

MINUTES of the **Policy and Resources Committee** Meeting held on Thursday 22nd April 2021 at 6.30 p.m. via Zoom conference call.

PRESENT: Councillor P T Cooper (Chair) presiding and together with Councillors J Basset (Vice Chair), K J Phillips, E M Ahearn, T M Barbery, P Brown, J Gibbs (joined at 18.49), A Kerridge, J P Cooper and D A Henderson

IN ATTENDANCE: Mr P Martin (Town Clerk), David Bidgway (IT, Admin and Project Officer) and Mrs N Davis (Senior Admin Assistant).

The meeting commenced at 18:30

		Action	Date
Agenda item 1 PR/2021/035	(a) Mayor/Chairperson's announcements (b) To receive and record the grounds upon which apologies for absence are tendered. LGA 1972, Sch 12, para 40 No apologies had been received.		
Agenda item 2 PR/2021/036	Declarations of Interest – Members to declare interests in respect of any item on the agenda Cllr Basset declared an interest in item 22.		
Agenda item 3 PR/2021/037	PUBLIC REPRESENTATION SESSION There was 1 member of the public present, however she did not wish to speak.		
Agenda item 4 PR/2021/038	Correspondence received <ul style="list-style-type: none"> 1 item deferred to the confidential session 		
Agenda item 5 PR/2021/039	To confirm that the minutes of the Policy & Resources Committee Meeting held on 25 th February 2021 are a true and accurate record of that meeting (copy provided) It was RESOLVED to confirm the accuracy of the minutes dated 25 th February 2021.		
Agenda item 6	List of actions from the previous minutes, for update.		
	An update was requested for how many phones were required and how many were active for next P&R. Town Clerk nominated D Bidgway to investigate. Update		

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Date			
Matters of accuracy	Minute ref	Comment	Chairman signature
	PR/2021/70	The accuracy of the minutes of the meeting held on 22 nd April 2021 (as circulated) was confirmed.	

P&R/2021/040	<p>Initial requirement is that the roles of TC, RFO and EM need mobile phones, and then the estates operatives will require them. A user/role audit was requested and the phones to be added to the asset register. Further investigation is required to look at whether the phones are fit for purpose to run applications like workwallet and the contract(s) provide value for money.</p> <p>Latest update The trial was successful, phone have been delivered in full and have been asset tagged but tablets are out of stock.</p> <p>There needs to be policy about private calls.</p> <p>It was RESOLVED to AGREE to delegate authority to the officers to draft a policy around how work mobiles can be used and submit back to committee for consideration.</p>	Dave Bidgway	Next meeting
P&R/2020/082	<p>Office Smart prices were queried – could stationery suppliers be reviewed.</p> <p>Update JB requested that local supplier BW supplies be included in the cost comparison. It was Resolved to Agree to delegate authority for Dave Bidgway to agree purchases from the supplier offering best value.</p> <p>Latest Update Information Centre have carried out a further review and have identified a new supplier Westcare who are cheaper than others identified previously, whilst providing goods of comparable quality.</p> <p>There was a discussion about the best way to ensure best value. Currently staff involved with the purchasing of stationery compare prices at the time of purchase between 5 or 6 suppliers known to deliver at the required quality. This was deemed an appropriate approach and would continue.</p>	complete	
P&R/2020/082	<p>Sharps bin renewal - Higher Bore St toilets queried – let them know it is not open.</p> <p>Update The sharps bin is missing from the toilets and needs replacement.</p> <p>It was RESOLVED to AGREE to delegate authority to the EM to organise replacement.</p> <p>Latest Update</p>		

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	No update received – deferred to next meeting together with a report as to whether BTC continue to pay for cleaning, if they are still being cleaned, and if or when they will reopen and progress on the replacement of the sharps bin.	TC	
P&R/2020/082	Charge for vaccination queried. Update Deferred to next meeting Latest Update Waiting for a reply from NHS as to charging for Covid vaccine	TC	
PR/2021/007	Aged Debtors - to make contact and take action of payment plans then to small claims Update Once the organisation resume trading (post Covid lockdown), the RFO will consider proposing an appropriate repayment schedule, based on their income forecast. It was further proposed not to allow the organisation to return. It was RESOLVED to AGREE to delegate authority to the RFO to produce a repayment schedule and progress negotiations on this basis. Latest Update Deferred to confidential session.		
PR/2021/016	Departmental heads to produce an audit of assets within their departments and to delegate authority to RFO to consider and agree asset write-offs identified as appropriate within a PID, with full oversight of the TC. P&R to consider PID process to make this amendment. Update Asset register is being compiled and some issues have been identified mainly items that had been purchased but not previously included on the register.	dept heads	ongoing
PR/2021/019	Refurbishment of the mayoral chain. RFO will allocate reserves to get this done. Fatterini are specialists in this work. Officers are to obtain an estimate for this work. Update A quote had been received of £58,000. 2 others are being sought. There was a discussion as to if this level of expenditure could be justified to the community. On the one hand, the chain is a symbol		

