



**Minutes of the Policy and Resources Committee meeting held on  
Monday 22 March 2021 via Zoom Video Conference**

Present: Ian Mitchell, Gary Seekins, Jocelyn Manners-Armstrong

*To be presented at the Policy and Resources Committee meeting on Monday 17 May 2021*

<b>PR75</b>	<b>/21</b>	<b>Apologies for absence:</b> No apologies had been received.	
<b>PR76</b>	<b>/21</b>	<b>Declarations of Interest:</b> <b>RESOLVED</b> to accept the declaration of interest from Cllr Mitchell regarding the car park cleaning contract.	
<b>PR77</b>	<b>/21</b>	<b>Minutes of the last meeting:</b> <b>RESOLVED</b> that the minutes of the meeting on Thursday 28 January 2021 were a correct record and a copy will be signed by the Chair at a later date to be confirmed.	
<b>PR78</b>	<b>/21</b>	<b>Public Forum:</b> There were no members of the public present.	
<b>PR79</b>	<b>/21</b>	<b>Car Park Improvement Project:</b> The clerk gave an overview of the current financial situation with regard to grant funding. £26,250 is currently confirmed with the ORCS grant from OZEV being applied for once the official quote had been updated by Flowbird. There was some discussion regarding the new ticket machine as an offer had been received from Charge My Street to do the necessary groundworks at the same time as the groundworks for the EV Chargers. It was <b>RESOLVED</b> to recommend to full council that this should be agreed. The Clerk will email all councillors to confirm.	
<b>PR80</b>	<b>/21</b>	<b>Reorganisation of Car Park:</b> The clerk presented a plan for consideration. It was suggested that Coach parking should not be included but that spaces large enough for coaches could be reserved by pre-booking. This would be advertised on the website and by signage on the car park. It was also suggested that the gap to allow a one way system to be introduced should be moved closer to the entrance to allow for more spaces. The clerk will draw up an amended plan for consideration at the next meeting.	
<b>PR81</b>	<b>/21</b>	<b>Charges for Commercial Vehicles and Vans:</b> The meeting considered the various types of vans and commercial vehicles that currently use the car park including motorhomes. Reference was made to a report from 2010 when motorhomes were first allowed to park on the car park. It was <b>RESOLVED</b> that the Clerk prepare a proposal on the charges for all vans and present this to the next meeting. The clerk will order new residents permits for issue to all residents.	

Chairperson:.....

Date:.....



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<b>PR82</b>	<b>/21</b>	<b>Re-opening of toilets:</b> It was noted that the ducting for the Charge My Street installation was currently stored in the ladies toilets, but that this work will hopefully be completed by 02 April. It was <b>RESOLVED</b> to recommend that we re-open the gents toilets on 01 April with the ladies to follow on Monday 05 April if the work by Charge My Street had been completed. It was further <b>RESOLVED</b> to recommend that the opening hours be amended to 8am – 8pm seven days per week.	
<b>PR83</b>	<b>/21</b>	<b>Internal Auditor 2020-2021:</b> <b>RESOLVED</b> to recommend the appointment of Jean Airey as Internal Auditor for FY 2020-2021. It was noted that it was good practice not to use the same person every year and the clerk will draw up a list of alternatives for the following year.	
<b>PR84</b>	<b>/21</b>	<b>Charge My Street:</b> It was noted that this topic had already been covered in the discussion regarding the car park improvement project. It was <b>RESOLVED</b> that the lease will be executed on Friday 26 March at 6pm. The Clerk will find an independent witness.	
<b>PR85</b>	<b>/21</b>	<b>Budget Update:</b> The clerk presented a report which showed a projected surplus of £4,546. The larger overspends/underspends were discussed in more detail. It was noted that the committee should start succession planning for the role of Car Park Attendant/Cleaner. It was suggested that notices should be placed on the car park advising that invalid permits would not be allowed and the Clerk should write to the holiday let/second home owners who had not yet paid for a new permit.	
<b>PR86</b>	<b>/21</b>	<b>Date of Next Meeting:</b> The next meeting will be held on Monday 17 May 2021, venue to be arranged.  Meeting closed at 21.02	

Actions List

Email all councillors to get agreement for install of new ticket machine	ST
Amend plan for car park reorganisation	ST
Prepare proposal for charges for all types of vehicles in Car Park	ST
Email all councillors for agreement to re-open toilets	ST
Compile list of internal auditors for 2021-2022	ST

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Organise independent witness for execution of lease	ST
Write to second home/holiday let owners regarding permits	ST

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