

**POLICY & RESOURCES COMMITTEE**  
**13<sup>th</sup> MARCH 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 and Recreation and Amenities Manager.

922. **Apologies for Absence:** Apologies for absence were received from Cllr. Mrs. Gadsby and Cllr. James.

923. **Declarations of Interest:**

<b>Member</b>	<b>Item</b>	<b>Interest</b>	<b>Reason</b>	<b>Action</b>
Cllr. S. Pryde	Payments to Abbey Filling Station	Personal	Friend of Proprietor	Remained
Cllr. W. Pryor	Payments to Abbey Filling Station	Personal	Friend of Proprietor	Remained
Cllr. W. Pryor	Function Room Hire	Personal	Local Licensee	Remained

924. **Minutes:** RESOLVED – THAT the Minutes of the Meetings held on 24<sup>th</sup> January and 14<sup>th</sup> February 2008, copies of which had been previously circulated to all Members, be taken as read, approved as a correct record and signed by the Chairman.

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

926. **Accounts Paid:** Members referred to lists of accounts paid and reimbursements made on the authority of two Members and dated 11<sup>th</sup> February, 27<sup>th</sup> February and 29<sup>th</sup> February 2008, page nos. 1087 to 1096. Cllr. Pryde referred to the cost of hiring the Nifty Lift platform for erection and dismantling of the Christmas lights and suggested that Council should consider purchasing a lifting platform. The Recreation and Amenities Manager was asked to prepare a report on the overall cost of this equipment hire. Cllr. Watts referred to a payment to XDT UK and the Town Clerk was instructed to give a written explanation of the cost. Following further discussion it was moved by the Chairman and

RESOLVED – THAT subject to the above, accounts paid and reimbursements made on the authority of two Members and dated 11<sup>th</sup> February, 27<sup>th</sup> February and 29<sup>th</sup> February 2008, page nos. 1087 to 1096 be confirmed and approved.

927. **IT Systems:** The Town Clerk had no report on this subject. It was moved by the Chairman and

RESOLVED – THAT this be noted.

928. **Procedures Manual:** The Town Clerk had no report on this subject. It was moved by the Chairman and

RESOLVED – THAT this be noted.

929. **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.

930. **Internal Audit Report:** Members referred to the latest Internal Audit Report and the Town Clerk was instructed to enquire why the auditors had queried payment of grants if the minute included the legislation under which payments were made. Following further discussion it was moved by the Chairman and

RESOLVED – THAT (a) the Town Clerk enquire why the Internal Auditor queried the payment of grants,  
(b) approve the Town Clerk's response to the Action Plan and  
(c) subject to the above accept the Internal Audit Report.

931. **Insurance:** Members referred to the Town Clerk's report noting that the Essex Association of Local Councils together with Essex County Council had entered into an agreement with Aon Limited, the Council's Insurers, for Members of the County Association to receive a 15% discount on premiums with immediate effect. Members also noted that Aon Limited had offered a three year long term agreement whereby insurance rates would be held, the only increase being index linked to property values. Following full discussion it was moved by the Chairman and

RESOLVED – THAT (a) the EALC/Essex County Council Discount Scheme be noted and a letter of thanks be sent from the Mayor to Lord Hanningfield, Leader of Essex County Council, thanking him for his commitment to this scheme,  
(b) the Council enter into a three year long term agreement with Aon Ltd.

932. **BACS Charges:** The Town Clerk advised Members that Moorepay, the Council's BACS Service Provider, had advised that their charges will increase by 3% with effect from the 1<sup>st</sup> April 2008. It was moved by the Chairman and

RESOLVED – THAT this information be noted.

933. **Parish and Town Council Remuneration Schemes:** Members referred to the Town Clerk's report. Cllr. Pryor referred to Members and Officers needing to pay car park charges. The Chairman explained that this had been discussed in the past and the only option would be for the Council to purchase Season Tickets. Members also noted that a vacancy existed on the Parish Remuneration Panel. Following a full discussion it was moved by the Chairman and

RESOLVED – THAT (a) the District Council report on Town and Parish Councils Remuneration Schemes insofar as it related to Waltham Abbey be noted and agreed and

(b) Members noted the vacancy but did not wish to nominate.