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PR/2021/041	<p>of the historic importance and status of the town and provokes civic pride. It is also an asset of great monetary value, to be preserved. On the other, the town has public toilets in a state of disrepair and other projects it wants to undertake that more directly affect the residents.</p> <p>It was RESOLVED to AGREE to investigate the potential for making an insurance claim, and other ways of getting it repaired that may reduce the direct cost to BTC and it's residents.</p>	TC	Proposal to be considered by new council
PR/2021/020	<p>Terminate the BOC contract.</p> <p>No update received. Deferred to next meeting</p>	EM	Next meeting
PR/2021/020	<p>Monitoring and control of uniforms - develop a policy is to be submitted for consideration by committee.</p> <p>Update This is work in progress and an update will be provided at the next meeting</p>	TC	Next meeting
Agenda item 7 PR/2021/020	<p>To consider an update on Grandstand insurance arrangements</p> <p>Moved to confidential session</p>		
Agenda item 8 PR/2021/020 PR/2021/042	<p>To receive confirmation that Shire House Suite is ready to use as a polling station</p> <p>Confirmed as usable. Although Cllr Barbery pointed out that the Polling Cards detailed Shire Hall, Court Room 2 as the polling station. It was confirmed that both venues had been risk assessed by CC for the purpose of polling and were adequately prepared, including the identification of risk reduction measures.</p> <p>It was RESOLVED to AGREE to obtain a copy of the necessary risk assessments.</p>	complete	
Agenda item 9 PR/2021/020 PR/2021/043	<p>To consider and agree the disclaimer notice for all BTC car parks (used at own risk)</p> <p>These are being provided by the newly appointed contractor and will be erected in all 3 carparks.</p> <p>Confirm when complete.</p>		
Agenda item 10	To receive an update on outstanding Merlin Cinema / Town Museum insurance claim for flood		

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PR/2021/044	<p>2 payments had been paid by Merlin in October 2020 for £5750 and £364 for damage for artifacts.</p> <p>BTC had actually paid out initially so a cross reference is required to ensure BTC have claimed the full amount that they had been paid out to rectify damage.</p> <p>It was RESOLVED to AGREE that TC to check this and report back at next meeting.</p>	TC	
Agenda item 11	<p>To consider and agree the vexatious complainant policy for adoption</p> <p>This is complete</p>	Complete	
Agenda Item 12 PR/2021/045	<p>To consider and agree to adopt the Market Regulations policy</p> <p>This was deferred to the next meeting to be considered by the new council.</p> <p>It was noted that TC had signed off a 12 months subscription to the market authority.</p> <p>It was RESOLVED to AGREE to delegate authority to TC to get the regulations agreed in time for a market to be held in June.</p>	TC/CSO	Update at CS meeting
Agenda item 13 PR/2021/046	<p>To consider and agree the purchase of an appropriate project management software system and training.</p> <p>This would enable more efficient management of contracts and other projects that BTC will undertake.</p> <p>EM is already using Microsoft project plan 1. It integrates with other software systems already being used. It is charged per month per user so is flexible. The 4 managers need to have access initially.</p> <p>It was RESOLVED to AGREE to make this software available to the 4 managers identified by TC.</p>	TC	complete
Agenda item 14 PR/2021/047	<p>To consider and agree to engage Mr Brian White to produce independent end-of-year accounts</p> <p>Mr White is an independent accountant and worked with BTC to produce end of year accounts last year, including completing the AGAR (Annual Governance and Accountability). Last year he charged £875 and it was anticipated that this year would be similar.</p> <p>It was RESOLVED to AGREE to delegate authority to TC to appoint Mr White for this purpose.</p>	TC	

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Agenda item 15	To consider and agree Financial Comparison (Income and Expenditure) for March 2021 1 item relating to a cemetery matter will be updated in the confidential session. There was an error in the annual budget remaining column and needs rectification before it can be considered. It was RESOLVED to AGREE to defer to the next meeting.	TC	
PR/2021/048			
Agenda item 16	To consider and agree Schedule of Payments (Payments to suppliers for goods and services) for March 2021 It was noted that there was only payment for Priory and Fair Park toilets for cleaning. Discussion relating to Ellis Whittham was deferred to confidential session. Item relating to repair of White Clock roof was £6094 when the agreement was for £4000. TC to investigate. Fol requests costing £300 a time - is there any way of controlling these costs. TC responded that we have to respond either pointing out where the information is published or, if not published, provide the information requested, unless it's exempt. This is a requirement of the Information Commissioner's Office (ICO) There is a hidden cost of the TC's time to respond to the requests. Most requests have been for information that is available on the website, although it is acknowledged that BTC website was not very accessible. Some requests were for information that BTC does not hold. It was RESOLVED to AGREE the schedule of payments.		
PR/2021/049			
Agenda item 17	To receive Health and Safety updates None to report		
Agenda item 18	To receive Risk Management updates 2 issues to be discussed in confidential session		
Agenda item 19	To receive Procurement Management Issues 1 item to be discussed in the confidential section.		
	ITEMS CONTAINING EXEMPT INFORMATION		

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PR/2021/050	<p>To consider passing the following Resolution in respect of the items listed below:</p> <p>“That the press and public be excluded from the Meeting in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960, for the following items of business on the grounds that they involve the likely disclosure of confidential and exempt information”.</p> <p>Committee voted to move into a confidential session.</p>		
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