

**MINUTES** of the **Policy and Resources Committee** Meeting held on Thursday 10 December 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 Hutchens joined at 19.01 but did not vote, as not a member of this Committee (left at 20.59)

**IN ATTENDANCE:** Mr P Martin (Town Clerk), Mr C Harris (Assistant to TC), Ms L Pinnegar (Senior Administration Assistant /MS), Sam Lebborn (Deputy Estates Manager)

#### **CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES:**

Meeting commenced at 18.30. There were no announcements.

Apologies from J Hutchens, may join later

		Action	Date
P&R/2020/073	<b>To consider any correspondence the Council may have received</b> Nothing to consider		
P&R/2020/074	<b>Public Representation Session</b>  There was one member of the public present. No members of the public wished to address the meeting.		
P&R/2020/075	<b>Declarations of Interest</b>  There were no declarations of interest.		
P&R/2020/076	<b>To confirm the accuracy of the minutes of the Policy and Resources Committee meeting held 11 November 2020 (copy to follow)</b>  <b>It RESOLVED that the minutes were an accurate record of the meeting of 11.11.2020.</b>  Cllr Kerridge asked for assurance that Petty Cash was not withdrawn for people who needed it (e.g. The Museum), C Harris confirmed that would be the case.		
P&R/2020/077	<b>To review actions from previous minutes</b>  Welfare units – ordered and due to be delivered in January, Just need to finalise purchase order for electrics  £4500 query for cleaning toilets – discussed at estates and contract to be reviewed at next estates meeting.		

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	<p>Clerk - Analysis of fuel costs per vehicle, there is a variance of the amount of fuel purchased over the year, expect to see the winter months reduce to approx. £100 per month up to £400 max in summer. Cllr J Cooper was expecting a more in depth analysis of fuel costs per vehicle – this was re requested to be provided at the next available meeting.</p> <p>Chair asked for Sam’s opinion on best way to get this information and Sam confirmed they use Cormac’s system which logs all the mileage, each member of staff has their own fob, every time they fill up they enter the mileage on the vehicle, so it shouldn’t be a difficult thing to request. The only difference would be the petrol cans as they are filled up by fuel gene cards at the pump, but that is all receipted and goes to accounts.</p> <p>Cllr J Cooper asked to have provided for the next FC in 14 January and see statement from Cormac Fuel Fob and Fuel Gene statement for the last 6 months – to be printed off or placed on drop box so that everyone can view.</p> <p>Cllr P Brown – suggested you monitor cards and change regularly to keep prices keen.</p> <p>Meetings calendar – done</p> <p>Full cost analysis of IT services – in progress. It was asked that this be prioritized in view of the three month IT renewal/review. Take to full council 14.1.2020</p> <p>All councilors asked to read IT review documents</p> <p>Land Registry items – Cllr P Cooper, Bassett and Clerk went through all items and, Chair thanked Cllr Bassett for that. Clerk located a devolution list from NCDC 1971, that identified some other items we were unaware of. Uninterrupted use of land can be registered after 12 if not already registered, subject to contest. It highlights the need to register all the items of land as soon as possible.</p> <p>Cllr J Cooper stated that the Council requested all land be registered, if it couldn’t be done it should be put out to contract.</p> <p>Clerk confirmed he had done a lot of groundwork finding documents. It was confirmed that Priory Park is still ongoing due to the amount of queries back from land registry, but nearly finished.</p>	C Harris	
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	<p>It was estimated that there were 11 parcels of land to register. Cllr Bassett was asked for a guide as to cost, she advised it depended on the size of the land, and the work involved.</p> <p><b>It was RESOLVED to give authority to the Officers up to the sum of £5000 to commission a legal practice to commence the land registration and progress as far as possible with the largest parcels of land prioritised.</b></p> <p>It was requested that the Clerk report back progress at the next committee meeting</p> <p>Work Wallett – demonstration arranged for 7.1.2021</p> <p>Purchasing moratorium and tie in with Sage system – C Harris explained they have to purchase licences for the software and users need licenses, this is in hand, Claire in accounts dealing. Pete awaiting to be asked for PO.</p> <p><b>It was RESOLVED to extend purchase moratorium for a further month or until the Sage software is able to generate purchase orders, whichever is sooner</b></p> <p>Stamps – Clerk confirmed no longer using franking machine, using stamps. Franking Machine contract ends at end of year. Clerk confirmed later in the meeting that they were given notice 25/7/2020.</p> <p>Grants Policy – on this agenda</p>	<p>Clerk</p> <p>Clerk</p>	
P&R/2020/078	<p><b>To consider and agree adoption of the following policies:</b></p> <p>C Harris updated committee</p> <ul style="list-style-type: none"> <li>• <b>Grants Policy including criteria</b></li> </ul> <p>There is a grants policy, but no application form or guidance notes, so he has been asked to produce that, copies provided. If someone writes in or notifies the Council, and they wish to apply for a grant we just send these forms out, before being considered.</p> <p>Cllr Henderson liked the policy and thought it would work well for her committee. Cllr J Cooper asked for a form or dual form for to include BRIN. It was discussed that groups may need a different form to those of individuals.</p> <p><b>It was RESOLVED to accept this form for groups, and the policy and notes, and for C Harris to send the form to BRIN for them to tailor for their needs also.</b></p> <ul style="list-style-type: none"> <li>• <b>Staffing handbook</b></li> </ul>	<p>C Harris /BRIN</p>	

