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**POLICY & RESOURCES MEETING**
**Monday, 4th July 2011**
**7pm at Ockwells**

Councillors present - Cllr D Tetlow (Chairman)

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| Cllr B Beasley | Cllr G Chapman | Cllr M Clarke | Cllr J Harmer |
| Cllr M Hatton | Cllr A Jensen | Cllr J Norman | Cllr R Szybiak |

Five members of the public were also present.

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

**M I N U T E S**

**11.01 Apologies for absence**
Apologies were received from Councillor T Robertson.

**11.02 Declarations of Interest**

| Name | Item | Type of Interest | Nature of Interest | Action |
|---|---|---|---|---|
| Cllr D Tetlow | 6 – Town Council Grants | Prejudicial | Member of Friends of St Mary's | Chaired item and did not vote |

**11.03 Minutes**
The Minutes of the meeting dated 9th May 2011 were approved as a true record and signed by the Chairman.

**11.04 Clerk's Report.** The Clerk's report was **NOTED** as follows:

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| **10.63** | **Clerks Report**<br>**CCTV** – A list of volunteers to monitor recorded material had been passed to the CCTV Supervisor who was drawing up a training programme.<br>*During a **SUSPENSION OF STANDING ORDERS** the CCTV Supervisor assured Members that a programme would be drawn up in the next week.*<br>**Ongoing**.<br>**Ockwells**<br>Asset Transfer/Renewal of Lease – A reply was still awaited from WC about the possible transfer of Ockwells to CTC as well as details of when lease renewal negotiations could begin. Lease renewal and possible asset transfer is now the subject of a Working Party. **Closed** |

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| | Police Station – A decision on the future of the Police Station in the High Street (part of the recent review around the Wiltshire Police Authority's plans for its estate) was still awaited. **Ongoing**<br>Service Charges –The Town Clerk had been asked to further pursue a response to her letter of 5th January querying an itemised invoice sent to cover service charges. The Town Clerk has again spoken to officers at WC. As agreed at the P&R meeting of 9th May, a further invoice relating to other charges had been paid.<br>*The Town Clerk updated Members about a letter from Wiltshire Council which had arrived after the agenda papers had been issued. This covered various points about the renewal of maintenance contracts, service charges and other costs. Members **AGREED** that a revised invoice should be requested and that the letter be copied to Members of the Working Party looking at the renewal of the Ockwells lease.* **Ongoing** |
| **10.65** | **Thames Hall** - A report had been submitted by the Chair of the Thames Hall Management Committee (THMC) on to the P&R Committee of 9th May proposing options for the future management of the Thames Hall. **SEE MINUTE 11.07** |
| **10.66** | **Hire of Meeting Room -** At the P&R meeting of 9th May, Members had resolved that free use of the Meeting Room should be given to Wiltshire Council for one year (until the expiration of the current lease in May 2012). And that any other requests for regular free use of the facility should be made to the P&R Committee and decisions on requests for free use of the room on an ad hoc basis be delegated to the Town Clerk. This information had been passed to Wiltshire Council. **Closed** |
| **10.67** | **Financial Risk Assessment -** Members resolved that with agreed amendments, a draft Financial Risk Assessment be submitted for adoption to Full Town Council. This was adopted at FTC on 13th June 2011. **Closed** |
| **10.68** | **Eye Test Policy** - Members resolved that the legalities of the wording of the policy should be verified by the Personnel Sub Committee before submission to Full Town Council. Wording was being checked and this would be submitted to the next Personnel Sub Committee and then onto FTC. **Closed** |
| **10.69** | **Working Parties** - Dates for first meetings of Working Parties dealing with Ockwells and Tourism had been circulated. **Closed** |
| **UPDATE** | **Museum** – Work on improving the security at the entrance to the Museum was being undertaken by the Historical Society (in accordance with the terms of the lease). Minor work around leaks in the porch (See P&R Minute 10.26) and repair/replacement of coping stones on an external boundary wall was also being dealt with and a quote was awaited. This external work is a charge to CTC under the terms of the lease. **Ongoing** |

**11.05 Correspondence**

Members **NOTED** letters from the Cricklade Band and Cricklade Jenner Hall expressing thanks for recently awarded Town Council grants.

**11.06 Town Council Grants**

Members considered one application for a grant from the Ad-Hoc Gardening Group of The Friends of St Mary's Church. This was for funding of £250 towards the purchase of bark to enhance the grounds at St Mary's Church.

Members **RESOLVED** that rather than a grant being awarded, the bark be purchased by the Town Council as a charge to the Community & Leisure Committee's Budget (this would fall under the Ear Marked Reserves line for Maintenance of St Mary's and St Sampson's Churchyards)

The balance in the Small Grants Budget remains at **£3,645**.

**11.07 Thames Hall**

Members **NOTED** the contents of a report by the Town Clerk about the future management of the Thames Hall. Main points of the discussion were:

- The option of the Town Council taking over all management responsibility for the hall
- The option of the Town Council maintaining the building, paying utility bills, administering hirings, key holding and publicity with a user group dealing with the day to day caretaking duties
- The resource implications for office based staff and the Grounds Team
- The possibility of adding a caretaker/cleaner to the payroll
- The benefits of a caretaking arrangement with a user group relieving CTC of day to day requirements
- The importance of fundraising through an external body for capital projects (as had been successfully undertaken by the THMC)
- That it was vital that a user group was able to retain an influence on this community facility
- That if most of the management responsibilities were brought in-house then it would negate the need for a full Management Agreement working instead though a letter clearly listing agreed responsibilities between the Town Council and user group
- All income would be retained by the Town Council for utility charges, maintenance and to help build up a sinking fund with a payment to cover every day caretaking costs made to the user group.

During a **SUPSPENSION OF STANDING ORDERS** the Chairman of the Thames Hall Management Committee stressed the importance of a users group as integral to the continued success of the community building. And that it was important to retain a group to ensure that funding opportunities were more easily accessible.

Members **RESOLVED** that the Town Council maintains the Thames Hall, pays utility charges and deals with all administrative issues around hirings and publicity. All income should be retained by the Council. And that that a payment be made to a user group to cover day to day running costs including janitorial duties. Also that:

i) Further meetings take place between the Council and a representative of the user group to agree responsibilities of each party, what the caretaking/cleaning costs should cover and any residual funds for transfer to CTC concluding in a letter clearly setting out these responsibilities
ii) Conditions of hire are drafted for the hall and office based processes put in place to administer hirings/lettings with delegated authority to the Town Clerk to seek legal advice if necessary up to a ceiling of £200
iii) The Town Clerk obtains relevant information about VAT considerations, liability and insurance issues
iv) That the arrangement is reviewed in 12 months after the new arrangements are in place

Members also **RESOLVED** that remedial work to the floor at the hall should go ahead during the summer months with payment in line with the agreed quote and authority for payment delegated to the Town Clerk.

**11.08 Insurance Renewal**

Members **NOTED** a report by the Town Clerk about the renewal of the Town Council's insurance (in the second year of a three year long term agreement) at a premium of £5,327.77 and also considered additional cover.

Members **RESOLVED** that, in line with comments made by the Internal Auditor, the Fidelity Guarantee be raised to £500,000 for an additional premium of £61.48.

A recommendation to add Personal Accident cover for staff, Councillors and volunteers was

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not agreed.

**11.09 Budget 2011/12 – Precept Planning Process**
Members **NOTED** a timetable for the 2012/13 precept planning process

**The meeting closed at 7.45pm**

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