT A PROPER OFFICER

It was proposed by Cllr MacNaughton, seconded by the Town Mayor - Cllr Trotman 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 Proper Officer for this meeting, she is in the process of becoming CiLCA trained but has no legal or financial qualification in this sector. Jeannette may be unable to answer some questions from members at this meeting however; she will take any unanswered questions away, seek advice and/or guidance and respond as soon as practicable.

37/17 APOLOGIES

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

38/17 DECLARATIONS OF INTEREST

The Town Mayor – Cllr Trotman – Heritage Centre Chair - will remain in the meeting but not vote on the grant application.

39/17 MINUTES

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

RESOLVED TO APPROVE the MINUTES of the Policy and Resources Committee meeting held on Wednesday 8th November 2017.

40/17 WORKING GROUPS

40/17.1 The draft notes of the **Finance Working Group** held on 13th November 2017 were received.

40/17.2 An update on the meetings of the **Governance & Policy Working Group** was received

The working group met to review the NALC model of standing orders. Members were asked to note that the review dates for some policies have been exceeded. Updated policies will be brought to the next Policy & Resources Committee meeting for approval.

41/17 GRANTS & DONATIONS

The current position on Budget Code 4170 – Grants to Local Organisations was considered and discussed. The balance remaining this year stood at £ 1,153.50.

41/17.1 CALNE HERITAGE TRUST

It was proposed by Cllr MacNaughton, seconded by Cllr Conway and

RESOLVED to release the grant of £5,000

It was proposed by Cllr MacNaughton, seconded by Cllr Conway and

RESOLVED to award as an annual grant of £5,000, for the remaining term of office of this Council and to include this amount in the annual budget for each relevant year.

Power: Local Government (Miscellaneous Provisions) Act 1976, Section 19

41.17.2 JACKDAWS MUSIC EDUCATION TRUST

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

UNANIMOUSLY RESOLVED to award a grant of £500

Power: Local Government Act 1972, Section 145.

41/17.3 GOLDEN OLDIES (GOLDIES)

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

UNANIMOUSLY RESOLVED to award a grant of £473

Power: Local Government Act 1972, Section 145.

41/17.4 CARP

The thank you letter from CARP was noted

42/17 FREE PARKING – HERITAGE QUARTER CAR PARK

The recommendation from the Urgent Matters Committee was noted and that the scheme would lapse on 17th January 2018 if a decision was not made. It was proposed by the Town Mayor – Cllr Trotman, seconded by Cllr MacNaughton and

RESOLVED to renew the free parking scheme for Church Street for twelve months from 17th January 2018 at a cost of £8,049.60 and transfer £49.60 from reserves. It was further recommended that the Town Development & Planning Committee investigate a refund voucher scheme.

43/17 BUDGET 2017/2018

The current budget position for the Policy & Resources Committee was noted.

44/17 STRATEGIC PLAN

The strategic plan was noted

45/17 CONFIDENTIAL SESSION

Public Session Closed at 19:00

It was proposed by Cllr Couchman, seconded by the Cllr Riley 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.

46/17 NOTES OF PERSONNEL SUB COMMITTEE

The notes of the Personnel Sub Committee meeting held on 7th December, 19th December were received and noted.

47/17 RECOMMENDATIONS FROM PERSONNEL SUB COMMITTEE

It was recommended that the proposal for the management structure be considered at the Full Council meeting on 5th February 2018.

Meeting Closed at 20.20

Signed

Dated