

POLICY & RESOURCES COMMITTEE

4th September 2019

7.30 p.m.

- *Cllr A Watts - Chairman
Cllr Mrs. S. Stavrou – Deputy Chairman
- *Cllr M. Fitch
- *Cllr D Plummer
- *Cllr R Holmes
- *Cllr Mrs H. Kane
Cllr Mrs. J. Lea
- *Cllr Miss J Lucas
- *Cllr Mrs. A. Mitchell
Cllr. Mrs. E.A. Webster
Cllr S Yerrell

* Denotes Members present.

In attendance: Town Clerk and Senior Assistant.

Also present 3 members of the public, and three representatives from the Citizens Advice as per minute number 287/19

Cllr A Watts in the Chair

283/19. **Recording of Meetings:** The notice was duly read to the meeting.

284/19. **Apologies for Absence:** Apologies for absence were received from Cllr Mrs J Lea, Cllr Mrs S Stavrou, Cllr Mrs E A Webster and Cllr S Yerrell.

285/19. **Disclosure of Interest:**

Member	Item	Interest	Reason	Action
Cllr A Watts	Abbey Filling	Non-Pecuniary	Friend of proprietor and account holder.	Remained
Cllr Mrs A Mitchell	Abbey Filling	Non-Pecuniary	Supplier	Remained
Cllr Mrs A Mitchell	WA Stationers	Non-Pecuniary	Friend and supplier.	Remained
Cllr Mrs A Mitchell	M Radcliffe	Non-Pecuniary	Friend	Remained
Cllr Mrs H Kane	Abbey Filling	Non-Pecuniary	Supplier	Remained
Cllr Mrs H Kane	WA Stationers	Non-Pecuniary	Friend and supplier.	Remained
Cllr Mrs H Kane	M Radcliffe	Non-Pecuniary	Friend	Remained
Cllr M Fitch	Upshire Village Hall	Non-Pecuniary	Friend	Remained

Cllr M Fitch	Warmhouse	Non-Pecuniary	Supplier	Remained
Cllr Miss J Lucas	Jewsons	Non-Pecuniary	Supplier	Remained
Cllr D Plummer	WA Historical Society	Non-Pecuniary	Member	Remained

286/19 **Public Questions:** There were no public questions.

287/19 **Presentation by Citizens Advice Epping Forest:** Three representatives from CA Epping Forest gave a brief presentation on the work they do in the town. They also require further space, but now do some outreach work at a local medical surgery.

288/19 **Accounts Paid:** Members referred to lists of accounts paid and reimbursements made on the authority of two members dated 11th and 24th July 2019 and 7th and 21st August 2019 It was moved by the chairman and

RESOLVED – THAT the accounts paid and reimbursements made on the authority of two members dated 11th and 24th July 2019 and 7th and 21st August 2019 be confirmed and approved.

289/19 **GDPR:** There is no update at this specific time.

290/19 **Five Year Strategic Plan:** The Councillors noted the Town Clerk’s report, and it was agreed that there should be an additional point under the Policy & Resources Committee for climate change. Also a new point should be made regarding the installation of the lift at the Town Hall

291/19 **Risk Register:** The Committee noted the Town Clerk’s report, and the reviewed Risk Register after several questions. The Town Clerk is now to include a section on climate change.

292/19 **Standing Orders:** Councillors noted the Town Clerk’s report and the review of Standing Orders, with the inclusion of specific details relating to public participation.

293/19 **Financial Regulations:** Councillors received the report and the amended new model financial regulations from NALC. A query was raised regarding S14.2 and the limit on spend. It was moved by the Chairman and

RESOLVED – THAT this matter be brought back to this committee after consultation with the Parks Manager.

294/19 **Status List:** The status list was duly noted.

- 295/19 **Any Other Business:** Information had been submitted to the Committee relating to a water refill scheme. It was agreed that a report be made by the Town Clerk to the next committee meeting, and that a Regional Advisor for the scheme be invited to attend.
- 296/19 **Exclusion of Press and Public:** It was moved by the chairman and
- RESOLVED – THAT in view of the confidential nature of the business to be transacted and listed below, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.
- 297/19 **Budget Monitoring Report:** Councillors received the officer’s report and the report was duly noted.
- 298/19 **Sundry Debtors:** The Senior Assistant’s report was duly noted.
- 299/19. **Grant Aid Applications:** The Senior Assistant’s report was duly noted. It was moved by the Chairman and
- RESOLVED – THAT a grant of £500 be made to the YES Partnership for their work with young people; and that a grant of £2,300 be made to the Waltham Abbey CA to enable their work; and that investigations be made regarding the use of the Cash Office.
- 300/19 **Direct Debits, Standing Orders and Transfers dated 01/06/2019 – 30/06/2019 and 01/07/19 – 31/07/19:** were duly noted.
- 301/19 **Imprest Account Payments as at 01/06/2019 – 30/06/2019 and 01/07/19 – 31/07/19:** were duly noted.
- 302/19 **Bank Reconciliation Statement as at 31/07/19 and 21/08/19:** were duly noted.
- 303/19 **Town Mead Pavilion Boiler/Hot Water Cylinder:** The Committee noted the Building Manager’s report. It was moved by the Chairman and
- RESOLVED – THAT £35,000 be made available in the next year’s budget for the works to be completed; and that a report on capital expenditure be made to the next meeting of this committee.

304/19

Town Hall Lift Report: Councillors received the Building Manager's report, and a verbal update. A further report with quotes is to be made at the next meeting of this Committee.

CLLR A Watts
CHAIRMAN of the MEETING

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