



**Cricklade Town Council
First Town on the Thames**

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**POLICY & RESOURCES MEETING
Monday, 23rd January 2012
7pm at Ockwells**

Councillors present – Cllr D Tetlow (Chairman)
Cllr G Chapman Cllr M Clarke Cllr J Harmer Cllr M Hatton
Cllr A Jensen Cllr J Norman Cllr T Robertson Cllr R Szybiak
Three members of the public were also present.

Fire evacuation instructions were pointed out before commencement of the meeting.
Public Question Time - There were no questions.

MINUTES

- 11.37 Apologies for absence**
Apologies were received from Cllr B Beasley.
- 11.38 Declarations of Interest**
No declarations were received.
- 11.39 Minutes**
The Minutes of the meeting dated 7th November 2011 were slightly amended and approved as a true record and signed by the Chairman.
- 11.40 Clerk's Report.** The Clerk's report was **NOTED** as follows:

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| 11.28 | Correspondence – At the P&R meeting of 7 th November, Members agreed that the Town Clerk send a letter to the Lake 12 Partnership (following the return of a Town Council grant of £100). Although the group was no longer in a position to purchase the lease due to a prohibitively high guide price, Members wanted to offer encouragement for the Partnership's continuing campaign to maintain the lake and its outdoor educational centre. A letter had been sent. Closed |
| 11.30/11.31 | Ockwells – See Minute No 11.44 Tourism – See Minute No 11.45 |
| 11.32 | Civic Regalia – Members had resolved that additional civic regalia was needed for the Vice Chair and that the Town Clerk researched options for high quality medal and neck ribbon style regalia up to a cost of £750 before submitting a report and recommendation for consideration by Full Council as a one-off payment from General Reserves. This was agreed at FTC on 5 th December as part of the precept setting round (Min.11.76). Closed |
| 11.35 | Budget 2012/13 – Precept Planning - It had been resolved that a precept figure of 2.5% should be recommended to Full Council on 5 th December. Reviews of the Groundsmen's Machinery Schedule and TIP sales would be undertaken as a separate exercise. Closed |

11.41 Correspondence

Members **NOTED** the contents of the following items of correspondence:

- i) Letter from Cricklade Bloomers
- ii) Letter from the Cricklade Art Group
- iii) St Sampson's Church
- iv) Cricklade Jenner Hall

11.42 Town Council Grants

Members **NOTED** a short report by the Town Clerk updating Members about the Town Council's Small Grant Scheme together with a breakdown of those grants awarded in 2011/12. The balance of funds available was £248. Main points of discussion around a ring fenced award of £600 to the Christmas Lights Team were that:

- The group did not meet the criteria for an Area Board grant as it did not have a bank account
- Some expenses for the event on 3rd December 2011 remained outstanding
- That money held in Ear Marked Reserves for this new group may be appropriate to meet these costs but this would leave little remaining for a 2012 event

During a Suspension of Standing Orders the Chair of the Cricklade Business Association commented that some of the insurance costs had been shared with the scouts thereby reducing overall costs.

It was **RESOLVED** that it be delegated to the Town Clerk to liaise with the Christmas Lights Team for details of outstanding costs and meet those corresponding to the ones set out in the original application and paid in line with the Scheme's criteria. Any balance of funds remaining should be returned to the 2011/12 Grants Scheme.

11.43 Thames Hall

Members **NOTED** a report and recommendation by the Town Clerk about the future management of the Thames Hall which was to be taken on by the Town Council as agreed at the Policy and Resources Meeting of 4 July 2011 (Minute 11.07). Members also **NOTED** minutes of the most recent user group meeting. Main points of discussion were:

- The extent and definition of responsibilities retained by the user group
- Agreed duties of the Town Council under any agreement
- The proportion of rent to be ring fenced for the group for janitorial duties and day to day requirements
- The importance of the legalities around the group's employment of a cleaner
- That rent be collected 3 times each year
- That accounting should be handled through a separate Cost Centre.

