

MINUTES of the **Policy and Resources Committee** Meeting held on Thursday 28 January 2021 at 6 p.m. via ZOOM conference call.

PRESENT: Chairman, Councillor P T Cooper, presiding; together with Councillors E M Ahearn (arrived 19.03), T M Barbery, J A Bassett (arrived 18.29), P Brown, J P Cooper, D A Henderson, A M Kerridge, and K J Phillips (arrived 18.29)

IN ATTENDANCE: Mr P Martin (Town Clerk), Mr C Harris (CSM/RFO), Ms L Pinnegar (Senior Administration Assistant /MS), David Bidgway (Executive Officer)

An address was made by Heidi Clemo - Census Engagement Manager, East Cornwall, Office for National Statistics on the 2021 census commenced at 6.00 pm.

PR/2021/001 - Apologies for absence and Chairman's Announcements.

Cllr Ahern due to work commitments, will try and join later.

PR/2021/002 - Public Participation Session - An opportunity for residents to make representations or ask questions relating to items on this agenda. (Note: a maximum of 15 minutes will be allocated for this session and there will be a time constraint of 5 minutes per speaker);

There was one member of the public present, didn't wish to speak.

PR/2021/003 - Declarations of Interest relating to items on the agenda.

There were no declarations of interest.

PR/2021/004 - Minutes of the previous meeting.

Minutes of the meeting held on Thursday 10th December 2020.

It was RESOLVED to confirm the accuracy of the minutes of 10 December 2020.

PR/2021/005 - Matters arising from the minutes.

	MINUTE NUMBER	SUBJECT	LEAD
5 (a)	P&R/2020/076	Fuel Costs Discussed in item 14	Town Clerk/RFO
5 (b)	P&R/2020/076	Full Cost Analysis IT Services Discussed in item 14	Town Clerk
5 (c)	P&R/2020/076	Land Registration with Land Registry Report All documentation and information inherited from NCDC has been forwarded to CC Solicitors to initiate the land registration. Awaiting a response	Town Clerk

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		<p>Cllr J Cooper requested as per policies a tour and appraisal of all the Councils assets, to mark them on a map to get them all registered. Proposed working party.</p> <p>It was after agreement of chairs of P&R and Estates, RESOLVED to refer to Full Council to form a working party to do tour and appraisal of Councils assets (Assets Condition Survey)</p>	
5 (d)	P&R/2020/077	<p>Purchasing Moratorium/Procurement Strategy – Update</p> <p>C Harris – Accounts technician appears to have access to procurement documents on sage, so hope to use them. Requisition order completed by TC, EM and CSM/RFO, will fill in template, purchase ledger automatically populates if approved. Purchasing moratorium to stay in place till fully functional. Confirmed separation of duties was in place.</p>	Town Clerk/RFO
5 (e)	P&R/2020/078	<p>Council Grants Process</p> <p>C Harris – for BRIN and forms went off to them</p>	RFO
5 (f)	P&R/2020/078	<p>Draft Health and Safety Policy</p> <p>Adopted in a previous meeting</p>	Town Clerk/H&S Comm
5 (g)	P&R/2020/079	<p>Investment Strategy–Agreement with Cornwall Council</p> <p>Sent off to CC</p>	RFO
5 (h)	P&R/2020/082	<p>Accounts for Payment (September 2020 was considered as it was not voted on when presented at previous meeting.)</p> <p>Council phones were discussed, TC & CSM confirmed they used their own phones. It was discussed that the ones being paid for should be used and there was a duty of care to provide work phones where needed. Duty officer could have one as office contact.</p> <p>Clerk confirmed he has cancelled the old RFO and Clerk contract phones.</p> <p>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.</p>	<p>Town Clerk/RFO</p> <p>Action Points For next P&R EO</p>

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		<p>First aid training was queried, if all attended, if not could refund be sort?</p> <p>Office Smart prices were queried– could stationery suppliers be reviewed. It was RESOLVED that we come back with some information on new suppliers.</p> <p>Sharps bin renewal - Higher Bore St toilets queried – let them know it is not open.</p> <p>Councillor Ahearn joined the meeting at 19.03.</p> <p>Charge for vaccination queried.</p> <p>Tree Inspection was queried, TC investigated passed minutes clarify.</p> <p>Portaloos – RFO to confirm they have been returned. It was RESOLVED to approve the payment schedule for September 2020.</p>	<p>TC</p> <p>TC/EO</p> <p>TC</p> <p>TC</p> <p>RFO</p>
5 (i)	P&R/2020/082	<p>Toilet Cleaning</p> <p>Dealt with at Estates Committee</p>	Estates Comm
5 (j)	P&R/2020/082	<p>Outstanding Debt – Payment Plan</p> <p>To discuss with Aged Debtors</p>	Town Clerk

