



Cricklade Town Council

First Town on the Thames

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POLICY & RESOURCES MEETING **Tuesday 19th May 2009** **7pm at Ockwells**

Councillors present - Cllr D Tetlow, Chairman
Cllr B Beasley Cllr G Chapman Cllr T Clements Cllr Mrs D Avenell
Cllr P Colmer Cllr B Atfield
+ 5 members of the public and Mrs Shelly Parker the Town Clerk's successor.

Fire evacuation instruction were pointed out before commencement.

Public Question Time – There were no questions asked.

MINUTES

09.01. Apologies for absence.

Received from Cllrs M Hatton and Mrs T Robertson

09.02. Declarations of Interest

Cllr Clements declared a prejudicial interest in item 9 of the agenda – grant for Jenner Hall – stayed, did not take part in discussions and did not vote.

09.03. Minutes

The Minutes of the meeting dated 23rd March 2009 were approved as a true record and signed by the Chairman

09.04. Actions from last meeting

- 08.089 Standing Orders to be placed on website together with the Freedom of information policy – outstanding This to be carried out before the next meeting of this committee (13th July 2009)
- 08.090 Banking – Barclays Bank – interest whilst account waiting to be opened - This was not an issue as the money remained in the Town Council's account until the opening of the account. - closed
- 08.091 Correspondence – request from Leisure Centre to have grant paid as a one off payment – Leisure Centre informed that if the contribution of £5000 from the L C for a CCTV camera had not been received by 1st April 2009 that £3000 will be forwarded. - Closed
- 08.092 Grant Applications – requested further information from the Cotswold Canal Trust and have informed the Cricklade Town Festival that their grant application was successful. Paid from 08/09 budget as grant for Cotswold Canal trust not paid.
- 08.093 Insurance Policy – gain further quotations for the Insurance and obtain

valuations together with identification of any maintenance urgently needed. – Agenda items.

08.094 Staff matters – Placed an advertisement in the Standard for the position of Town Clerk - Closed

08.096 Allotment Management Software – Cllr Colmer offered to devise a spreadsheet to work to, Assistant Clerk happy to draft her own spreadsheet.

09.05. Thames Hall Management Agreement

Consideration was given to the changes made by the Management committee to the drafted Agreement. It was **RESOLVED** that the changes be accepted with minor amendments. These amendments to be agreed with the Management committee and if they are satisfied the agreement to be adopted.

09.06. Political Publicity Policy

Following a complaint from a member of the public and a member of this Council regarding posters that were displayed of James Gray MP in the Tourist Information Office advertising his surgeries, a Political Publicity Policy has been drafted for consideration. During a suspension of standing orders, Mrs V Atfield of 2 Paul's Croft spoke against the posters saying that there was no need for two posters and that the poster should be on file and not displayed. She also did not see the need for a policy. Mrs Atfield's points were noted and the Chairman responded by informing Mrs Atfield that she had already been informed that the second poster has been removed and that there was also a poster notifying the public that Michael Wills was the M P for Cricklade. Neither posters were political just points of information.

Cllr Atfield spoke against the posters saying that this council prides its self on being non-political and that in displaying such posters the council was in danger of losing its credibility. He stated that the poster of James Gray was discriminating and that he wished the posters be removed.

Other councillor comments were – Cllr Clements, the poster was not political but just giving information as the Information Point serves the surrounding area as well as Cricklade. Cllr Chapman, If the photograph was upsetting replace with an alternative, Cllr Beasley happy with information as long as it is not seen to be political.

It was then proposed by Cllr Atfield and seconded by Cllr Beasley and carried that the poster is replaced with an alternative without the photograph. It was delegated to the Town Clerk to use her discretions on a replacement

It was **RESOLVED** unanimously to adopt the draft policy as stated below:

At the Town Clerk's discretion, Cricklade Town Council Information Point will display informative publications of a political nature that are thought to be useful information to Cricklade and the surrounding community.

Cricklade Town Council will not publish or assist anyone, financially or otherwise, to publish, by any means, any material which in whole or part appears to be designed to affect public support for a political party.