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	<p>Nearly completed, however there are links to some policies that we have not got, such as HR, drugs and alcohol etc. Has a member/ officer protocol, which is important especially with a new council coming in next year.</p> <p>Cllr Henderson liked the member / officer protocol and along with Cllr Kerridge confirmed that they had seen a drugs and alcohol policy, which Chris confirmed was just an example of what was missing.</p> <p>Cllr P Brown raised the point that he felt the staff handbook should be specific to the organisation it is being written for.</p> <p><b>It was distributed to Councilors during the meeting and RESOLVED that the staff hand book be adopted</b></p> <ul style="list-style-type: none"> <li>• <b>Draft Health and Safety Policy</b></li> </ul> <p>Cllr P Brown asked if B Hammond has had an input, confirmed he did. Document was emailed previously, and resent during meeting.</p> <p><b>It was RESOLVED to adopt the draft H&amp;S policy, subject to amendments, and to be reviewed at the Health and Safety Committee, date agreed for Tues 9th February 2021.</b></p>	Clerk/P Brown H&S Cmttee	
P&R/2020/079	<p><b>To consider and agree the level of investment under the Investment Strategy</b></p> <p>C Harris asked how much the Council wished to invest into Cornwall Council, minimum is £25K, max £1M, recommendation was £500K. Access to funds within 1 day.</p> <p><b>It was RESOLVED to invest £500K with Cornwall Council.</b></p> <p>Cllr P Brown voted against.</p>		
P&R/2020/080	<p><b>To consider and agree Christmas holiday closures and emergency response during this period</b></p> <p>Clerk – suggest that any employee that has TOIL or holidays use these up during the Xmas period when its quiet, and have a skeleton staff on standby. Do we feel the TIC/reception needs to be open? Xmas Eve, do you want staff to work whole day, half day?</p> <p>Deputy Estates Manager – confirmed he has arranged his staff to cover the days in between Xmas and New Year to check sites, empty bins, and other basic functions.</p> <p><b>It was RESOLVED to allow staff to use up leave and Toil to take Xmas off if they wished, as has worked historically, and to let people leave at lunch time on Christmas Eve if they feel</b></p>		

