

MINUTES OF THE **MEETING** OF THE **POLICY & RESOURCES COMMITTEE** HELD ON **WEDNESDAY 12th SEPTEMBER 2018** AT 7.00 P.M. AT THE TOWN HALL, GREAT WESTERN HOUSE, 9 DEVON SQUARE, NEWTON ABBOT

PRESENT: Councillor Mrs A Jones (Chairman)

Councillors	Mrs J Cleave	M Joyce
	C Coyle-Moore	C N Parker
	R Hayes	K Purchase (Mayor)
	D Howe	T Ward
	R D Jenks (Dep Mayor)	

In attendance: Philip Rowe – Town Clerk
Sam Scott – Deputy Town Clerk
Alex Robinson – Committee Administrator

175. **APOLOGIES**

Apologies for absence were received on behalf of Councillors Mrs Carol Bunday, Mike Hocking, Ms Liz Roberts and Mike Ryan.

176. **MINUTES**

The Minutes of the Meeting of the Policy and Resources Committee held on 20th June 2018 were received and signed as a correct record subject to it being noted that further to Minute 18/06(84)(c) that the Deputy Town Clerk had amended the Café Licence application form to include a recommendation to use reusable plastics where possible and under Minute 18/06(84)(d) that she had sourced alternative, competitively priced, refuse and recycling services for the Council's waste. Following consideration among members, accordingly it was;

RESOLVED that the Deputy Town Clerk be authorised to make arrangements to move to the alternative waste contractor subject to satisfying the contractual notice period with the existing waste collection service provider.

177. **INTERESTS**

None declared.

178. **PUBLIC PARTICIPATION**

None.

179. **REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES**

None reported.

180. RESTORATION OF WAR MEMORIAL

The Chairman invited the Town Clerk to update Members on the preparation for the restoration of the War Memorial. The Town Clerk reminded Members that further to Minute 17/04(459) that he had been advised by the War Memorial Trust that in order to accept an application for grant funding that it would be necessary for the Council to provide a full specification of works from an accredited conservation architect. The Council undertook the necessary survey and tender process to provide the Trust with the required documentation together with an application for Grant Funding, both the Grant letter from WMT and the Tender report had been previously circulated. The Clerk informed Members that in previous years grants had been awarded in the region of 75% of the value of the works but given that it was the centenary year marking 100 years after the end of WWI that the increase in demand for grants had meant that the Council had been offered a grant for 21% of the value of the works.

Members noted that the structural survey identified that whilst there was a considerable amount of work to be carried out at a significant cost, that the Memorial did not pose an imminent risk of deterioration and did not require any urgent works. In addition, Members noted that the Council's main priority was the Newton's Place Project and having been assured that the restoration of the Memorial could be postponed it was suggested that the matter be deferred for consideration again in twelve months. Accordingly, it was;

RESOLVED that the offer of grant funding from the War Memorials Trust Fund be noted and held on file and that the matter of refurbishment of the War Memorial be deferred for further consideration in twelve months' time.

181. REFERENDUM PRINCIPLES FOR TOWN & PARISH COUNCILS

The Chairman invited the Town Clerk to advise Members on the Government's decision to defer the setting of Referendum Principles for Town and Parish Councils 2018/19. The Clerk reminded Members that the continued deferral was conditional upon the sector taking all available steps to mitigate the need for council tax increases. The Clerk was pleased to report that the Government had decided to continue the deferral for the forthcoming year but that it was important to note that this would remain conditional on the sector avoiding unnecessary rises in council tax.

Whilst heeding the Government advice it was also noted that Government recognised that this did not apply where town and parish councils had committed to major projects within their towns or had absorbed public services devolved from higher tiers of government in order to preserve public services and amenities. In addition, the Clerk tabled a summary of the English Parish Precepts as produced by the Department of Housing, Communities and Local Government and he referred to the precepts for Cranbrook and Broad Clyst in particular. Accordingly, it was;

RESOLVED that the letter from the Society of Local Council Clerks, be hereby, noted.

182. SUB COMMITTEES/WORKING PARTIES/FORUMS

(i). NEWTON'S PLACE PROJECT BOARD – 28th JUNE 2018

Arising from the consideration of the report of the meeting it was,

RESOLVED that the minutes of the Newton's Place Project Board – held on 28th June 2018 be hereby approved and adopted.

(ii). NEWTON'S PLACE PROJECT BOARD – 26th JULY 2018

Arising from the consideration of the report of the meeting it was,

RESOLVED that the minutes of the Newton's Place Project Board - held on 26th July 2018 be hereby approved and adopted.

183. NEWTON'S PLACE PROJECT – UPDATE

The Chairman invited the Town Clerk to update Members on the Newton's Place Project. The Clerk acknowledged the important milestones reached in the project, such as the Grant Funding awarded from the Heritage Lottery Fund and their 'Permission to Start' being granted; detailed in the Notes of the Project Board as presented in Minute (183) above and he advised Members of the current progress on the project.

