

MINUTES OF THE **MEETING OF THE POLICY & RESOURCES COMMITTEE** HELD ON **WEDNESDAY 26th OCTOBER 2022** AT 7.00 P.M. AT NEWTON'S PLACE, 43 WOLBOROUGH STREET, NEWTON ABBOT

PRESENT: Councillor D Corney-Walker (Chairperson) Presiding
K Crout – (Vice Chairperson)

Councillors	C Bunday (Mayor)	D Howe
	C Davieson	M Joyce
	A Hall	C Parker
	M Hocking	M Ryan

In attendance: Phil Rowe – Town Clerk
Sam Scott – Deputy Town Clerk
Sally Henley – Town Development Manager
Linda McGuirk – Principal Administrator

230. **APOLOGIES FOR ABSENCE**

Apologies for absence were received on behalf of Councillors P Bullivant, R Hall, R Hayes, R Jenks and A Jones.

231. **INTERESTS**

None declared.

232. **MINUTES**

The Minutes of the Meeting of the Policy and Resources Committee held on 7th September 2022 were received and signed as a correct record.

233. **PUBLIC PARTICIPATION**

None.

234. **REPRESENTATIVES ON OUTSIDE BODIES**

a) To receive reports of Members attendance at any meetings of outside bodies.

The Chairperson invited Members to report on meetings of outside bodies:

Councillor M Joyce reported that he had attended a meeting of the Chamber of Commerce along with the Town Development Manager. At the meeting the Town Development Manager had asked the Chamber of Commerce to consider contributing to the Christmas Lights.

b) To receive reports from any outside bodies.

None.

235. **POLICIES**

The Chairperson introduced the policy documents, previously circulated.

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

Chair initials.....

RESOLVED that the Policies in relation to the:

- a) H&S Umbrella Policy
- b) Maternity Policy

be hereby, approved and adopted, subject to the agreed minor amendments to the H&S Policy.

236. ICT MIGRATION TO THE CLOUD

The Town Clerk reported on the Council's current ICT infrastructure and advised the Council should consider migrating the Council's current data to the Cloud. The benefits of migration to the Cloud included enhanced security and accessibility, the ability to scale up if required and following the initial transfer reduced running costs. It was noted a smaller server would be required to facilitate the Museum's dedicated software which is not Cloud based. Initial costs are approximately £6,000 plus a slight increase in the cost of the Council's Finance software with Rialtas.

In principle, Members agreed to support the migration of the Council's ICT to the Cloud subject to consideration by the Strategic Planning Forum.

Accordingly, it was:

RESOLVED that the Strategic Planning Forum be requested to consider the financial implications of merging the Council's ICT data to the Cloud.

237. UK SHARED PROSPERITY FUND/RURAL ENGLAND PROSPERITY FUND

- a) UK Shared Prosperity Fund.

The Town Clerk informed Members he had recently attended a meeting with Teignbridge District Council (TDC) regarding the UK Shared Prosperity Fund and the Rural England Prosperity Fund. The funding is allocated to Principal Authorities, Town and Parish Councils are invited to submit proposals to the Principal Authority for consideration. Following a short slide presentation, Members considered the criteria and noted the deadline of the 11th November for submitting an application.

Due to the short timescale, Members asked the Town Clerk whether he had considered the opportunity and invited him to share any ideas. The Town Clerk advised he had given the subject some consideration and suggested:

- Wayfinding Project, to incorporate the existing trails in the Town, supported by information boards.
- Make & Create, to enhance and support the existing project.
- Creative Newton Abbot, to enhance and support the existing project.

Members discussed the Town Clerks suggestions; arising from the discussion, it was:

RESOLVED

- a. that the Town Clerk investigates the potential for projects on Wayfinding Trails and Make and Create proposals prior to being submitted to Teignbridge District Council as part of the UK Shared Prosperity Fund.

Chair initials.....

- b. That Councillors give will consideration to alternative ideas and submit them to the Town Clerk prior to the deadline of the 11th November 2022.

Rural England Prosperity Fund.

The Town Clerk informed Members there was little information on the Rural England prosperity Fund currently. It was likely the Town Council will be eligible to apply and more information will be provided once it is available.

238. **COUNCIL ASSETS – ASSET REGISTER**

The Deputy Town Clerk reported that following a recommendation from the Internal Auditor an online Asset Register has been established utilising Rialtas software. This enables the Council to itemise assets with a unique reference number, description and photograph of the asset and links to the Finance software. The cost of the Rialtas 'Assets' software program is £350 plus an annual fee if £120. Members supported the development; accordingly, it was:

RESOLVED that the Council supports the implementation of the computerised Asset Register in accordance with the recommendation from the Internal Auditor.

239. **ACCOUNTS INCOME & EXPENDITURE**

- a) The Committee received and noted the overview of Income and Expenditure statement for the Policy and Resources Committee for the Period 1st April – 30th September 2022. Accordingly, it was:

RESOLVED that the Income and Expenditure Statements for the Policy and Resources Committee for the Period 1st April – 30th September 2022 be hereby approved.

- b) The Town Clerk and RFO reminded Members they will need to consider the following implications when considering the budget:

- Migration of the Council ICT.
- Additional ongoing costs associated with the Asset Register.
- Consultancy fees, the Chairperson reported that the Staffing Sub Committee had resolved to support the continuation of the current consultancy contracts for the Community Engagement Officer and Communications Officer for a 3 year period. Members recognised the invaluable service these posts provide to both the town and the Council.
- Payroll provider, the RFO advised Members that TDC has indicated there will be an increase in the provision of Payroll services to the Town Council next year. Initial investigations have shown there are less expensive alternatives available, but these will increase the work of the RFO. Members agreed the Strategic Planning Forum should consider the financial and staff impact.

Following discussion, the Committee considered the budget requirements for the year 2023/24. Accordingly, it was:

RESOLVED that the Policy & Resources Committee, subject to the Strategic Planning Forum considering the financial implications, supports the following:

Chair initials.....

- a) Continuation of the Community Engagement and Communications consultants for a three-year period,
- b) Migration of the Councils ICT to the Cloud.
- c) Consideration of an alternative Payroll provider, subject to a financial and staff impact assessment.

240. **LATE CORRESPONDENCE**

None.

241. **DATE OF NEXT MEETING**

The next meeting would be held on Wednesday 15th February 2023.

242. **EXCLUSION OF PUBLIC AND PRESS**

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

243. **COURTENAY PARK BANDSTAND**

Members considered the Heads of Terms, previously circulated, for the lease of the Bandstand in Courtenay Park. Concerns were raised about the security of the bandstand, insurance and how to protect it from vandalism. The Town Clerk was concerned about the short term of the lease as it was only for 6 years.

Arising from the discussions, it was:

RESOLVED that the Town Council proceeds, in principle, with the lease of the Bandstand subject to negotiations to extend the lease to 10 year, clarification of the insurance cover and costs and the provision to install a shutter system to protect the structure from vandalism.

Meeting closed at 20:25

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

Chair initials.....