

MINUTES of the **Policy and Resources Committee** Meeting held on Wednesday 30 September 2020 at 6:30 p.m. via ZOOM conference call.

PRESENT: Chairman, Councillor P T Cooper, presiding; together with Councillors E M Ahearn, T M Barbery, J A Bassett, P Brown, J P Cooper, D A Henderson (arrived later due to sickness), and K J Phillips

IN ATTENDANCE: Mr P Martin (Acting Town Clerk/RFO/DCE), Mr C Harris Assistant to TC, Ms L Pinnegar (Senior Administration Assistant /MS)

CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES:

Meeting commenced at 18.34. There were no announcements.

Apologies had been received from Councillors A M Kerridge and Henderson (Cllr Henderson joined the meeting later)

		Action	Date
P&R/2020/026	<p>Public Representation Session</p> <p>There were four members of the public present. No members of the public wished to address the meeting.</p>		
P&R/2020/027	<p>Declarations of Interest</p> <p>There were no declarations of interest.</p>		
P&R/2020/028	<p>To consider and agree authorizing expenditure for the purpose of advertising positions in respect of Community Services</p> <p>The Chair proposed this item was moved to the Confidential Section.</p> <p>The committee RESOLVED to move this item to under section 16.</p>		
P&R/2020/029	<p>To consider and agree the change implications related to investment migration services mandate and a secondary signature.</p> <p>Combined with item 8</p> <p>The Clerk briefed the committee that the council need a mandate to identify who the signatories are. He advises at present the signatories are the Town Clerk and RFO. He recommends that in one of their absences the mandate also has the signatory of the Chair and Deputy Chair of the Policy & Resources Committee</p> <p>Chris Harris briefed the committee on the basics of the Investment Strategy that has been formed following The Guidance on Local Government Investments and taking into account Section 15 (1) (a) of the Local Government Act 2003 and guidance within Governance and Accountability for Smaller Authorities Practitioner's Guide.</p>		

	<p>Cllr J Cooper queried vehicle fuel of £611.51 for council vehicles and machinery,</p> <p>Cllr J Cooper suggested perhaps our accounts technicians could itemize fuel usage per vehicle, has asked before to look at vehicle records but information was incomplete. Any excessive use could then be monitored. He asked if the Chair could seek clarification on that point and ask if we can have this detail, and to include any machinery as well as vehicles. This could be reported monthly as a pre-requisite of payments schedule sheet. Machinery could come under a miscellaneous category until asset tagging completed. Would like this added as an Action Point for the Estates Meeting. Chairman agreed to add as an action point.</p> <p>Cllr Phillips mentioned that she previously asked this question and received a detailed email from accounts with an explanation.</p> <p>Cllr Barbery in addition to the ones already been queried; cleaning of windows at Shire Hall £72.50, couldn't we do in house. First aid course charges for 9 people. Cllr J Cooper explained that as long as they are within their training budget under new committee structure, we must support those decisions. It is the manager of the department to ensure that the training is appropriate.</p> <p>Cllr Barbery: annual sharps bin servicing £234 at Fair Park, is this necessary as they are closed? Clerk asked to investigate</p> <p>Cllr Brown asked about Procurement - when are we going to look at this. Chris Harris agreed the system was dysfunctional as it now. He wants to put a Procurement Strategy together. At present we are mixing up requestions and purchase orders, and the separation of duties. We need a proper procurement system which starts from checking management accounts and making sure there is money in the budget, and requestions go to a central procurement purchase order raising function that will then go into a commitment of the management accounts. Then you can clearly see what the commitments are. He felt a procurement strategy is overdue and he has already said to the Clerk he is happy to put a Procurement Strategy together part of the financial regulations. This is something the RFO puts together then submits to this committee as part of the financial regulations and can be agreed at that stage. The Chair asked that an action be recorded for this task.</p> <p>After advice from C Harris it was RESOLVED to hold monthly committee meetings during this period of running into budget preparation. He felt every member needed to be involved with the compilation of the budget and every committee have so many policies to go through and recommended either a full council each month or include extra P&R committee meetings.</p> <p>Chairman was happy to propose and thanked Chris and Peter for their efforts to get us on track</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk/ C Harris</p>	
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	It was RESOLVED to move to monthly committee meetings	Clerk	
P&R/2020/031	<p>To consider and agree the age debtors, report to follow.</p> <p>Chairman proposed after referring to the Clerk to move this to Confidential, RESOLVED to move to confidential.</p>		
P&R/2020/032	<p>To consider and agree new or updated policies including the model publication scheme</p> <p>The Clerk briefed the committee. C Harris is currently researching and working on his policies. As far as the model publication scheme policy, council currently hasn't got one, Clerk has agreed with Chris to work on a framework relevant to The Council to publish on the website. It is an urgent piece of work as we could be at risk of prosecution without it. May have to come back to P&R to consider costs or charges associated with this work at some stage.</p> <p>C Harris briefed on his progress with the pay and conditions policy (available on dropbox). This will sit alongside the employee handbook and officer/member protocol which he suggests he don't present yet as some policy's it referred to are not written yet. Apprenticeships can be included in the policy if council wish, and as requested by Cllr J Cooper.</p> <p>Cllr Phillips - Annual leave, e.g. Tourist Information Staff taking leave during peak tourist season times. Chris advised holidays should only be taken with the approval of the line manager or town clerk, this is in the contract of employment, and will referenced to the employee handbook.</p> <p>It was RESOLVED to approve the Pay and Conditions handbook as submitted</p>		
P&R/2020/033	<p>To consider a review of the Bodmin Town Council Website and expenditure for recommended updates to meet new legislation</p> <p>P Martin - currently the website in some parts does not meet the Equalities Act 2010, and new amendments required in September of this year under this Act, so we need to upgrade the website to bring us in line with current legislation. Quite complex with the number of issues and requirements. We need £500-£2000 to carry out that piece of work.</p> <p>The Clerk is not happy with the website, and feels it needs a complete revamp, there is a long list of faults. It was asked if we should go back to the current provider, however this would all be charged as extra work. They have not notified us that we are not compliant. It's a case of do we look for a complete overall or just update to get compliant?</p>		

