

Minutes of a meeting of the POLICY & RESOURCES COMMITTEE held in the Council Chamber, Town Hall, Market Square, Crewkerne, following a meeting of the Planning and Highways Committee on Monday 10 February 2025.

PRESENT:

Cllr. A. Stuart (Chair), M. Best, N. Draycott, K. Head, D. Livesley, J. Morris, J. Nathan, C. Rawe, A. Samuel, and S. Woodland.

In attendance: Town Clerk K. Sheehan, Deputy Clerk G. Hughes.

018 TO NOTE APOLOGIES FOR ABSENCE
24/25

Apologies were received from Cllrs. Ashton (personal).

019 DECLARATIONS OF INTEREST
24/25

None.

020 TO CONFIRM THE MINUTES OF THE PREVIOUS MEETING
24/25

It was **AGREED** that the minutes of the meeting of the Policy & Resources Committee held on 13 January 2025 be **APPROVED**.

021 PUBLIC OPEN FORUM
24/25

No members of the public were present.

022 NEW POLICIES:
24/25 a. To adopt new model Financial Regulations

The new Financial Regulations were AGREED.

b. To adopt a Legionella Written Control Scheme

The Legionella Written Control Scheme was AGREED, with the Town Clerk clarifying current legionella testing arrangements across the Council's property portfolio.

023 REVIEW OF EXISTING POLICIES
24/25 a. To update Standing Orders to reflect new Financial Regulations

Updated Standing Orders were AGREED.

b. To review the Health and Safety Policy

The Health and Safety Policy was AGREED subject to the following changes:

- Reference to record keeping (where/how records of accidents/near misses will be kept and for how long)
- References to MSDS (Material Safety Data Sheet) to be updated to SDS (Safety Data Sheet) throughout the document.

- Change of 'computer workstations' to display screen equipment at 10.1.2.
- Insertion of the 'The Lodge' at 13.1.4.

c. Mid-Year Council Plan Review

Councillors noted the updated Council Plan. It was agreed to seek public input at the Annual Town Meeting to enable a mid-Plan 'refresh' to take place, with additional new projects and priorities until 2027.

The Plan items flagged as undeliverable (red) would be moved to a separate section below the matrix with a short explanation that these items could not be delivered, and why.

024 **POLICY REVIEW SCHEDULE**

24/25

The updated policy review schedule was noted.

025 **MATTERS OF REPORT**

24/25

None.

026 **DATE OF THE NEXT MEETING**

24/25

Monday 9 June 2025, following the meeting of the Planning and Highways Committee in the Council Chamber, Town Hall.

The meeting closed at 19.39.

Signed:

Dated:

PR10February2025