In deciding whether material falls under the ban, regard must be had to whether it promotes or opposes a point of view identifiable to a political party, or appears to be part of a campaign.

09.07. Land Registration

The following information was distributed and noted:

A small Working Party was held on 5th May to establish the way forward for registering all the Town Council owned land.

The Land registry has invited the Council to voluntary register all its land for a reduced fee.

However this needs to be done before 6th July 2009.

Before moving forward with registration it was established that a spreadsheet needs to be devised giving details of all the documents that relate to any Town Council owned land. This will establish if we have the appropriate documents to enable us to carry out the registration.

If the necessary documents cannot be found then a form entitled ST1 will need to be completed and sent to the Land Registry.

Martin Evens of Lemon & Co Solicitors are holding some documents relating to land in the ownership of this council however I am enquiring just how much he has and what it is he would be able to register. He has quoted a cost of £250 to register any land for the Council.

As we do not have enough time to establish just exactly what we have by way of necessary documentation for registration, the offer of voluntary registration before 6th July will need to be forfeited.

The work needed to be carried out will be very time consuming and will take place as and when resources allow.

CLLRS P COLMER AND MRS D AVENELL ARRIVED AT THIS POINT

09.08. Correspondence

No correspondence received

09.09. Grant Applications

The following grant applications were received and considered.

Jenner Hall – During a suspension of standing orders Mrs K Crow briefed members that urgent repairs were necessary to a leaking roof. It was proposed, seconded and unanimously carried (Cllr Clements did not vote) that a grant for the full amount requested £1,035 be agreed.

Cricklade Rugby Club – Cllr Colmer briefed members that the Rugby Club was looking to hold a meeting with the Council to discuss future plans for the changing rooms etc. It was **RESOLVED** to defer this application for a grant request until this meeting had taken place and a letter be written to the Rugby Club explaining this.

2nd Cricklade Scout Group – To take a party of scouts to the Dominican Republic to carry out community work in a small village near the Haitian border. It was proposed, seconded and unanimously carried to grant £500.

09.10. Insurance Policy

A surveyor's valuation and report on all three of the Town Council buildings were considered. The increased values of all three buildings were noted and have been incorporated into all insurance quotations.

The recommended necessary work for the Thames Hall and Museum is to be relayed to the Thames Hall Management committee and the Museum Curator for their observations. Also itemised quotations are to be sought for the recommended works.

It was suggested that the local scouts group who hire the Thames Hall may wish to get involved with some of the menial repairs.

Contingency plans were suggested.

Insurance – The Clerk distributed a report on the three quotations received and it was delegated to the Clerk to place the insurance with a commendable company – however Zurich was favoured.

09.11. Review of Cllrs Distribution

A report was distributed and it was **RESOLVED** to remain with the status quo – email to those

who are comfortable with receiving correspondence in this way and hard copies for those who are not. It is hoped that eventually all members will accept email copies as this is a great saving on resources, paper and cost.

09.12. Review of Standing Orders

Members noted the Standing Orders and agreed to accept as seen. However wished to take a closer view on them at the next Policy & Resources meeting.

09.13. Review of Financial Risk Assessments

The Clerk distributed copies of the Financial Risk Assessments with suggested amendments and it was **RESOLVED** to accept these as read.

09.14. Ear Marked Reserves (EMR)

The agreed Ear Marked Reserves were noted and the Clerk was instructed to clarify the situation of the Leisure Centre, Tennis Courts and Cemetery Provision with a view if it is necessary to keep them ear marked. Consideration for their release to be taken to the next Community & Leisure Committee.

09.15 Seasonal Assistance for Groundsmen

Due to the additional work that is being placed on to the Groundsmen through Cricklade's success in the Britain in Bloom competitions the demands on the Groundsmen are becoming unreachable. Therefore the Clerk recommended to members that seasonal assistance be sought for 3 days per week for 13 weeks at £7 per hour totalling £1,911 during the summer months to carry out tasks such as grass cutting, watering, litter picking etc. Funds have been secured through the salaries budget to the sum of £2,887.20. It was **RESOLVED** to support this recommendation and to delegate implementation to the Town Clerk.

MEETING CLOSED AT 8.15PM