

MINUTES of the **Policy and Resources Committee** Meeting held on Wednesday 11 November 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, A M Kerridge and K J Phillips

Cllr J Gibbs was in attendance but not able to vote as not on the Committee

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

CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES:

Meeting commenced at 18.37. There were no announcements.

No apologies were received.

		Action	Date
P&R/2020/049	<p>Public Representation Session</p> <p>There was one member of the public present. No members of the public wished to address the meeting.</p> <p>Chair read out written requests:</p> <p>IntoBodmin and Exeter based CoBikes wish to put in an application to the SIL funding pot to establish an electric bike scheme in Bodmin. Propose 10 bikes, 2 charging points and several drop off points. Would like charging points to be at Chy Trevail and Mount Folly or Town Centre area with virtual hubs at all the main attractions. Documentation provided. Chy Trevail have indicated they are interested, and they are asking for a similar statement of support from BTC by email.</p> <p>There was concern about damage to the current bike hire providers trade, but also felt the scheme had a lot of positives for the town. More detail was required before any decisions could be made and needs to go the community services committee, but isn't on their agenda so it would need to be restricted to a five minute presentation if he would like to attend tomorrow's meeting.</p> <p>Email from Bryan Hammond – raised some points from the Agenda. Item 16 Training requirements he is referring the council back to the comprehensive training matrix he did for the Parks Dept, have been unable to complete for other staff due to COVID, less than robust training matrix has existed for some years. Chair raising it to highlight the need to extend this across the staff, along with fire marshals, first aiders etc. H&S</p>		

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	<p>Comprehensive documents provided from potential suppliers. The current supplier has been taken over - their new owners currently covering our service.</p> <p>A broad range of quotes and costings have been provided but all offering different services and specifications and we need to compare what we currently pay for individual services. There was a wish to support local companies and have more time to review the overall needs of the business, and consider whether a fully supported package to ensure we remain compliant and regulated going forward, but balancing costs.</p> <p>Cllr Bassett reported her experience of Tanist was very good.</p> <p>Cllr P Cooper asked the Officers if they could provide a full cost and benefit analysis and report all the individual costs over the previous year for IT related services so that Cllrs could be more informed when making their decisions for a new provider.</p> <p>The Clerk felt it was a concern that we have to keep checking with individual companies whether systems and compliance was up to date, and incurring extra costs for the additional work.</p> <p>Cllr J Cooper wanted to ensure that we engage a company to do what we require, and to include the integration of the Estates team and Sage systems.</p> <p>Cllr Ahern suggested we contact other councils and see what providers they use.</p> <p>It was RESOLVED to take up the 3 month contract option with Carlyon Systems</p> <p>To come back to next meeting with a schedule of costs and services that we currently pay for, and requirements going forward</p>	<p>Clerk / C Harris</p> <p>Clerk</p>	
P&R/2020/054	<p>To consider and agree the purchase of I.T. equipment including telephones, Laptops, monitors and software.</p> <p>Clerk – we had to purchase additional PC monitors for home working, to meet duty of care and safe working practices, plus additional laptops for home working, as we should not be permitting officers to use their own equipment. Faulty laptops have been received, but been advised of a shortage due to COVID situation so replacements been delayed.</p>		

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	<p>It was RESOLVED to authorise expenditure of up to £3500 plus VAT to purchase IT equipment to meet the needs of homeworking and duty of care.</p> <p>Cllr J Cooper asked that all members take the time to read the IT Review documents before the next meeting</p>	All Cllrs	
P&R/2020/055	<p>To consider and agree the priority places to invest money and agree the amount for investment</p> <p>Report from C Harris The Investment Strategy is clear that the investment priorities are</p> <ol style="list-style-type: none"> 1. Security of Capital 2. Liquidity 3. Yield <p>For specified investments the Town Council have agreed that the treasury balances can be invested in the following institutions</p> <ul style="list-style-type: none"> • Treasury Deposits with UK clearing banks • Local Authorities or Other Authorities • Other approved public sector investment funds <p>In consideration of the above the two organisations that meet both the investment priorities and institutions for investing treasury balances would be Cornwall Council and the CCLA (Churches, Charities and Local Authorities). Cornwall Council – Contact has been made with Cornwall Council. From past experience the method of depositing with them is by means of a relatively simple and straightforward agreement. Interest was calculated daily. The method of releasing finances from this account was also straightforward with the named officer (usually the RFO) being able to transfer finances back into the Councils bank account within hours. I understand that the maximum that can be invested with Cornwall Council is £1 million. CCLA – This institution also meets the criteria set out in the Council investment strategy, in terms of security, liquidity and places to invest. The process is a little more involved, but my understanding is that releasing finances back into this Council's bank account is similar to Cornwall Council's strategy. I am unsure at this time the maximum that can be deposited with this institution.</p> <p>Recommendation – That I am authorised by this Committee to pursue investment of treasury balances with both organisations and to clarify any outstanding questions and queries. On receipt of satisfactory responses, this Council invests finances up to the maximum permitted, subject to approval by the RFO and Chair of this Committee.</p>		

