

POLICY & RESOURCES COMMITTEE
14th FEBRUARY 2008

- * Cllr. A.P. Watts (Chairman)
- * “ Mrs. P.C. Brooks
- * “ Mrs. R. Gadsby
- “ A.L. James
- * “ S.C. Pryde
- * “ W.J. Pryor

* Denotes Members present.

Also present: Cllr. J.Collier.

In attendance: Town Clerk.

826. **Apologies for Absence:** Apologies for absence were received from Cllr. James and Cllr. Mrs. Stavrou (Leader of Council).
827. **Declarations of Interest:** There were no Declarations of Interest.
828. **Minutes:** RESOLVED – THAT the Minutes of the Meeting held on 13th December 2007, copies of which had been previously circulated to all Members, be taken as read, approved as a correct record and signed by the Chairman.
829. **Public Questions:** There were no public questions.
830. **Accounts Paid:** Members referred to lists of accounts paid and reimbursements made on the authority of two Members and dated 12th December 2007, 10th January and 30th January 2008, page nos. 1063 to 1086. Members asked specific questions of the Town Clerk and it was agreed written responses would be made. Following further discussion it was moved by the Chairman and
- RESOLVED – THAT accounts paid and reimbursements made on the authority of two Members and dated 12th December 2007, 10th January and 30th January 2008, page nos. 1063 to 1086 be confirmed and approved.
831. **IT Systems:** The Town Clerk had no report on this subject. It was moved by the Chairman and
- RESOLVED – THAT this be noted.
832. **Procedures Manual:** The Town Clerk had no report on this subject. It was moved by the Chairman and
- RESOLVED – THAT this be noted.

833. **Audit Status List:** The Town Clerk reported that there were currently no items on the Audit Status List. It was moved by the Chairman and

RESOLVED – THAT this information be noted.

834. **Internal Audit Report:** Members referred to the Internal Audit Report noting the Officers response to the Internal Auditors recommendations. The Chairman went on to explain in detail the responses following which it was moved by the Chairman and

RESOLVED – THAT (a) the Interim Report of the Internal Auditor for the Financial Year 2007/08 be noted and received and

(b) the Officers responses to the Internal Auditor's recommendations be confirmed.

835. **Capital Assets:** Members noted that the District Audit Manager had asked for a de minimus level for Capital Assets to be set. The Officers recommended a figure of £1,000.00. Following a full discussion it was moved by the Chairman and

RESOLVED – THAT the de minimus level for Capital Assets be set at £500.00.

836. **Local Government Pension Scheme Regulations:** Members noted correspondence from Essex County Council regarding the late transfer in (after twelve months of joining the fund) of previous pension rights. Members also noted the Town Clerk's recommendation in respect of policy adoption. Following a full discussion it was moved by the Chairman and

RESOLVED – THAT the Town Council adopt a Blanket Policy of 'no transfer of pension rights from either other Local Government pension schemes or non Local Government pension schemes after twelve months of joining the scheme.'

837. **Essex County Council Grit Bins:** Members noted a request from Essex County Council area Highways Department for the Town Council to fund the provision of a grit bin at Wellington Hill, High Beech. The initial cost of the installation was estimated at £350.00 plus VAT and the Town Council would be required to commit to future maintenance or replacement if necessary. It was moved by Cllr. Pryde, seconded and

RESOLVED – THAT Essex County Council Highways Section be advised that as this is the responsibility of the Highways Authority the Town Council will not provide funding.

838. **Stage Lighting and Sound System:** Members received a proposal from the Acting Up Theatre Company to install new stage lighting and sound equipment in the main function room of the Town Hall the cost of which would be taken up by the Theatre Company. The equipment would be available for use by all hirers of the venue. Following full discussion it was moved by the Chairman and

RESOLVED – THAT (a) the Town Council agree to the proposal subject to the work being carried out by a supplier/installer approved by the Town Council and
(b) subject to a formal agreement between the Town Council and the Acting Up Theatre Company for the future use and maintenance of the equipment.

839. **St. Clare Hospice:** Members received a request from St. Clare Hospice for financial assistance towards the appointment of a Hospice Chaplain. Following a full and frank discussion during which Cllr. Pryor referred to the current remit of the Hospice it was moved by the Chairman and

RESOLVED – THAT the Town Council award a grant of £150.00 per annum for the next three years commencing 1st April 2008.

840. **Status List:** Members referred to the Status List and Cllr. Pryor advised Members that in company with the Recreation and Amenities Manager he had inspected most of the premises of the Town Council with a view to setting up a continuous maintenance programme. Cllr. Pryor went on to express his concern at the condition of the Ninefields Community Centre and Cllr. Pryde suggested that the Town Council should investigate whether it would be prudent to relinquish the lease of these premises. Following further discussion it was moved by Cllr. Pryde, seconded and

RESOLVED – THAT the Town Clerk report to a future meeting of the Council on the lease provisions of Ninefields Community Centre.

It was then moved by the Chairman and

RESOLVED – THAT subject to the above the Status List be noted.

841. **Audit – Disclosure Under ISA 260 (Communication of audit matters to those charged with governance):** The Town Clerk referred to the enclosed notification to Members of the Policy & Resources Committee from the Council's Auditors regarding the Communication of Audit Matters to those charged with governance. It was moved by the Chairman and

RESOLVED – THAT the notification be noted.

842. **Request for Concession:** Members noted a request from Neil Sands Promotions for a concession in respect of a hall booking he is negotiating. The company wish to promote a Country & Western concert on Saturday evening 5th April 2008 and they had asked would the Council consider either a reduction in the hall charge or a reduced commission charge on ticket sales. Following discussion it was moved by Cllr. Pryde, seconded and

RESOLVED – THAT as this is a commercial event no action be taken.

843. **Exclusion of Press and Public:** It was moved the Chairman and

RESOLVED - THAT in view of the confidential nature of the business to be transacted and listed below, in the public interest the Press and Public be excluded from the remainder of the meeting.

844. **Minutes – Part B:**

845. **Budget Comparison:**

846. **Staff:**

A.P. WATTS - CHAIRMAN

