



Cricklade Town Council

First Town on the Thames

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POLICY & RESOURCES MEETING

Monday, 13th July 2009

7pm at Ockwells

Councillors present - Cllr D Tetlow, Chairman

Cllr B. Atfield

Cllr B. Beasley

Cllr G. Chapman

Cllr T. Clements

Cllr P. Colmer

Cllr T. Robertson

Three members of the public were also present.

Fire evacuation instructions were pointed out before commencement.

Public Question Time – No questions were asked.

MINUTES

09.16 Apologies for absence

Apologies were received from Cllrs. D. Avenell and M. Hatton.

09.17 Declarations of Interest

None received.

09.18 Minutes

The minutes of the meeting dated 19th May 2009 were approved as a true record and signed by the Chairman.

09.19 Actions from last meeting

- 08.089/ **Standing Orders** to be placed on website together with the Freedom of
- 09.04/ Information Policy. Now posted on website. Suggested review amendments to
- 09.12 be considered by P & R on Monday, 14th September.

- 09.05 **Thames Hall Management Agreement** – Amendments from the Management Committee agreed with further minor adjustments to be approved by the Management Committee. Agreed and signed off. **Closed.**

- 09.06 **Political Publicity Policy** – Policy supported and a replacement notice for James Gray's surgeries requested (*not yet received*). Poster removed. **Closed.**

- 09.07 **Land Registration** – Awaiting details of ownership documents held by solicitors. Clerk to liaise with solicitor on how best to take this forward.

- 09.09 **Grant Applications** – Grants processed and a letter sent to the Rugby Club advising that its application has been deferred and inviting the Club to contact the Town Council to arrange a meeting to discuss plans for the new changing rooms, etc. Awaiting a reply.

- 09.10 **Insurance Policy** -
 - Those responsible for the Thames Hall and the Museum notified of the

recommended works as set out in the survey report. Letters sent on 26th May 2009 requesting observations. Once these are received itemised quotations will be sought for the recommended works. Town Clerk to pursue response.

- Insurance quotation to be accepted and placed with Zurich. Quote accepted and premium paid. (*A quote to extend insurance cover to the Community Garden (street furniture) has been requested*).

09.13 **Financial Risk Assessments.** Amended accordingly. **Closed.**

09.14 **Ear Marked Reserves (EMR)** – Consideration for release of EMR to Leisure Centre, Tennis Courts and Cemetery Provision taken to Community and Leisure Committee (C&L):

- Leisure Centre – No EMR
- Tennis Courts – letter to be written to Tennis Club for latest position on new courts. (Letter to be drafted through C & L Committee.)
- Cemetery Provision – deferred to C&L of 8th September 2009

09.15 **Seasonal Assistance for Groundsmen** – Recommendation supported and devolved to the Town Clerk to implement. Seasonal groundsman appointed (June – September) for 3 days per week. **Closed.**

09.20. **Cricklade Museum – Lease**

Members considered each of the proposed amendments to the draft lease as submitted by Cricklade Historical Society.

It was **RESOLVED** that:

- i) the changes to the draft lease be accepted with minor amendments and that these amendments be agreed with the Cricklade Historical Society through delegation to the Town Clerk
- ii) the Town Clerk check the legal requirements of some of the proposed amendments (particularly with regard to naming individuals) and whether the lease could follow that of the one already drawn up between the Town Council and the Rugby Club in this regard
- iii) The Town Clerk review Cricklade Town Council's external professional services particularly with regard to costs.

Grant Applications

Members considered the following grant applications:

Cotswold Canal Trust - This application for £1,560 towards an interpretation board explaining the long term restoration of the Thames and Severn Canal had been deferred from 2 previous meetings, (Policy and Resources meetings of 28th January 2009 and 23rd March 2009). This was to allow for further information including photographic evidence of the site and details about planning application costs. During a suspension of Standing Orders, the applicant representing the Cotswold Canal Trust spoke in favour of the application.

It was **RESOLVED** that the Cotswold Canal Trust be awarded £780 (50%) of the total funding requested conditional on the project being match funded and for the Town Clerk to pass details of the grant scheme offered by the new Area Board on to the Trust.

Victim Support (Wiltshire) – This application was for a contribution of £100 towards the costs of offering support to Cricklade residents affected by crime including the costs of recruitment and of training volunteers.

It was **RESOLVED** that the applicant be awarded the full amount requested of £100.

Members noted that following the granting of the above awards the balance Small Grants budget for 2009/10 would be £5,085.

09.22 Cricklade Town Council – Banking

An update on investments was noted as follows:

Lloyds TSB

Fixed Rate Bond – invested £50,000 on 27th February 2009 - 1.85% for three months

This fixed rate bond, invested for 3 months, expired on 29th May 2009 and has been rolled over at an interest rate of 1.25% for a further 3 month period and will expire on 28th August 2009.

Scottish Widows

Instant Access - invested £50,000 on 9th February 2009 - 2.70% for six months

Barclays Bank - Business

Fixed Rate Bond – invested £50,000 on 16th March 2009 - 1.50% for six months

The Town Clerk is delegated to ensure that any re-investment of these funds is for an optimal rate of return.

09.23 Budget 2010/11 - Precept Planning Process

A timetable setting out the Autumn precept planning process was agreed. This was to ensure that a recommendation for the Town Council's planned expenditure and precept for 2010/11 was reached by the end of November 2009.

| Date | Committee | Action |
|--------------------------------------|-----------------------------------|---|
| Monday, 13 th July 09 | Policy and Resources | To agree timetable for precept process and recommend to FTC |
| Monday, 7 th September 09 | Full Town Council | To agree timetable |
| Monday, 2 nd November 09 | Planning Conservation & Transport | To consider spending plans and pass to P & R |
| Tuesday, 3 rd November 09 | Community & Leisure | To consider spending plans and pass to P & R |
| Monday, 9 th November 09 | Policy & Resources | To consider spending plans To consolidate and review recommendations from Planning, C & L and P& R Committees To recommend to FTC suggested amendments (if any) |
| Monday, 30 th November 09 | Full Town Council | To consider the P& R recommendations and agree a precept figure to levy to Wiltshire Council |

The following points were also discussed:

- The Policy and Resources meeting scheduled for 9th November would be primarily to consolidate proposed budget submissions from the Community & Leisure, Planning and Policy and Resources Committees and agree recommendations to put to Full Town Council on 30th November where the 2010/2011 budget and precept would be agreed and the precept levy signed off for Wiltshire Council
- Any additional services devolved to the Town Council would need to be supported by appropriate funding from the Unitary Authority
- The importance of having a Forward Plan to better forecast spending in the medium-long term and that this would help to prioritise potential projects alongside duties to provide services and then sensibly apportion staffing resources
- When prioritising future projects there may be a requirement for evidence gathering through public consultation and matching local need against county-wide targets set though the Local Area Agreement (LAA).

It was **RESOLVED** that Committee Clerks ensure that the budget proposals at each Committee are scheduled as an early item on November agendas. Also that preliminary work on a draft Forward Plan begins soon and that an item to discuss this is placed on the agenda for the Full Town Council meeting of 7th September.

MEETING CLOSED AT 8.03 PM