

**POLICY & RESOURCES COMMITTEE**  
**12<sup>th</sup> MARCH 2009**

- \* Cllr. A.P. Watts (Chairman)
- \* Cllr. W.J. Pryor (Deputy Chairman)
- \* Cllr. Mrs. P.C. Brooks
- \* Cllr. A.B. Clark
- \* Cllr. J.F. Collier
- Cllr. Mrs. R. Gadsby
- \* Cllr. A.L. James
- \* Cllr. S.C. Pryde

\* Denotes Members present.

In attendance: Town Clerk, Senior Assistant to Town Clerk and Recreation and Amenities Manager.

912. **Apologies for Absence:** Apologies for absence were received from Cllr. Mrs. Gadsby.

913. **Declarations of Interest:**

<b>Member</b>	<b>Item</b>	<b>Interest</b>	<b>Reason</b>	<b>Action</b>
Cllr. W. Pryor	Town Mead & Town Hall Bars	Prejudicial	Licensee within the Town	Remained
Cllr. J. Collier	Town Mead & Town Hall Bars	Prejudicial	Licensee within the Town	Remained
Cllr. S. Pryde	Payments to Abbey Filling Station	Personal	Friend of the proprietor	Remained
Cllr. W. Pryor	Payments to Abbey Filling Station	Personal	Friend of the proprietor	Remained
Cllr. S. Pryde	Payments to Arooney Ltd	Personal	Friend of the proprietor	Remained
Cllr. A. Watts	Payments to Arooney Ltd	Personal	Friend of the proprietor	Remained
Cllr. S. Pryde	Payments to Group Components	Personal	Friend of the proprietor	Remained

914. **Minutes:** RESOLVED – THAT the Minutes of the Meetings held on 22<sup>nd</sup> January, 29<sup>th</sup> January and 12<sup>th</sup> February 2009, copies of which had been previously circulated to all Members, be taken as read, approved as a correct record and signed by the Chairman.

915. **Public Questions:** There were no public questions.

916. **Accounts Paid:** Members referred to lists of accounts paid and reimbursements made on the authority of two Members and dated 18<sup>th</sup> February and 4<sup>th</sup> March 2009. Members asked specific questions of the Officers and Cllr. Pryor suggested that an investigation be carried out into the cost of services provided by PHS and a report made to a future meeting. The Senior Assistant advised Members that this exercise had already been carried out and the Council was committed to a three year contract for services at the cemetery and Town Hall and for a mat only service at Town Mead Sports and Social Club. Following further discussion it was moved by Cllr. Pryde, seconded and

RESOLVED – THAT (a) the Officer investigate the provision of this service by a local supplier and the cost of withdrawing from the PHS Contract and  
(b) subject to the above the accounts paid and reimbursements made on the authority of two Members and dated 18<sup>th</sup> February and 14<sup>th</sup> March 2009 be confirmed and approved.

917. **Project Management:** Members referred to the Officers report and specific reference was made to the inclusion of a Member acting as a mentor/monitor and the Chairman recommended that this be replaced by a Task and Finish Panel for specific projects. Following a further discussion it was moved by Cllr. Pryde, seconded and

RESOLVED – THAT the Project Management proposal now before Members be adopted subject to a Member Mentor/Monitor being replaced by a Task and Finish Panel being appointed for specific projects.

918. **Town Hall Roof – Side Extension:** Members referred to the Officers report and the Recreation and Amenities Manager went on to say that he had discussed an alternative method of repairing this roofing area and was awaiting for an initial quotation. Cllr. Pryde suggested that a similar result could be obtained by replacing existing roofing timbers in tanalised timber and following further discussion it was moved by Cllr. Pryde, seconded and

RESOLVED – THAT (a) the Officer obtain quotations based on the alternative method reported to this meeting and  
(b) the Officer also obtain quotations for replacement timbers in tanalised timber.

919. **Community Initiatives Fund (Highways) Grants:** The Town Clerk reported that two applications submitted for funding to the Community Initiatives Fund had been successful being;
- 1) replacement four town gateway signs at Highbridge Street, Crooked Mile, Honey Lane and Sewardstone Road –  
Project Value £5,000 – Grant Value £5,000 and
  - 2) Application on behalf of Waltham Abbey Town Centre Partnership for replacement of existing and installation of new fingerposts and information signs in the Town Centre –  
Project Value £5,000 – Grant Value £3,000.

