



Cricklade Town Council
First Town on the Thames

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POLICY & RESOURCES MEETING
Tuesday, 4th May 2010
7pm at Ockwells

Councillors present - Cllr D Tetlow, Chairman

Cllr B. Atfield

Cllr D. Avenell

Cllr B. Beasley

Cllr G. Chapman

Cllr T. Clements

Cllr Colmer

Cllr M. Hatton

Cllr. R Szybiak

Three members of the public were also present.

Fire evacuation instructions were pointed out before commencement.

Public Question Time

There were no questions.

MINUTES

10.01 Apologies for absence

Apologies were received from Councillor T Robertson.

10.02 Declarations of Interest

None received.

10.03 Minutes

The Minutes of the meeting dated 15th March 2010 were approved as a true record and signed by the Chairman.

10.04 Clerk's Report

09.50	<p>Clerks Report Ockwells Lease - The current lease was a standard commercial one rather than being drafted with statutory obligations (i.e. it attracts open market rents). The Town Clerk was asked to find out from Wiltshire Council's legal team why a commercial lease was issued and to check the possible impact of a rates appeal before drafting and submitting one. A request for this information had been sent to the Senior Estates Officer along with one asking for confirmation that Wiltshire Council would be sending a Memorandum on the revised rent (payable from 1.4.10). And that there was no requirement for us to instruct solicitors. Ongoing How the number of Band D households is calculated for precept purposes. The Town Clerk had again reminded Wiltshire Council about this Cricklade specific request and was still awaiting a reply. Ongoing Funding of Information Point – At the P&R meeting of 15th March 2010 Members RESOLVED that money identified during the precept planning round</p>
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	<p>to enable the Information Point to continue should be ear marked towards the future continuation of this important Front Office service. (Wiltshire Council had agreed to fully fund the service provided by CTC under an SLA on its behalf for 2010/11 after previously informing us we would receive only 80% of this). This money had been earmarked as requested. The SLA was unlikely to continue after end March 2011.</p> <p><u>Supplementary Information</u> The Town Clerk was invited by Wiltshire Council to attend a demonstration of an interactive facility – Tele-Talk - enabling Officers to talk direct screen to screen with customers living outside of the 4 main hubs. This is simple to use and ideal for dealing with applications for bus passes, blue badges, etc. As yet, it is not clear if this equipment (if commissioned) will be housed in Town and Parish Council offices, libraries or other community buildings. A Strategy for the future of Customer Services is to be considered by Cabinet. No firm decisions have yet been made about how Wiltshire Council services currently provided through SLAs by North Wiltshire’s Town Councils will be provided after end-March. Ongoing</p>
09.51	<p>Grant Applications – At the P&R meeting on 15th March, Members agreed that the Chairman of the Thames Hall Management Committee should discuss with other members of the committee (to include the Town Council’s representatives) the requirement for a boiler the Thames Hall. Also, that the Town Clerk liaised with him about obtaining quotes for the replacement boiler and made enquiries about available grants. The Chairman had been informed and the Town Clerk was currently making enquiries about grants and working with the Chairman to obtain quotes. Ongoing</p>
09.52	<p>Chargeable Services – As agreed the new charges for photocopying, laminating and faxing were put in place wef 1.4.10. Closed</p>
09.53	<p>Communication Processes - It was agreed that the Town Council should try to better inform local communities and that the Town Clerk (<i>relevant actions in italics</i>)</p> <ul style="list-style-type: none"> i) identified a suitable website designer for the necessary improvements and modernising of the website – <i>This will be brought to a future meeting of P&R for consideration</i> ii) ensured that the public had access to the same agenda and supporting documents as Members (<i>except where confidential and commercial items are to be discussed</i>). These should be available on the website with a hard copy in the Front Office or on request. The front sheets should continue to be displayed as is legally required. <i>This had been implemented with the exception of reports downloadable from the website as they may require a re-design of the relevant web page</i> iii) arranged for draft minutes to be posted on the website with a watermark indicating this status. The watermark to be removed once formally approved and signed off – <i>This had been implemented</i> iv) had the continued delegated authority with the Assistant Town Clerks to issue press releases as necessary – <i>Already in place. Ongoing (i)</i>

10.05 Correspondence

Members **NOTED** a letter from the West and North Wiltshire Young Musicians thanking the Town Council for the grant it awarded towards new instruments. It was agreed that feedback from all recipients of funding was welcome.

10.06 Grant Applications

There was 1 grant applications to consider:

Cricklade Town Festival – This application for £1,250 was a contribution towards the costs of running the 2010 Cricklade Festival. (This would be run on the theme of Cricklade by the Sea). All agreed that this was an enormously successful event and it was **RESOLVED** to award £1,250 (with powers) to Cricklade Town Festival Committee.

Members **NOTED** that the balance remaining in the 2010/11 budget was **£3,750**.

10.07 Future Annual Town Meetings

Members **NOTED** a report submitted by the Town Clerk recommending that research was undertaken into the holding of the Annual Town meeting in a church as this may be in contravention of regulations set out in the Local Government Act 1972. It was agreed that:

- i) The Town Clerk seeks further clarification on the use of churches for Annual Town and Parish meetings and
- ii) If it is the case that the United Church can no longer be the venue then to book an alternative hall in plenty of time for the Annual Town meeting in 2011.

10.08 Insurance Renewal

A report by the Town Clerk about the options on renewal of the Town Council's insurance cover was **NOTED**. It was **RESOLVED** to renew insurance with existing insurers, Zurich Municipal, under an index linked 3 year long term agreement.

10.09 Alternative Banking

Members **NOTED** a report from the Town Clerk on the balance of reserve funds spread between three accounts opened between February and March 2009 at banks working within the Financial Services Compensation Scheme.

10.10 Ear Marked Reserves

Members **NOTED** a schedule of 2009/10 budgets to be ear marked for the 2010/11 Financial Year as agreed at Full Town Council on 12th April 2010. It was **AGREED** that the 2010/11 schedule of Ear Marked Reserves should be agreed separately by each committee.

Meeting closed at 7.28pm