During a Suspension of Standing Orders the Chair of the Thames Hall Management Committee, Mr R Jones, confirmed that rent had been paid quarterly by users who had requested that this be changed to 3 times per year to fit better with the school year. Retention of day to day janitorial and key holder responsibilities was best left to the user group saving the Town Council basic caretaking duties.

It was **RESOLVED** that an agreement be drawn up in the form of an exchange of letters and includes that the **Town Council:**

- a) Collects rent from users 3 times each year
- b) Pays all utilities and service charges
- c) Holds responsibilities for internal and external structural building maintenance
- d) Administers hirings, publicity and accounting procedures

And that the user group

- e) Manages the day to day janitorial and key holder duties of the hall including the employment of a cleaner in accordance with legal requirements
- f) Holds an imprest account to the value of £1,000 to be credited by the Town Council for payment of a cleaner and day to day caretaking requirements
- g) Regularly liaises with the Town Council on issues relating to the running of the hall

Members also **RESOLVED** that the draft exchange of letters be submitted to the next P&R Committee meeting for approval and that the Town Clerk also looks at putting in place administration procedures around hirings, drafts terms and conditions of hiring and deals with liability and insurance issues.

11.44 Ockwells

Members **NOTED** an update report and recommendation by the Town Clerk about progress on the arrangements to holdover the Ockwells Head and Sub Leases and review service charges. There had been no promised follow-up from Wiltshire Council officers following a meeting on 19th October 2011. Councillor Colmer had received assurances of feedback by the end of January. Main points of discussion were:

- The lack of information on service charges had resulted in the Town Council not being in a position to accurately predict service charges for 2012/13
- That it was likely that Wiltshire Council officers had looked at the requests as a whole and in connection with the campus proposal
- Any agreed campus plan would not take effect in the next Financial Year so not affect the issues around the Head and Sub leases or service charges
- That a query relating to an invoice for external work undertaken in 2009 was still outstanding and was a charge thought to be properly covered by an annual fixed service charge already paid by CTC. A suggestion to address this was a deduction of the amount concerned from the next quarterly payment of service charges
- That confirmation around the payment of £10,000 was likely to be a lengthy process requiring the recall of documents from NWDC archives. Copies of our records had already been passed on to WC.

Members **RESOLVED** that in the absence of follow-up by Wiltshire Council, the Town Clerk should write to the relevant senior officer (copied to the portfolio holder) asking that:

- a) The certificate relating to the 2010 service charges is released as soon as possible together with the forecast for expenditure for 2011
- b) Wiltshire Council Officers look again at the 2009 invoice relating to external works which may be more appropriately covered under CTC's payment of the annual fixed service charges

And that the Town Clerk liaises with the relevant legal officer at Wiltshire Council to seek confirmation about the £10,000 contribution made by CTC for the purchase of Ockwells in 1996.

11.45 Tourism

Members **NOTED** a report by the Town Clerk and recommendations by the Tourism Working Party. Cllr Clarke gave an overview of progress, the main points of which were:

- An update of work set out on the Actions List
- Budget availability
- A proposal to install large maps at the Town Hall and Town Centre Car Parks
- Options and merits of membership of tourism organisations

Members **RESOLVED** to:

- a) Note the progress and improvements agreed and set out in the Actions List including

those with a budget implication and give delegated authority to the Town Clerk, to recommend to the C&L Committee that the EMR of £1006 is used to pay for a large map for the Town Hall Car Park

- b) Agree that £250 agreed as part of the 2012/13 budget line for subscriptions towards shared membership of Visit Wiltshire be spent instead on membership of Action for Market Towns. (Provision had already been made for membership of a relevant organisation up to £250 in the 2012/13 budget). Money (up to £120) to cover the current year's subscription to be a charge to the P&R contingency budget.

11.46 Working Party Updates

Members **NOTED** updates for the Ockwells and Tourism Working Parties.

The meeting closed at 8.08pm

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