



Meeting (No) **POLICY COMMITTEE (3)**  
 Time & Date **6pm 5<sup>th</sup> November 2019**  
 Place **Town Hall**  
 Document **Minutes**

Present: Cllrs Kynaston (Chair), Griffiths, Hudspeth, and Jones (from item 35) and Mrs Kunaj (Council Manager)

<b>PART 1: Items considered in the presence of the press and public</b>	
<b>32</b>	<b>Questions and comments from residents</b> or representatives to a maximum of 3 minutes per person and an overall limit of 30 minutes
<b>33</b>	<b>Apologies for absence.</b> <b>Resolved</b> to approve apologies from Cllrs Roberts (business) and Warner (business). The absence of Cllr Flockhart was noted.
<b>34</b>	<b>Declarations of Interest:</b> None.
<b>35</b>	<b>Minutes</b> Cllr Jones arrived <b>Resolved</b> to approve the minutes of the meeting held on 03.09.19 as a true and correct copy. The Chair signed the minutes. A request was made for the Policy Chair and Council Manager to clarify in consultation with the RFO and in accordance with the Financial Regulations, the method for authorisation of payments via Unity Bank, and for this clarification to be brought to the December Policy committee meeting.
<b>36</b>	<b>Council Manager's report</b> was received. It was noted that councillors cannot be provided with delegated authority and that HR issues could be dealt with in a different way in order to resolve HR issues that came up at short notice. The Council Manager had met with CWaC to ask about their plans for the future of Neston. CWaC have no fixed view on this and wish to be led by the outcome of the Re-imagining Neston group meetings. During the meeting CWaC advised that the Marsh was outside the remit of for monitoring purpose. The committee request that Places committee task their Marsh Working Group to investigate the current state of the existing pools and the effectiveness of the dredging works as a priority.
<b>37</b>	<b>Strategic Objectives</b>
a	The revised strategic objectives were considered. Following the agreed changes: SO1: Develop the Market, Action steps; substitute 'By having...' with 'By attracting and maintaining...' SO6: Partnership with local police, Outcome; substitute 'To find out...' with 'To explore...' The committee recommend to Council that the strategic objectives be adopted.
b	The need to be mindful of the current strategic objectives and any financial implications these may have when considering the overall budget requirement for 2020/21 was noted.
Chairman's initial and date 	

<b>38</b>	<b>Committee budgets and Finance</b>
a	The current Policy committee budget and EMRs were considered. The committee confirmed that the pop-up banner EMR funds are required. The committee agreed with the RFO forecast and projected expenditure 2020/21.
b	1. The whole Council's forecast and requirements for financial year 2020/21 including EMR was noted. 2. The committee noted that the Precept Task & Finish Group will meet and make recommendation to Policy before the next committee meeting.
c	No further action is to be taken.
<b>39</b>	<b>Document Retention Policy</b>
a	The committee recommend to Council for amendment to the Document Retention Policy to affect that for all contracts for grant applications and grant funding agreements, a retention of 6 years plus current year.
b	That the grant funding agreement forms be aligned with the above (a) ie amended from 10 to 6 years. It was noted that contracts under 'seal' have to be 12 years.
<b>40</b>	<b>Task &amp; finish/working groups</b>
a	The committee nominated Cllr Warner to the Precept Task & Finish Group (FC 01.10.19 item 65).
b	The committee did not establish any other groups.
c	No other groups were established.
<b>41</b>	<b>Vision and Mission Statement</b>
	The committee noted that the vision statement has been added to internal correspondence and mission statement will soon be added to our publications as appropriate.
<b>42</b>	<b>Honours Board – Donation from Neston Civic Society</b>
	Council at its last meeting had agreed for the Neston Civic Society to decide on the design for the donated Honours Board, however the Neston Civic Society requested that the Policy committee officially approve their suggestion. The committee agreed with the suggested design by the Neston Civic Society as displayed at the meeting.
<b>43</b>	<b>Neston and District Charitable Foundation</b>
	An oral report about funding availability for charitable organisations from the Neston and District Charitable Foundation was received. Funds cannot be applied for by the Town Council, however the Foundation are keen to help and benefit organisations within the parish. Two levels of grant can be applied for above and below £2,000, details can be found on their website.
<b>44</b>	<b>End of Year Accounts</b>
	<b>Resolved</b> to approve for the Council's accounts to be completed and the closedown procedures conducted by RBS as a cost of £560 plus mileage costs, and for this to come from budget cost code 4060.
<b>45</b>	<b>Exclusion of the Press and Public</b>
Chairman's initial and date 	

	<b>Resolved:</b> To exclude members of public and press for the remaining items because of likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.
<b>PART 2: Items considered in the absence of the press and public</b>	
The Chair confirmed that she was happy for staff issues to be discussed in the presence of a non-committee member without knowing a need to know. No other comments were made.	
<b>46</b>	<b>Staff Issues</b>
1	<i>Market Manager:</i> To consider the implications if any, of the Market Trader terms of reference to the Market Manager. <i>This item was deferred.</i>
2	<i>Staff training:</i> Report PO3/46.2 regarding staff training was considered. <b>Resolved</b> to approve CiLCA registration fee of £390.
3	<i>Review:</i> The decision taken by Policy committee 09.04.19 item 105, was reviewed. <b>Resolved</b> to approve dispensation as outlined in document 19.11.05 PO3/46.3. To be reviewed in 12 months.

**Meeting closed at 7.16pm**

Signed



Dated

17/12/19