PR/2021/006	<p>To consider Policies Delegated to this Committee.</p> <p>a) Internal Controls – Self Assessment Scrutiny and report (as circulated)</p> <p>CSM/RFO – talked of internal controls and through his report and the proposals to be put into place.</p> <p>It was RESOLVED to approve these recommendations.</p> <p>b) RFO Protocols (As circulated)</p> <p>CSM/RFO – talked through the document, responsibilities of the RFO, and their given authorities. Adopting Local Government & Finance Act 1988</p> <p>It was RESOLVED to approve these recommendations.</p>		
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	<p>c) Fuel Usage Policy (As circulated – Town Clerk)</p> <p>A report was provided by the TC with his recommendation to introduce measures that offer better controls and ensure policy compliance which offer secure, accountable, and auditable fuel collections.</p> <p>3.1. Recommendations: 3.2. That the current fuel collection method is placed under review with immediate effect 3.3. That fuel collection is stopped until the review is completed. 3.4. That the RFO provides a detailed analysis in respect of fuel collections over the last 12 months, both from Corserve and Morrison's. 3.5. That the RFO has discussions with Corserve about security and systems designed to prevent opportunities for misuse. 3.6. That the policy being considered tonight is adopted as an intermediate approach and delegated authority is given to the Town Clerk and RFO for its continued development. 3.7. That a mileage log be introduced for all vehicles, tractors, and ride on movers to provide an audit trail of vehicle use against fuel consumption.</p> <p>It was RESOLVED to accept these recommendations with an amendment to section 3.7 of “That an <u>asset specific</u> mileage log be introduced etc”.</p> <p>Vehicle logbooks can be bought online with all the necessary check lists, such as checking for the condition of the vehicle, with Reg No or Serial number of vehicle.</p>		
PR/2021/007	<p>To consider the Council Risk Management</p> <p>a) Budget Monitoring – P & R Committee (Nov 2020 Financial Comparison as circulated).</p> <p>CSM/RFO – talked through reports provided. Professional fees over budget, which include HR, Solicitors, Architects, all professional advice, and work. Some legal fees will be indemnified against and being claimed back currently.</p> <p>Noted</p> <p>b) Fixed Asset Monitoring and controls (Report)</p> <p>CSM/RFO – reminder that this need actioning, is what is on the register and the condition.</p>		

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	<p>It was RESOLVED that the working party for the land assets that is going to Full Council does this at the same time.</p> <p>c) Aged Debtors and Creditors and future debt write off arrangements.</p> <p>Line 1 – make contact to ascertain correct figure of outstanding amount. Line 3 & 5 long standing debts so RFO to take actions as recommended previously to set up a payment plan then proceed to small claims.</p> <p>It was RESOLVED to delegate authority to RFO to take forward.</p> <p>d) Fixed Asset Write Off procedures - RFO to report.</p> <p>This item was not discussed, deferred to a future meeting</p>	RFO	
PR/2021/008	<p>Items referred to this Committee. Other than in matters arising, none to report.</p>		
PR/2021/009	<p>Correspondence. None at the time of agenda circulation</p>		
PR/2021/010	Proposed projects and updates:		
PR/2021/010a	<p>Review Town Council charges for 2021-22</p> <p>CSM/RFO still getting information together. Will take to community services or next P&R as appropriate.</p> <p>Noted</p>		
PR/2021/010b	<p>Members Attendance Records</p> <p>Freedom of information requests have been received in the past, so was suggested this might be useful information to record and show on website.</p> <p>Cllr Phillips expressed her dismay at the councillors who never seem to attend meetings to represent their constituents. It was clarified the attendance rule was once every 6 months.</p> <p>It was RESOLVED to record attendance and display on the website, with delegated authority to the officers to decide what was appropriate within the guidelines.</p> <p>Members allowances were also discussed, and it was made know to the committee that co-opted members do not get the members' allowance.</p>	TC to delegate	

