

Policy & Resources Committee Meeting
Monday 23rd March 2009
7pm Ockwells, 113 High Street, Cricklade

Councillors present:

Cllr B Beasley Cllr Mrs G Chapman Cllr P Colmer Cllr Mrs T Robertson
Cllr B Atfield Non member of this committee
2 members of the public

Fire evacuation instructions were pointed out before commencement

Public Question Time – No questions asked

MINUTES

08.086. Apologies for absence.

Received from Cllrs D Tetlow, T Clements & M Hatton

08.087. Declaration of interest in items on the agenda.

None received

08.088. Minutes

The minutes of the meeting held on the 28th January 2009 were signed by the Vice-Chairman and adopted as a true record.

08.089. Actions from last meeting

08.081 Standing Orders to be placed on website together with the Freedom of Information policy – to be placed on one page - outstanding

08.082 Management Agreement, Thames Hall – Drafted and forwarded to Bob Jones who is the Chairman of the Management Committee – awaiting his comments

08.084 Grant Application submitted by the Thames and Severn Canal Trust – More information requested and received – Agenda item

08.085 Alternative Banking – agenda item

08.090. Alternative Banking

Following the resolution passed at the Policy & Resources Meeting held on the 28th January 2009 to delegate to the Town Clerk to invest no more than £50,000 into 3 separate accounts giving the best interest rates, the following action has been taken:

Lloyds TSB

Fixed Rate Bond – invested £50,000 on 27th Feb'09 to 29th May'09 – 1.85%.

Scottish Widows

Instant Access, variable - invested £50,000 on 9th Feb'09 - 2.70% for six months.

Barclays Bank - Business

Fixed rate bond - £50,000 at 1.5% to be opened 9th April to be reviewed 25th September 2009. Investigation to be carried out with Barclays Bank as to the interest rate applicable between the time monies were deposited and 9th April 2009.

Balance with the Alliance & Leicester

08.091. Correspondence

Request from Gary Walker of the Leisure Centre requesting that the grant from CTC be paid in a one off payment in April of £8000 as opposed to 4 instalments. It was **RESOLVED** that if the contribution of £5000 from the Leisure Centre for a CCTV camera had not been received by the 1st April 2009 that £3000 be forwarded. If in the meantime the £5000 is received, the full grant of £8000 is forwarded.

08.092. Grant Applications

A grant application had been received from the Cotswold Canal Trust for grant aid towards providing an interpretation board explaining the long-term restoration of the Thames and Severn Canal. Grant request for £1560.00. Following discussions, it was **RESOLVED** to request further information on the exact location and design of the board and gain clarification that the award will cover the cost of any planning permission and erection costs.

A grant application had been received from the Cricklade Town Festival for £1,250. Following discussions it was **RESOLVED** to support this grant and if the above grant is paid before the end of this financial year this to be paid from the 09/10 grant budget. The residue from the 08/09 budget to be released into the general reserve.

08.093. Insurance Policy

The present insurance policy was reviewed and the clerk briefed members that some additions were necessary.

Additions to policy:

- CCTV to insure for £20,000 would cost an additional £525. To insure for £10,000 would cost an additional £262.50
- Computer equipment – for all four new computers = £5.35
- Bath Road play area – in total the equipment is valued at £45,860 the additional insurance cost would be £611.54.

Current policy is £3,925.46 With the additions the policy would be £4,804.85 - 09/10 budget is £4,550.00.

Following discussions it was **RESOLVED** that the Clerk arrange for all the Town Council owned buildings to be surveyed to give a valuation for insurance purposes and to identify any maintenance urgent or long term.

To contact other insurance companies for a quotation and report back to this committee with the results.

08.94. Staff Matters

The Clerk reported on the following:

Recruitment of Town Clerk – At the Personnel Sub-Committee meeting a timetable of recruitment was agreed and it was resolved that the new person be appointed to start on the 1st June to enable he/she to work with the present Clerk for a period of 3 to 4 weeks. Therefore the PSC recommend to this committee that the additional cost to cover this overlap be borne by monies ear marked from residue budget heads from the 08/09

budget. The Clerk identified budget headings where this payment could be found and it was **RESOLVED** to earmark £2,500 from the suggested budget headings to cover the cost of an overlap.
 It was also **RESOLVED** to place an advertisement in the Wilts & Glos Standard for one week as the response to date had been poor.

Change of staffing hours – To note – From 1st April 2009, The two Assistant Clerks working hours will be as follows: John Coole from 25 to 21 hours per week working Monday, Tuesday & Wednesday (full days) and Tina Jones from 25 to 28 per week working Tuesday, Wednesday, Thursday and Friday (full days).

08.95. Ear marked Reserves (EMR)

The Clerk distributed the 08/09 agreed EMR together with suggested changes and additions. Changes agreed are:

- 2514/346 Canal £1500 to be released
 - 2563/321 Grounds machinery £501.57 insurance and £202.75 new tyres to be moved to appropriate codes.
 - 2568/334 Playing field drainage £10,000 to be retained
 - 2508/342 tennis Courts £10,000 Cllr Tetlow to be asked to clarify the position with the courts
 - 2512/345 Thames Hall DDA £2,550 used to be deleted
- Additions agreed are:

P & R

1101/1102/1103	Wages/NI/SA	£900
1347	Contingency	£1000
1582	Other income Insurance pay for DO	£600
	Total	£2500 to be EM to cover the

overlap of the Town Clerk

- 1261 Tourism/TCM £1500 -EM for community projects a specific project to be named.
- 1525 Insurance £1075 – EM as insurance will increase 09/10
- 1556 Legal/Professional £705 – EM to cover cost of Town Council building surveys
- 1559 Acc/Software £800 – EM for new software for burial records

C & L

- 2142 Tree Surgery £1,200 – EM for any necessary tree surgery work
- 2163 Refuse/Dog Bins £485 – EM for new bins (Com Gdn, Long Close etc)
- 2249 Xmas Lights Main £2,500 – SEC bill anticipated at £1300 EM residue for replacement lighting.

08.96. Allotment Management Software

The Clerk notified members of her intention to purchase appropriate software for the management of allotments. This was not supported and it was **RESOLVED** that Cllr Colmer devise a spreadsheet to work to.

Meeting closed at 8.15pm