

CREWKERNE TOWN COUNCIL

Minutes of a meeting of the **POLICY AND RESOURCES COMMITTEE** held on Monday 14 February 2022 at following the meeting of the Planning and Highways Committee at the George Reynolds Centre, Crewkerne.

PRESENT:

Cllrs. J. Roundell Greene (Chair), M. Best, R. Cottle, K. Head, R. Pailthorpe, A. Samuel, and A. Stuart.

In attendance: Town Clerk K. Sheehan, Deputy Clerk L. Gowers and two members of the public.

OPEN FORUM

The following question had been submitted and was read by Cllr. Roundell Greene:

"An amount of £21,100 has been allocated to "Projects" in the precept for the coming financial year. Do councillors have any projects in mind, or is this just a sum of money which will be set aside "just in case" it's needed? If any of this sum of money is spent on a "project", how will this be recorded so that the public can keep tabs on how much of the £21,100 has been spent and how much is left. If by the end of the financial year all or some of this figure is remaining, can councillors assure the public that it will be used to help reduce the precept for the following year?"

Cllr. Roundell Greene answered:

"Thank you for your question. There is, as always, a long list of projects that councillors would like to see happen in the town. To name just a few, there are pieces of play equipment which will need replacing, the Bincombe allotment wall requires significant work, the Neighbourhood Plan will likely continue to progress as well as preparing to undertake services and assets which may fall to the Town Council during the move to Unitary in Somerset. Project costs will be reported in the usual quarterly financial reporting. Should there be any money left in a budget heading at the end of the financial year, this would be for councillors to decide at the appropriate time".

27 TO NOTE APOLOGIES FOR ABSENCE

21/22

Apologies for absence were received and accepted from Cllrs. T. Bond (personal), B. Hodgson, (unwell), J. Roberts (unwell) and D. Wakeman (personal).

28 DECLARATIONS OF INTEREST

21/22

No declarations were made at this point.

29 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING

21/22

It was **AGREED** that the minutes of the informal meeting of the Policy and Resources Committee held on Monday 10 January 2022 be **APPROVED**.

30 TO RECEIVE THE CLERK'S VERBAL UPDATE REPORT

21/22

The Clerk reported that the newly refurbished public toilets in Falkland Square had been reopened. Additionally, the final phase of the new website build had been reached and that, pending the migration of files from the old site to the new, and the determination of the application for the domain name, it would hopefully launch in the coming weeks.

31 REPURPOSING OF GRANT

21/22 To consider a request from Crewkerne Shed to repurpose a grant received from the Council

Councillors **AGREED** a request from the Shed to use the grant towards the purchase of a lathe, rather than a spindle moulder.

32 RISK REGISTER

21/22 To review the Financial Risk Register

The updated Financial Risk Register was reviewed and **AGREED**.

33 ASSET REGISTER

21/22 To review the Asset Register

The updated Asset Register was reviewed and **AGREED**.

34 REVIEW OF EXISTING POLICIES

21/22 a. Financial Regulations and Standing Orders

Councillors considered an amendment to Financial Regulations and associated amendment to Standing Orders relating to contracts and procurement. They noted that this was in response to an issue raised in the previous year's audit and the changes would have the effect of bringing these sections into line with the relevant legislation and NALC model documents.

The updated sections to both Financial Regulations and Standing Orders were **AGREED**.

b. Audio Visual Recording & Photography Policy

Councillors considered an updated version of this policy which reflected the Council's use of Zoom and YouTube for broadcasting meetings.

The revised Audio Visual Recording & Photography Policy was **AGREED**.

c. Policy Review Schedule

Clerk to restructure Policy Review Schedule with a traffic light system and bring back to a future meeting.

35 ELECTIONS 2022

21/22 To form a working group to produce a guide and induction/training schedule for new Town Councillors

Cllrs. Wakeman and Best, alongside the Clerk, to take this project forward.

36 MATTERS OF REPORT

21/22

Cllr. Stuart requested that all agendas be double spaced in future.

37 **DATE OF NEXT MEETING**
21/22

Monday 13 June 2022, 18.45, venue TBC.

Pr14Feb2022