Members were already aware of the shortfall in 'match' funding for the project and were pleased to be advised the Clerk had received notice that the Council had been granted borrowing approval should it need to raise further funding through borrowing. The Clerk reported that the Mayor and Clerk would meet with the Council's legal representatives to sign contracts within a few days in order to complete the acquisition of a new asset for the town.

The Clerk reported that Tenders had been received from four of the five invited applicants for the contract to restore the former St. Leonard's Church as the next phase of the Newton's Place Project. It was noted that all the tenders were higher than the predicted budget due in part to the rampant inflationary rises experienced across the construction industry. Mr Rowe informed Members that the Project Manager and Quantity Surveyor together with the specialists, appointed by the Council to the Design Team, had extensively explored the lowest tender to identify potential savings and clarify the technical specifications to ensure that all elements would meet the project's requirements.

The process would culminate in a further report that would determine whether the lowest tender was the preferred contractor and allow further investigation, with the contractor's suggested sub-contractors to be carried out. It was noted that this may result in the timetable being moved by two-three weeks while this important due diligence was undertaken; however, the contractor had projected that they needed less time on site to complete the restoration phase, so it was likely that the programme would ultimately remain on track.

The Clerk reported that he had received a report from the District Authority on the Council's predicted income from the Community Infrastructure Levy (CIL) and was able to assure Members that this was predicted to be sufficient to meet the shortfall in funding and enable the project to continue on track. Following considerable discussion and questions from Members on the project, accordingly it was:

RESOLVED that a) the verbal report from the Town Clerk on the Newton's Place Project be noted, b) that subject to sufficient funds being available that the Town Clerk be given delegated authority in consultation with the Chairman of the Policy & Resources Committee and the Chairman of the

Finance & Audit Committee to accept the tender as above budget and c) a further report be made to the Meeting of the Full Council on 26th September 2018.

184. **POLICIES**

The Chairman introduced the policy documents, previously circulated and reminded Members that these were first introduced in 2017 and were due to be reviewed. The Deputy Town Clerk reported that the first set related to Health and Safety which applied primarily to staff but also to Members on occasions where they attended events or assisted the Handyman. The second set of policy documents, related to the changing use of ICT in the Town Hall and security of information. Mrs Scott advised Members that since the Agenda had been despatched that the Council's ICT contracted provider had completed an onsite cyber-security audit. Following the audit, the Council had been advised to amend and update the Password Policy and a revised copy of the policy was tabled at the meeting. Ms Scott highlighted the key changes for Members who noted that the revised policy would be in accordance with current guidance and recommended working practices.

The Clerk then referred to an additional policy, the Mobile Telephone Policy as tabled at the meeting and advised Members that given the increased complexity and sophisticated capabilities of the devices that it would be good practice for the Council to have a policy to refer to both as an employer and for Members or visitors to the Council. Members endorsed the introduction of the suggested policy. The Clerk informed Members that the Cyber-Security specialist for Devon and Cornwall Police had offered to update Members at a 'Protect Talk' at a future meeting of the Council. Members felt that this would be most beneficial and welcomed the opportunity.

Following a discussion among Members and their review of the policy documents it was;

RESOLVED that

a) the Policies in relation to

Health & Safety:

- (a) Display Screen Equipment Regulations 1992,
- (b) Electrical Safety,
- (c) Guidance on Manual Lifting and Handling,
- (d) Potentially Abusive or Violent Persons,
- (e) Working Alone,
- (f) Safety in Offices and Museum and,

Information Communication Technology (ICT):

- (a) Internet and E-mail Policy,
- (b) Fire Wall,
- (c) Remote Access & Mobile Working Policy, and
- (d) Password Policy, subject to its amendments in line with the recommendations of the Council's Cyber-Security Audit; and

Mobile Telephone Policy be hereby, approved and be recommended to Full Council to be adopted and

- b) that the Clerk invite the Cyber-Security specialist from Devon and Cornwall Police to give a 'Protect Talk' to Members at a future meeting of the Council.

185. **ACCOUNTS INCOME & EXPENDITURE**

The Committee received and noted the overview of Income and Expenditure statement for Policy and Resources Committee for the Period 1st April 2017 – 31st July 2018.

As previously requested by Members, the Deputy Town Clerk reported on queries made by Members on the accounts.

Following consideration, it was;

RESOLVED that the Income and Expenditure Statement for the Policy and Resources Committee for the period 1st April 2017 – 31st July 2018, be hereby, approved and signed by the Chairman of the Policy and Resources Committee.

186. **LATE CORRESPONDENCE**

None.

187. **DATE OF NEXT MEETING**

The next meeting would be Wednesday 31st October 2018.

CHAIRMAN