

Minutes of a meeting of the POLICY & RESOURCES COMMITTEE held in the Council Chamber, Town Hall, Market Square, following a meeting of the Planning and Highways Committee on Monday 12 February 2024.

**PRESENT:**

Cllr. A. Stuart (Chair), M. Best, T. Bond, N. Draycott, D. Livesley, J. Morris, J. Nathan, and S. Woodland.

In attendance: Town Clerk K. Sheehan and one member of the public.

**OPEN FORUM**

No one wished to speak.

**27 TO NOTE APOLOGIES FOR ABSENCE**

23/24

Apologies were received and accepted from Cllrs. Ashton and Samuel (both personal) and Cllr. Head (unwell).

**28 DECLARATIONS OF INTEREST**

23/24

None.

**29 TO CONFIRM THE MINUTES OF THE PREVIOUS MEETING**

23/24

It was AGREED that the minutes of the meeting of the Policy & Resources Committee held on 15 January 2024 be APPROVED.

**30 GRANT APPLICATIONS**

23/24

a. Crewkerne Farmers Market

It was AGREED to award a grant of £850 to Crewkerne Farmers Market.

b. Somerset Family Counselling Trust

Following discussion it was AGREED not to make a grant award in respect of this application.

**31 REVIEW OF EXISTING POLICIES**

23/24

a. Policy and Resources Committee Terms of Reference

The proposed changes were AGREED.

b. Allotments Policy

Thanks were expressed to the Deputy Clerk for her efforts in getting the policy updated. It was agreed that the policy required a few additional minor changes:

- To remove the sentence at 3.2 to remove the exception for those on the waiting list to hold two allotments.
- Addition of a clause in section 4 to provide for CTC to split plots/permit plot sharing if a written application is made to do so.

- To seek clarification from insurers over bonfires. If permissible, to edit to allow bonfires (with appropriate precautions and permissions in place) to be held at Bincombe allotments.
- To add a clause to section 12 to state that all structures and fencing must be removed at the end of the tenancy.
- To resolve the conflict between the provision that 'no glass is permitted' and reference to glasshouses.

Following amendments, this would be brought to a future Policy and Resources Committee meeting or Full Council.

c. Disciplinary Policy and Procedures

d. Grievance Policy and Procedures

e. Capability Policy and Procedures

The updated Disciplinary, Grievance and Capability Policies and Procedures were AGREED without change.

f. Health and Safety Policy

The updated Health and Safety Policy was AGREED without change.

g. Updated Policy Review Schedule

The updated Policy Review Schedule was noted.

**32 NEW POLICIES**

23/24 a. Sickness Absence Policy

b. Whistleblowing Policy

c. Time Off In Lieu Policy

The Sickness Absence, Whistleblowing and Time Off In Lieu Policies were all AGREED without change.

**33 MATTERS OF REPORT**

23/24

The Town Clerk reported that she would be reviewing Committee Structures and meeting schedules. She asked any Councillors interested in contributing to contact her directly.

**34 DATE OF THE NEXT MEETING**

23/24

To be confirmed.

The meeting closed at 19.57.

Signed: .....

Dated: .....

PR12February2024

DRAFT