

MINUTES OF THE **MEETING** OF THE **POLICY & RESOURCES COMMITTEE** HELD ON **WEDNESDAY 12<sup>th</sup> FEBRUARY 2025** AT 7.00 P.M. AT NEWTON'S PLACE, WOLBOROUGH STREET, NEWTON ABBOT

**PRESENT:** Councillor L Wood (Vice Chairperson) Presiding

Councillors	P Bullivant	A Hall (Mayor)
	L Cooke	M Joyce
	C Davieson	C Parker
	A Gibbs	M Ryan

In attendance: Phil Rowe – Town Clerk  
Sam Scott – Deputy Town Clerk & RFO  
Pierre Doutreligne – Projects & Strategy Officer  
Linda McGuirk – Principal Administrator

By Invitation: Dr Charlotte Dixon – Museum Curator  
Helen Smith – What's In Store Project Co-ordinator  
Freeman Mr Mike Hocking

399. **APOLOGIES FOR ABSENCE**

Valid reasons for absence were received from Councillors B Bailey and D Corney-Walker. Members agreed to accept the reasons for absence.

An Apology was also received on behalf of Nigel Canham, Communications Advisor.

400. **INTERESTS**

None declared.

401. **MINUTES**

The Minutes of the Meeting of the Policy and Resources Committee held on the 23<sup>rd</sup> October 2024 were received and signed as a correct record.

402. **PUBLIC PARTICIPATION**

There were no members of the public present.

403. **PRESENTATION - WHAT'S IN STORE PROJECT**

The Vice Chairperson, Councillor L Wood welcomed the Museum Curator, Dr Charlotte Dixon and the What's In Store Project Co-ordinator, Helen Smith to the meeting and invited them to provide an update on the What's In Store Project to the Committee.

The Museum representatives updated members on the progress of the project to date, including:

- Overview of why the project is needed.

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- Importance of use and accessibility.
- Project Board has been appointed and Terms of Reference have been agreed. Regular working group meetings are held with the Board to keep everyone informed of progress.
- Funding – The Development phase of the project will cost £95,072. The costs will be covered by the £78,952 grant from the National Lottery Heritage Fund (NLHF) and match funding from the Town Council.
- Key decisions during the development phase included:
  - The original extension planned was not going to be large enough to hold the whole collection – a new plan was drawn up with a larger footprint which gained 18m<sup>2</sup> of space for the extension.
  - Inclusion of a permanent access ramp.
- Volunteer and Community Consultation - Nearly 2,000 people have been engaged with during the development phase.
- The Museum team have carried out visits to several Museums to look at their stores.
- National Lottery Heritage Fund - the total cost of the project is now expected to be £1.1m. Match funding applications have been submitted.
- Following consultation with the staff and volunteers who work in the existing spaces and the experts visited from other museums a detailed plan of how the stores will be used operationally has been developed to best inform the fit out of the stores.
- Documents required for the main application are extensive.
- Development Phase Review led by the NLHF will take place on the 17<sup>th</sup> March 2025.

During the presentation images of the proposed development were displayed on the screen. Dr Dixon invited Councillors to visit the current museum stores.

The Vice Chairperson thanked Dr Dixon and Helen Smith for their detailed reports and invited Councillors to ask questions and comment on the What's In Store Project, including:

- Thanked for the superb and impressive work.
- The implications for the project if the projected shortfall isn't met?

Members expressed their thanks to Dr Dixon and Helen Smith for their attendance who then left the meeting.

#### 404. **REPRESENTATIVES ON OUTSIDE BODIES**

The Vice Chairperson invited members that are representatives on outside bodies to report on meetings they had attended.

- Councillor Louise Cooke advised she is now a Trustee of the Courtenay and Buckland Community Centres CIO.
- Councillor Mike Joyce reported that he had attended a meeting of the Newton Abbot Security Trust (NAST), which was also attended by MP Martin Wrigley.

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During the meeting, the group discussed the success of the Hot Spot Policing initiative, which has been extended until March 2025.

- Councillor Colin Parker reported that he had attended a meeting of NAST. Following the meeting, he visited the NAST operations hub and expressed his appreciation for the impressive setup.

#### 405. **POLICIES**

The Vice Chairperson introduced the policy documents, as previously circulated. It was noted that the ICT policies have been reviewed by the IT Contractor, who confirmed the policies are directly correlated with IASME (the government institute for IT security), who utilise the NIST (National Institute of Standards and Technology) which ensures best practices and revolves around the Council's cyber essentials certification.

- ICT Firewall Policy
- ICT Password Policy
- ICT Remote Access and Mobile Working

Following a review of the policy documents among Members, it was:

**RESOLVED** that the policies in relation to the:

- a) ICT Firewall Policy
- b) ICT Password Policy
- c) ICT Remote Access and Mobile working Policy

be hereby, approved and adopted.

#### 406. **LITHIUM-ION BATTERIES – ELECTRICAL SAFETY CAMPAIGN**

Members discussed the Electrical Safety-First Battery Breakdown Safety Campaign for Lithium-ion Batteries report, as circulated prior to the meeting. The campaign addresses the rise in deaths and injuries resulting from fires and explosions caused by substandard e-scooter and e-bike batteries.

Arising from discussions, it was:

**RESOLVED** that the Council hereby supports the Product Regulation and Metrology Bill and its subsequent secondary legislation.

#### 407. **ACCOUNTS INCOME & EXPENDITURE**

The Committee received the overview of Income and Expenditure statements for the Policy and Resources Committee for the Period 1<sup>st</sup> April 2024 to 31<sup>st</sup> December 2024.

Accordingly, it was:

Chair initials.....

**RESOLVED** that the Financial Budget Comparison report for the period 1<sup>st</sup> April 2024 to 31<sup>st</sup> December 2024 be hereby approved.

408. **LATE CORRESPONDENCE**

None.

409. **DATE OF NEXT MEETING**

The next meeting would be held on Wednesday 18<sup>th</sup> June 2025.

410. **EXCLUSION OF THE PUBLIC AND PRESS**

Due to the sensitive nature of the business to be transacted, it was:

**RESOLVED** that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

411. **COMMUNITY INFRASTRUCTURE LEVY**

Councillors discussed and considered correspondence received from Teignbridge District Council regarding expenditure of the Community Infrastructure Levy (CIL).

Arising from a lengthy and detailed discussion, it was:

**RESOLVED** that it be agreed in principle to seek written Counsel advice and to refer the matter to the Finance & Audit Committee meeting on 19th February 2025 for further consideration.

412. **OLD FORDE HOUSE**

Members received an update from the Town Clerk on the recent Condition Survey Report for Old Forde House. Members noted the condition of the property and agreed to appoint a Task & Finish Group to further consider the asset. The Task & Finish group will include Councillors and members of the community.

**RESOLVED** that the Council acknowledges the update from the Town Clerk on the recent Condition Survey Report for Old Forde House and agreed to establish a Task & Finish Group, comprising Councillors and community members, to further consider the potential for an asset acquisition.

Meeting closed at 20:30

Chairperson.....Date.....

Chair initials.....