	<p>It was RESOLVED to agree up to £1000 for these issues to be rectified to bring website up to legislative compliance.</p> <p>The Chairman summarized that going forward as stated by Cllr J Cooper it would prudent to combine the review of website services with the quest to seek one IT Supplier for IT support, Website maintenance, server support, training for members and officer's, all in one house, with a fixed cost and keeps us abreast of the latest changes.</p>		
P&R/2020/034	<p>To consider and agree registration with the markets authority for holding a Christmas Street Market on the Folly, Bodmin</p> <p>C Harris - to join the National Association of British Markets Authorities its currently 50% off at approx. £150 per year. This will give us Legal support and information and procedures on how to run a market. From this Chris will be able to produce a markets policy. The Council will then need to adopt the policy.</p> <p>It was RESOLVED that we pay the above subscription fee to join the NABMA, with the caveat that we might not be able to have a Christmas market this year due to COVID regulations.</p> <p>Cllr Bassett mentioned that Road closure already applied for as a precaution.</p>		
P&R/2020/035	<p>To consider and agree, if appropriate, Health and Safety matters including consideration of expenditure for scoping building repairs and maintenance.</p> <p>Chairman proposed this be deferred to the Estates committee.</p> <p>It was RESOLVED to defer this item to the Estates Committee sitting 1/9/20</p>		
P&R/2020/036	<p>To consider and agree, if appropriate, the internal Audit report for 2019-20 and relevant actions</p> <p>C Harris briefed the committee on the audit report findings (documents on dropbox). He gave the committee managements responses to Investment Strategy, Budgeting, Burials, and the Asset Register, all summarized in the provided document.</p> <p>It was RESOLVED to adopt all the recommendations in this document with particular note to the de-minimus moving down to £100 immediately, and a recommendation from this committee that the Parks manager and staff conduct the asset audit immediately so that they tag and record all assets that we hold. This information was to be completed by 31 December 2020</p> <p>C Harris - confirmed he has asked the Parks Manager to list all the assets, preferably with a purchase date and when they are</p>	Parks Manager	

	due for renewal. He also confirmed the condition survey is to be done twice a year by the Estates Department.		
P&R/2020/037	<p>To consider and agree the insurance renewal for 2020-21 and beyond</p> <p>C Harris – the full information is on drop box, cost for a year £25,061.44 including taxes. Runs out at midnight tonight. Chris needs an agreement to email Zurich to renew. We have now amalgamated the policies, by the next renewal everything will be in place to test the market properly. Once we have the asset register up to date this could affect the premium.</p> <p>It RESOLVED to renew for 1 year with Zurich.</p>		
P&R/2020/038	<p>To consider and review box three of the variances within the AGAR submission for 2019-20</p> <p>C Harris briefed that income decreased by more than 15% due to selling Market Streetcar park.</p> <p>The committee RESOLVED to note this information</p>		

Due to the confidential nature of the next business it was **RESOLVED** to go into Committee. Please see separate page.