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	<p>He has also noted the request to look at using a local High Street Bank i.e. Lloyds in the Town, also fits the criteria providing it is in an easy access deposit account.</p> <p>It was RESOLVED the report be adopted</p>		
P&R/2020/056	<p>To consider and agree development plan budget proposals, Committee chairs are requested to identify any projects both completed or on a rolling project plan including time scales.</p> <p>C Harris – Report provided - The reserves allocated to this Committee are principally non-capital items. Having had communication from the chairman, the election costs (£12,500) should remain in this sinking fund given we will be in an election year in 21-22, as should the land registration (£5,000). The Coldharbour legal fees (£2,000) together with the Staffing Review (£10,000) are both complete and the finances re-assigned within general reserves.</p> <p>Cllr J Cooper proposed we add in a budget line for the review of the leases held at solicitors and the council premises along with land registry work. After discussion with the Clerk it was suggested that figure of £5000 was allocated.</p> <p>Cllr Bassett – previously offered to look at and identify the unregistered land registry parcels. Richard has sent her a map and she has started but could do with assistance of someone who knows the area well. Cllr P Cooper and Cllr M Barbery offered to assist.</p> <p>The budget for election costs was discussed, C Harris advised that CC would split the costs if they have a councillor in each ward, £15,000 was agreed.</p> <p>It was RESOLVED to accept these recommendations</p>	Cllrs Bassett, Cooper & Barbery	P
P&R/2020/057	<p>To consider and agree budget planning required for 21-22 and beyond budget setting for the projected three-year period</p> <p>C Harris - As per his report - This will be a major agenda item for the December meeting of this Committee. Having disposed of the allocated reserves this month as part of the AGAR responses, next month we will be reviewing the Council revenue budget applicable to this Committee that contains the major expenditure. For this Committee, apart from many revenue income and expenditure streams it will include the salary budget. We will be following best practice</p>		

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	<p>and reviewing hiring and letting charges as a re-cursor to a lettings policy being introduced. As a reminder this process will be replicated at the other 2 principal Standing Committees.</p> <p>The committee Noted this information</p>		
P&R/2020/058	<p>To consider and agree a new purchasing system and arrangements to be implemented by December 2020.</p> <p>C Harris – as per report - The draft procurement and purchasing strategy (as circulated) will introduce robust, transparent and efficient procedures for this Council. It will eliminate waste and make the system more auditable and prevent goods or services being procured where it was difficult to identify who purchased it along with issues with prices, delivery and speculative invoices. I am anticipating the circulated papers will explain the process but I am at hand to answer any questions. Should the Committee approve the strategy we will discuss this further at the finance team meeting on Thursday to put the operational perspective on the process.</p> <p>Only 4 people will be able to requisition items: Town Clerk RFO Estates Manager Community Services Manager</p> <p>A resolution at committee is an instruction to an officer to place the order, they must then follow the process through. They will send the requisition electronically to the accounts dept, assuming there is no issues that will then be translated into a purchase order, this will then be added to the system, the system will calculate this as a commitment in the management accounts. The purchase order will be sent to the supplier, the supplier will have to acknowledge it, without this acknowledgement it is not a contract. The requisitioner will check off the delivery note and keep it until the invoice is received, they will check the invoice against what has been delivered and not till then will it go to the accounts payable department to be paid. If there is no purchase order on the invoice it will not be paid.</p> <p>The exceptions are DD and BACS.</p> <p>Debit card should only be used where it is impossible to use a purchase order e.g. online purchases. Financial regulations should be strictly adhered to and it will be monitored by the</p>		

