

MINUTES OF THE **MEETING** OF THE **POLICY & RESOURCES COMMITTEE** HELD ON **WEDNESDAY 12th FEBRUARY 2020** AT 7.00 P.M. AT THE TOWN HALL, GREAT WESTERN HOUSE, 9 DEVON SQUARE, NEWTON ABBOT

PRESENT: Councillor M Hocking (Vice -Chairman) Presiding

Councillors	Mrs C Bunday	R Jenks (Mayor)
	Mrs K Crout	Mrs A Jones
	C Davieson	M Joyce (Dep Mayor)
	R Hall	C N Parker
	D Howe	M Ryan

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

423. **APOLOGIES**

Apologies for absence were received on behalf of Councillors Philip Bullivant and David Corney-Walker.

424. **MINUTES**

The Minutes of the Meeting of the Policy and Resources Committee held on 30th October 2019 were received and signed as a correct record.

425. **INTERESTS**

None declared.

426. **PUBLIC PARTICIPATION**

None.

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

The Chairman invited Members to report on meetings with outside bodies. No reports were made by Councillors.

428. **SUB COMMITTEES/WORKING PARTIES/FORUMS**

(i) NEWTON'S PLACE PROJECT BOARD – 31st OCTOBER 2019

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 31st October 2019 be hereby approved and adopted subject to the numbering sequence and attendees being amended.

(ii) NEWTON'S PLACE PROJECT BOARD – 28th NOVEMBER 2019

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 November 2019 be hereby approved and adopted.

(iii) NEWTON'S PLACE PROJECT BOARD – 23rd JANUARY 2020

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 23rd January 2020 be hereby approved and adopted.

429. NEWTON'S PLACE PROJECT – UPDATE

- A. **Project Update** - The Chairman invited Chairman of the Project Board to provide an update on the Newton's Place Project. Councillor Ryan reported that having attended a site visit the day before, he was able to report good progress had been made. The glass for the community rooms had been delivered to site and awaited installation and the flooring to the community rooms had been laid. A well, located to the side of Newton's Place had been discovered as part of the drainage excavation. The well would be capped temporarily with the possibility of it being displayed as a feature. Almost all the services had been installed and were in the process of being commissioned and tested. A date for the installation of the lift 'car' had not yet been confirmed.

The Chairman echoed Councillor Ryan's report and noted that he was pleased that the site was progressing towards completion. The Clerk advised that the Council's removals had been booked for 18th March and therefore in consultation with the Chairman it would be necessary to cancel the Community Engagement Group meeting scheduled for that evening.

- B. **Proposals for 41 Wolborough Street** -The Clerk reported that following the departure of Pollards it would be necessary to clear and refurbish the land adjacent to Newton's Place. The area was being used used as the construction compound but could be enhanced for a practical use. The Council's architect had invited four Tender Applications; two of which had been received. The Clerk provided a summary of the proposal for the temporary provision of additional car parking spaces adjoining the existing Newfoundland Way Car Park. Associated planting and landscaping would allow a safe and aesthetic entrance to Newton's Place from the car park. It was anticipated that the Council would benefit from the funding raised from the additional spaces in a profit share scheme with the District Authority who manage the car park.

Members discussed the proposed scheme to ensure that it offered the Council value for money. The enhancements to the area and the potential income from a profit share scheme would offset the initial expenditure. Councillor Colin Parker noted his reservations about the proposed cost of the scheme. Following discussion among Members accordingly it was:

RESOLVED that the Policy and Resources Committee note the two tenders received and delegated authority to the Clerk in consultation with the Chairman of the Finance and Audit Committee to pursue the proposals subject to a) Planning Consent being granted and b) a formal written agreement from Teignbridge District Council regarding the shared income from the additional car parking spaces provided.

430. **CALENDAR AND LIST OF COUNCIL AND COMMITTEE MEETINGS 2020/21**

The Chairman invited Members to consider the Calendar and List of Meetings scheduled for 2020/21, previously circulated, and to note the dates for office closure during the Christmas and New Year period. Following discussion, it was;

RESOLVED that the Calendar and List of Meetings and Events for 2020/21 be hereby adopted and approved.

431. **POLICIES**

The Chairman introduced the policy documents, previously circulated. Members noted that the policies were not new to the Council and had been reviewed previously. Councillor Howe sought clarification on the terms used to define staff and Councillors within the Training and Development Policy. Members confirmed that these were standard terms. Following a review of the policy documents among Members it was;

RESOLVED that the Policies in relation to;

- (a) Training and Development;
- (b) Mobile 'Phone;
- (c) Social Media;
- (d) Procurement Strategy and
- (e) Ethical Fundraising, be hereby, approved and adopted.

432. **ACCOUNTS INCOME & EXPENDITURE**

The Committee received and noted the Income and Expenditure statement for the Policy and Resources Committee, for the period 1st April – 31st December 2019.

Following consideration, accordingly it was:

RESOLVED that the Income and Expenditure Statement for the period 1st April – 31st December 2019 for the Policy and Resources Committee be hereby approved and adopted.

433. **LATE CORRESPONDENCE**

None.

434. **DATE OF NEXT MEETING**

The next meeting would be Wednesday 24th June 2020.

435. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED that the press and public be excluded from the meeting during the discussion of the following item of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

436. **NEWTON'S PLACE – ESTABLISHMENT**

The Chairman invited the Deputy Town Clerk to update Members on the staffing requirements following the transition to Newton's Place.

The Deputy Clerk updated Members on two aspects of the Council's establishment and outlined proposals that would increase resilience for the Council's Handyman/ Caretaking services and the Museum team.

Following a discussion among Members, accordingly it was;

RESOLVED that the Policy and Resources Committee agree to the proposed adjustments to the Council's Establishment in principle subject to the Deputy Clerk preparing a financial report to the Finance and Audit Committee, on 26th February 2020, for further consideration.

CHAIRMAN