The Chairman asked for clarification on the Town Centre Partnership Scheme and the Town Clerk informed Members that this was for replacement and additional fingerposts in the Town Centre.

It was moved by the Chairman and

RESOLVED – THAT the information be noted.

920. **Internal Audit 2008/2009 – Interim Update:** Members referred to the Internal Auditor's Interim Report and to the Officers Responses. The Town Clerk went on to say that he would prepare a policy for sundry debtors collection. It was moved by the Chairman and

RESOLVED – THAT this information be noted.

921. **Status List:** Members referred to the Status List and it was moved by the Chairman and

RESOLVED – THAT the information be noted.

922. **Town Hall – Fire Exits:** The Town Clerk advised Members that in line with Health and Safety legislation the area to the east of the Town Hall required to be kept clear of vehicles and other obstructions whilst the hall was in public use and appropriate signage was being put in place. The Town Clerk went on to say however that the Blood Transfusion Service felt that this would cause them some difficulty as it required them to manoeuvre their van on the highway on two occasions during each visit which they believed created health and safety issue for their staff. As a result the blood transfusion service might need to relocate to other premises in the area. Following a full discussion it was moved by Cllr. Pryde, seconded and

RESOLVED – THAT as the Council has a duty of care to those members of the public using the public hall the proposal to keep this area free of obstruction be confirmed.

923. **Community Mini Buses:** The Recreation and Amenities Manager informed Members that he had inspected two suitable replacement vehicles and asked if Members would accompany him for a further inspection. Following discussion it was moved by Cllr. Pryde, seconded and

RESOLVED – THAT (a) Cllr. Collier, Cllr. Pryde and Cllr. Pryor accompany the Officer to inspect these vehicles and (b) the Officer to investigate the cost of transferring the current tail lifts or installing new equipment.

924. **Hall Hire Policy:** Members referred to the Officers Hall Hire Report and Hall Hire Policy and following full discussion it was moved by Cllr. Pryde, seconded and

RESOLVED – THAT the Hall Hire Policy be accepted subject to the following amendments;

- ❖ (a) The fourth paragraph be amended as ..... less than one month hence (in exceptional cases discount may be granted at the discretion of the Mayor, Leader of Council, Minority Group Leader and Chairman of Policy and Resources Committee in consultation with the Town Clerk and
- ❖ (b) The discount period for both venues be Monday to Thursday inclusive.

925. **Town Mead Bar:** Members referred to the proposal to make specific recommendations to the Licensed Bars and Catering Management Subcommittee. A full discussion ensued in which Cllr. Pryor requested that the proposals be discussed at this meeting and Cllr. Pryde opposed that on the basis that the items had been put forward as a recommendation to the Licensed Bars and Catering Subcommittee for consideration. In order to agree a procedure the Mayor invited Members to vote on whether or not the matter should be discussed at Policy & Resources Committee as the parent Committee of Licensed Bars and Catering Subcommittee. On being put to the vote it was agreed the matter should be referred directly to the Licensed Bars and Catering Subcommittee without discussion at this meeting. It was then moved by the Chairman and

RESOLVED – THAT the Licensed Bars and Catering Management Subcommittee be recommended to consider;

- (a) a level two bar tariff to be introduced to the Mead Suite for non member functions and all commercially driven functions. Those tariffs to be in line with those at the Cornmill Suite at the Town Hall and  
 (b) the introduction of a budgetary spreadsheet specifically for Town Mead to enable accurate forecasting of the financial situation against the budget. This will require the installation of a desktop computer.

926. **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 the Press and Public be excluded from the remainder of the meeting.

927. **Minutes – Part B:**  
 928. **Budget Report:** Category 8 (expenditure).  
 929. **Rent Unit 2/4 Highbridge Street:** Category 8 (expenditure).  
 930. **Incident March 2008:** Category 14 ( action in respect of prosecution of crime)  
 931. **Staff Matters:** Category 1 (staff).

**A.P. WATTS -CHAIRMAN**