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	organisation is consuming, to give a fresh start using the Sage lines to fully inform the members on how the public purse is being spent.		
P&R/2020/060	<p>To consider and agree the COVID 19 implications on Bodmin Town Council in terms of home working and service provision during periods of lockdown.</p> <p>Clerk has prepared a letter to all staff working from home – self assessment of their work station at home.</p> <p>Clerk – feels TIC is an essential service, there are some residents in Bodmin who might not have access to services or the internet, or need assistance / information. For this reason he feels it should remain open. Money has been spent on PPE including shields, screens, sanitising stations etc.</p> <p>Cllr Henderson agreed strongly and also felt that as the face of BTC, being the reception as well as TIC, what message does that give to residents who need support if closed.</p> <p>Cllr Phillips agreed that in line with Government guidelines there appeared to be no reason why the Centre should remain shut.</p> <p>Cllr J Cooper reiterated the guidelines of “work from home if you can”, but as a customer facing function you cannot face customers from home, so logic would dictate you would have to go into a COVID secure environment to work best you can. It is the responsibility of all employees to do a dynamic risk assessment on themselves and raise any issues to their line manager to be addressed</p> <p>Cllr J Cooper brought to committees’ attention that staff could fill in a P87 HMRC form to claim tax relief for working at home.</p> <p>It was RESOLVED that the committee support the Acting Town Clerk in his decisions to open the TIC from Monday and receive responses from all home working individuals in respect of the letter being sent out.</p>		
P&R/2020/061	<p>To consider a training matrix:</p> <ul style="list-style-type: none"> •Needs •Compliance •Course availability 		

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	<p>Clerk – explained we need to look at the needs of the training matrix across the board, particularly related to estates, and not meeting compliance because we don't know the needs, and the course availability to meet that compliance. Cannot wait for the electronic system to be introduced, needs to be sorted now.</p> <p>At last committee meeting it was agreed that total figure of £13,500 was available when discussing the work wallet system.</p> <p>Cllr J Cooper pointed out that the Estates Manager was asked to look at this and bring it back to the next estates committee meeting, so he should be given time to do that.</p> <p>Cllr Ahern recalled from the previous meeting that Richard had work schedules and confirmed staff were up to date with their training.</p> <p>The Clerk – system must be able to monitor health and safety and be compatible with the accounting systems and work for all of our needs. He would like to see by the next P&R or Estates meeting a demonstration of the preferred software.</p> <p>It was RESOLVED to ask Officers to provide a full demonstration of the capacity and capability of Work Wallet operating system at Full Council meeting 26 November</p>	Clerk / EM	
P&R/2020/062	<p>To consider and agree a Health and Safety Staff Panel</p> <p>C Harris – this is to complement the Health and Safety Committee does not replace it. Detailed report provided to the committee. His recommendation was a panel consisting of :</p> <ul style="list-style-type: none"> 3 members of management (TC (Chair), and 2 others) 1 health & safety specialist (TUC recommend this should be an internal appointment) 2 union reps from recognized trade unions (1 at least should be a safety rep trained by the union) 2 lay members of staff 1 council member with H&S knowledge <p>To support the arrangement the following should be put in place:</p> <p>The LCAS guidance (as circulated) shall be the principal guidance document</p> <p>The panel can consult either or all of the following organisations to which we are members</p>		

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	<ul style="list-style-type: none"> • Ellis Witham H&S department advisors • Zurich Insurance LCAS advisors <p>Additionally TU reps can consult their own TU H&S reps</p> <p>Training: Trade Union – we should encourage TU members to undergo safety rep training Health & Safety Officer – to achieve industry standard quals to become the H&S specialist (if not already in place) Staff – we should work with CC who operate mandatory training for all staff, one of which is H&S. (online)</p> <p>If approved by the committee C Harris can write in consultation with union information TORs for the Panel.</p> <p>It RESOLVED agree that a Health and Safety Panel is introduced and C Harris produce TORs</p>		
PR/2020/063	<p>To consider and agree whether to continue with the Franking machine contract or to use the post office services for this purpose</p> <p>Clerk – has given notice that not required, not worth the money we spend out with a post office down the road, can purchase stamps.</p> <p>Cllr Henderson agreed that stamps were sufficient.</p> <p>Cllr Brown thought franking machines were very useful, he has one which he pays about £10 per month and Cllr Bassett mentioned that the franked cost is a lot less than buying stamps.</p> <p>It was RESOLVED to explore the use of stamps for a period of six months to gauge whether it has been a success.</p>	Clerk / TIC	
PR/2020/064	<p>To consider and agree the future of Poorsfield</p> <p>The Chair clarified that this land is not owned by the Council and this agenda item was to do with any outstanding monies the council may owe for rent.</p> <p>Cllr Henderson on behalf of BRIN thinks it was from March last year to March this year, and then up to March 2021.</p> <p>It was suggested that members of BRIN invoice BTC Accounts department for these amounts and they will be able to check what payments have been made to BRIN.</p>	BRIN trustees	

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PR/2020/065	<p>To consider and agree a procedure for granting funding following receipt of applications</p> <p>The Clerk – been discussing with C Harris, been used to having a system in place for managing applications for grant funding and the criteria set for that purpose. We don't currently have a policy in place but believe we need one.</p> <p>It was RESOLVED that C Harris write a policy to be considered at the next P&R meeting and to share that policy with BRIN</p>	C Harris	
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Due to the confidential nature of the next business it was **RESOLVED** to go into Committee. Please see separate page.

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