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	It was RESOLVED to take this to Full Council for discussion	TC/SAA	
PR/2021/010c	<p>Council IT Proposals</p> <p>David Bidway EO gave his IT report and went through the documents provided.</p> <p>Item 1 – Town Clerk’s Laptop, not working properly, many hours lost.</p> <p>It was RESOLVED to agree up to £1,000 to replace Town Clerk’s laptop.</p> <p>Item 2 – to enable Carlyon Systems to access server remotely, by buying a piece of hardware.</p> <p>It was RESOLVED to authorise this purchase at a cost of £100 + VAT for the remote access controller license.</p> <p>Item 3 – currently Carlyon Systems not charging for support to Councillors, had a recent incident where a councillor’s issue caused them a lot of time. Proposed a reduced rate of £5 ex VAT per laptop per month, this would also assist with loading anti-virus software and the like.</p> <p>This was debated and it was felt that some members do not need support, so could they pay on a pay as you go basis, along with item 5.</p> <p>It was RESOLVED for EO to go back to Carlyon to request costs for one off payments for installing antivirus and cost per incident councillor support.</p> <p>Item 4 – Councillor Microsoft 365 licences, to upgrade from Business Basic to Business Standard at a cost of £5.60 per user per month.</p> <p>This was debated as to whether it was needed, some councillors did not require it, others felt it was necessary due to the council work they did.</p> <p>It was RESOLVED to allow councillors to request this facility on an individual basis as need arises.</p> <p>Item 6 – Shire Hall Wi-Fi coverage, Currently, there is no wi-fi signal available in the Town Clerk’s office and it is patchy in the main office. A new wi-fi access point will be purchased to resolve this issue.</p>		

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	<p>Update given that this was in hand, looking for a suitable provider, to provide cover all over the building.</p> <p>Item 7 – Cyfor outstanding items: 2.21 - No known solution was available to Cyfor as of 27th September 2019 and Carylon Systems have checked again during January 2021 and this has not changed. Information regarding this issue will be updated once solution details are available. 2.33/2.34 – Very low risk. BTC don't use random IP addresses as they are in series, so this issue is not applicable in that environment.</p> <p>Item 8 – Increase use of Sharepoint – intends to get everyone used to using it, and gradually look at changing away from Dropbox once everyone happy with it.</p> <p>Item 9 – Teams v Zoom, unless 10 people in Teams meeting you cannot see in gallery view. This was discussed and felt that Zoom more familiar to members, and accessible to members of the public. It is now working well and seems to be user friendly.</p> <p>It was RESOLVED to continue paying the Zoom subscription rather than opting for Teams as a replacement facility.</p> <p>Item 10 - Phone Lines & Broadband (convert to Carlyon/Zen) - BTC currently pay £ 47.99 (£ 12.99 for line rental and £ 35.00 for broadband) per month for broadband in Shire Hall. Carlyon Systems recommend that BTC use their preferred supplier Zen, who also supply the phone lines in Narisa Hall, so they can help support BTC should any issues occur. We could expect a high level of service from Zen who have won several awards, such as PC Pro Best Broadband for the 17th consecutive year, Broadband Genie Best Broadband Provider 2020 and Most Trusted Provider 2020.</p> <p>It was RESOLVED to take this advice and accept these proposals and transfer to Zen.</p> <p>Item 11 - 1. Ricoh - Photocopier Lease, inc. ID Card Print Job Call Off – BTC can upgrade the main office copier and the Visitor Information Centre copier so that BTC staff can use ID cards to call-off print jobs. This feature, as used by Cornwall Council, would help to ensure GDPR compliance and confidentiality of documents. Both copiers</p>			
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	<p>would have a new 60-month lease, as below, including the new hardware required. The BTC main office copier (IM C5500) currently costs £ 220.41 per quarter to rent and the Visitor Information Centre (IM C300F) copier £ 81.43 per quarter to rent. Therefore, the additional cost to use Papercut £ 470.36 – (£ 220.41 + £ 81.43) = £ 168.52 per quarter.</p> <p>This work and project was costed and researched following a request from Cllr P Cooper. This was discussed, and the price increase of £674.08 was considered.</p> <p>It was RESOLVED to upgrade the photocopiers and introduce the ID feature as per the information provided.</p> <p>Cllr P Brown voted against</p>		
PR/2021/011	Accounts for payment		
	There were no accounts for payment to be discussed.		
	Date of next meeting. Thursday 25 th February 2021.		
	To resolve to exclude members of the public and press as matters to be discussed were of a confidential nature (Public Bodies (Admission to Meetings) Act 1960 2/1		
	20.31 David Bidgway left the meeting		

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