

**POLICY & RESOURCES COMMITTEE**

**Wednesday 1<sup>st</sup> September 2021**

**7.30 p.m.**

- \*Cllr A Watts – Chairman
- Cllr R Holmes
- \*Cllr H. Kane
- \*Cllr J. Lea
- \*Cllr J Lucas
- Cllr D Plummer
- \*Cllr E.A. Webster
- Cllr S Yerrell
- \*Cllr T Matthews
- Cllr L Green
- \*Cllr M Markham

\* Denotes Members present.

In attendance: Deputy Town Clerk & Cllr S Kane

**Cllr A Watts in the Chair**

160/21. **Recording of Meetings:** The notice was duly read to the meeting.

161/21. **Apologies for Absence:** Apologies for absence were received from Cllr R Holmes. Cllr D Plummer, Cllr S Yerrell and the Town Clerk.

162/21. **Disclosure of Interest:**

Member	Item	Interest	Reason	Action
Cllr A Watts	Abbey Filling	Non-pecuniary	Friend of proprietor	Remained
Cllr H Kane	Abbey Filling	Non-pecuniary	Friend	Remained

163/21 **Public Questions:** There were no public questions.

164/21 **Cavalcade of Lights:** Paul Violet provided a brief overview on the history of the Festival of Lights concept and how re-routing the procession may be beneficial in future years. Although this item was for information only, it was moved by the Chairman and

RESOLVED – THAT risk assessments are carried out for the alternative routes and that members of the Festival Planning group be invited to attend the Town Promotions/Festivals Subcommittee meeting on 8<sup>th</sup> September 2021 provided this was agreed with the Subcommittee Chairman.

- 165/21      **GDPR:** To note that there is no further update at this point.
- 166/21      **Status List:** The Deputy Town Clerk provided a verbal report updating Members about various property improvement matters, including the completion of the fire, intruder alarm projects and significant improvements regarding water test results. The Deputy Town Clerk informed Members that some matters were still to be resolved and updates will continue to be provided. The Chairman thanked officers for the work that had been completed.
- 167/21      **EFDC/ECC Update:** Cllr S Kane provided a verbal update from Cllr S Kane including forthcoming highways improvements
- 168/21      **Accounts Paid:** Members referred to lists of accounts paid and reimbursements made on the authority of two members dated 19/05/2021, 09/06/2021, 23/06/2021, 07/07/2021, 04/08/2021 and 18/08/2021. It was moved by the chairman and
- RESOLVED – THAT the accounts paid, and reimbursements made on the authority of two members dated 19/05/2021, 09/06/2021, 23/06/2021, 07/07/2021, 04/08/2021 and 18/08/2021 be confirmed and approved.
- 169/21      **Budget Monitoring Report:** The report was noted. Cllr Watts summarised the layout of the report for new Members. It was moved by the Chairman and
- RESOLVED – THAT the Town Clerk provides a report to the next Policy and Resources Committee summarising the current status of capital expenditure, reserves and loan accounts.
- 170/21      **Direct Debits, Standing Orders and Transfers dated 01/07/2021 – 31/07/2021:** The report was noted.
- 171/21      **Imprest Account Payments dated 01/07/2021 – 31/07/2021:**  
The report was noted.
- 172/21      **Current Bank Reconciliation Statements dated 31/07/2021:**  
The report was noted.

- 173/21      **Five Year Strategic Plan:** The Chairman explained that the Plan was one of the most important documents to be published by the Council. It was moved by the Chairman and
- RESOLVED – THAT the Town Clerk revises the document to include the suggested changes and the Plan is then circulated to the other Committees for review.
- 174/21      **Policy Review:** The report was noted. It was moved by the Chairman and
- RESOLVED - THAT the Equality and Diversity Policy, the Anti-Fraud and Corruption Policy and the Safeguarding Policy be adopted.
- The Health and Safety and Lone Working policies be adopted as drafts pending further consultation and to be resubmitted at the next meeting.
- The Filming and Recording of Meetings Policy and the Document Retention and Disposal policy will be reviewed at the next meeting.
- 175/21      **Bus Shelter at the Volunteer Pub:** It was moved by the Chairman and RESOLVED – THAT the bus shelter will be demolished.
- 176/21      **Any Other Business:** Items to be added to the next agenda for discussion.
- 177/21      **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.
- 178/21      **Audio/Visual Costs:** This report has been deferred to the next meeting, pending review of the Filming and Recording of Meetings Policy.
- 179/21      **Budget Monitoring Detailed Accounts:** The detailed account is provided for information only.

**Clr A Watts**  
**Chairman of the Meeting.**