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	<b>able to. The Clerk to have the authority to accommodate staff and be as flexible as he feels able.</b>		
P&R/2020/081	<p><b>To update and agree if necessary, any expenditure for progressing the new purchasing system.</b></p> <p><b>Taken out of order done after item below</b></p> <p>C Harris – as previously mentioned in the meeting there are the additional licenses to pay for which the protocol has already been adopted.</p> <p>Noted.</p>		
P&R/2020/082	<p><b>To consider and agree payment schedules for December 2020 and anonymized debtors' reports.</b></p> <p><b>December 2020 schedule</b> Cllr Henderson observed that Bodmin Way leaflet £30, and Framing of volunteer awards should come out of community services budget rather than Mayor budget. C Harris will put into right costings, this will resolve itself with new system.</p> <p>Cllr J Cooper – Govt announced that authorities could re-claim business rates on their public conveniences due to COVID, have we done this? Referred to a local government fact sheet. C Harris will make enquiries and Clerk then confirmed he had some information on the way about that. Action point to follow through.</p> <p>Clerk – ROKK media fee, challenging the amount as not sure website it is up to compliance. Have asked accounts to separate that out on BACS payment so we don't have to alter the payment schedule you are agreeing tonight.</p> <p>Cllr J Cooper – queried Curator Museum support, Clerk explained this is support for the annual accreditation coming from museums funds.</p> <p>Cllr P Brown - £180 per day for sanitizing toilets, along with Fairpark, the toilets are costing in excess of £4000 for November and feels that the electorate would be disgusted at the costs.</p> <p>It was suggested employing someone 40 hours a week, but it was also suggested that this wouldn't cover additional costs of PPE, sickness, holiday liability and cleaning materials.</p> <p>Deputy Estates Manager explained that Brothers had been very flexible and had also covered extra cleaning regimes in the office to maintain COVID standards. Contracts are due for review as</p>	<p>C Harris</p> <p>C Harris/ Clerk</p>	

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	<p>previously discussed. It is the Council's decision, and the estates team are working to their instructions. May be prudent to discuss in January.</p> <p><b>It was suggested re looking at national guidelines, Cllr J Cooper checked the guidelines during the meeting and it was RESOLVED to return to the cleaning routines of the public toilets before the COVID pandemic.</b></p> <p><b>It was RESOLVED to agree the December payment schedule</b></p> <p>Anonymized Aged Debtors – Cllr Ahearn asked if the letter has gone to the funeral directors, the Clerk confirmed the letter has been prepared, but he is also under discussion with the company.</p> <p>Other outstanding debt discussed (inflation item), <b>it was RESOLVED to offer a payment plan, then proceed to small claims</b></p> <p>Outstanding car park tickets was brought up, and it was suggested that this would be resolved if the car parking project is progressed.</p> <p><b>It was RESOLVED to take a consistent approach with the car parking issues.</b></p>	Clerk/ Estates	
P&R/2020/083	<p><b>To consider IT services cost analysis (all current IT supplied services and associated costs)</b></p> <p>Awaiting further information.</p> <p>The Chair stressed the importance of having all the relevant information so that the council could compare like for like with the various quotes, and will need an idea of the true cost of everything being provided under this one heading.</p> <p>Cllr J Cooper- as far as he can recall this topic has come up over 3 consecutive monthly meetings of Full Council and P&amp;R. It was dismissed at the last Full Council meeting because no information was submitted to Council and would like to register that this is unacceptable.</p> <p>Clerk – Would like to think the information would be available before Christmas</p> <p>It was discussed that the councilor's would then have time to digest it for the FC meeting 14.1.2020</p>	Clerk	
P&R/2020/084	<b>To consider and agree the costs associated with the provision of a temporary boiler in the Shire Hall.</b>		

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	<p>Deputy Estates Manager – after the Estates meeting when it was resolved we contact 3 temporary boiler companies. They contacted Andrew Sykes, HSS and Lorne Stewart. Andrew Sykes were the only one who came and did a site visit, their quote came back £131 per week plus delivery charge, fuel charge, connection charge on a 12 week hire that comes in at approx. £8.5K.</p> <p>Also had a quote back from Brewers to fix £1,100 + VAT, that's for a new replacement fan, has also investigated getting a spec drawn up to replace the heating but wanted to know how the council wanted to proceed at this time bearing in mind heating is needed in the building, he recommended we get the boiler fixed by Brewers and either wait to add that on to the specification of work of the refurbishment of the buildings or go down the route of a separate project and getting a spec drawn up and go out to tender as a separate item.</p> <p>Cllr J Cooper asked Sam if the flue was still suitable if they take this option of fixing the boiler. It was confirmed that we are compliant with the present boiler as it is as it was installed, if we replace the boiler we would need to replace the flue.</p> <p>Cllr P Brown mentioned grants available for air source heat pumps, so it would be better to investigate this route for the longer term project.</p> <p><b>It was RESOLVED to fix the boiler in the meantime as per the quote provided of £1,100 + VAT</b></p>		
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Due to the confidential nature of the next business it was **RESOLVED** to go into Committee. Please see separate page.

Deputy Estates Manager and public left the meeting.

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