934. **Essex County Council Pension Fund:** The Chairman referred to the Essex County Council Pension Fund Statement of Investment Principles, a copy of which was available in the Members Room. Following discussion it was moved by the Chairman and

RESOLVED – THAT the Statement of Investment Principles be noted.

935. **Waltham Abbey Tourism Leaflet:** Members noted a request from the Waltham Abbey Town Partnership Tourism Group for a contribution of £500.00 towards the cost of the coming years publication. It was noted that the Group proposed to use the same text as last years entry but with a new photo image which had been circulated to Members. Following discussion it was moved by Cllr. Pryde, seconded and

RESOLVED – THAT (a) a contribution of £500.00 be agreed and

(b) the Council to provide their own photo image.

936. **New Function Room – Hire Charges:** Members considered the hire charges for the new Function Room at Town Mead and following a full discussion it was moved by Cllr. Pryde, seconded and

RESOLVED – THAT hire charges for the Town Mead Function Room be as set out at Appendix A to these Minutes.

937. **Citizens Advice Bureau:** Members noted that the Waltham Abbey Bureau was in discussion with Epping and Loughton Bureaus with the intention of setting up a District Wide Bureau Service retaining offices in Epping, Loughton and Waltham Abbey. The local bureau, who currently benefited from free use of office accommodation in the Town Hall, asked would this facility be continued. Following a full discussion it was moved by the Chairman and

RESOLVED – THAT (a) with effect from the 1<sup>st</sup> April 2008 the Waltham Abbey Citizens Advice Bureau to be re-charged the cost of business rate and utilities charges and

(b) the bureau be advised to apply for Grant Aid towards these costs.

938. **Status List:** Members referred to the Policy and Resources Committee Status List and the Recreation and Amenities Manager referring to the CCTV installations in the car parks advised Members that difficulties were envisaged with beaming a signal to the Town Hall recording installation. Following a full discussion it was moved by Cllr. Pryde, seconded and

RESOLVED – THAT the Recreation and Amenities Manager present a full report to the April meeting of the Policy and Resources Committee.

It was further moved by the Chairman and

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

939. **Hall Hire Concession:** Members noted that the Epping Forest Museum had booked the Cornmill Suite to serve refreshments during the launch of a new exhibition at the Museum on the 8<sup>th</sup> May titled “Onward and Upward”. The Museum’s Officer had requested free use of the facility during the afternoon. Following discussion it was moved by the Chairman and

RESOLVED – THAT subject to the event being held during normal office hours no charge be levied on the 8<sup>th</sup> May.

940. **Bank Mandate:** It was moved by the Chairman and

RESOLVED – THAT Mr. K.W. Coates be added to the list of check signatories for the Council’s Imprest Account.

941. **Local Government Chronicle – Subscription:** The Town Clerk asked if Members wished to continue subscribing to the Local Government Chronicle at a cost of £205.00 per annum. It was moved by the Mayor and

RESOLVED – THAT the subscription be cancelled.

942. **Hoerstel Spring Market:** Members noted that the Town Clerk had received an invitation from Heinz Huppe, the Burgermaster of Hoerstel, to attend the Seventh Hoerstel Spring Market on the 5<sup>th</sup> and 6<sup>th</sup> April this year. Following discussion it was moved by the Chairman and

RESOLVED – THAT the invitation be noted and no action taken.

943. **Community Event 19<sup>th</sup> March 2008:** The Town Clerk reminded Members that the Council was participating in the Community Event at Ninefields Community Centre on Wednesday 19<sup>th</sup> March from 3.00 p.m. to 8.00 p.m. and Member volunteers were required to help on the stand. It was moved by the Chairman and

RESOLVED – THAT this information be noted.

944. **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.

945. **Minutes – Part B:**

946. **Budget Comparison:** Category 8 (Expenditure).

947. **Complaint:** Category 4 (Service Recipient).

948. **Incident:** Category 14 (Legal Action).

949. **Accounts:** Category 8 (Contract Expenditure).

950. **Staff:** Category

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**A.P. WATTS - CHAIRMAN**

