



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

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

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

PR87	/21	Apologies for absence: No apologies had been received.	
PR88	/21	Declarations of Interest: RESOLVED to accept the declaration of interest from Cllr Mitchell regarding the car park cleaning contract.	
PR89	/21	Minutes of the last meeting: RESOLVED that the minutes of the meeting on Monday 22 March 2021 were a correct record and a copy will be signed by the Chair at a later date to be confirmed.	
PR90	/21	Public Forum: There were no members of the public present. It was RESOLVED to add a discussion regarding Sepia Barn and the condition of the Car Park to the end of this agenda as urgent matters.	
PR91	/21	Car Park Improvement Project: The Clerk had produced a project plan which was discussed at length with amendments being made to the priority of some parts of the project. The Clerk will amend the plan and will commence work on the parts of the project that were identified as a priority. Clerk will also issue a new plan for discussion at the next meeting. It was noted that Bob Dobson at The Old Post Office should be made aware of the plans as the installation of EV Chargers was to go behind his house. Clerk to speak with Mr Dobson. Card payment charges of 20p per transaction for the new ticket machine were noted and it was RESOLVED to proceed on this basis. The Clerk will check with YDNPA if they have a preferred colour of machine and also with Flowbird about the advantages/disadvantages of the colour screen option.	
PR92	/21	Sepia Barn: It was noted that a request had been received from the owner of Sepia Barn for two transferable permits but that there were invoices still outstanding. It was RESOLVED that this item should be discussed at the next meeting on 17 th May in order that it is properly advertised to the public in line with transparency regulations. It was suggested that the council write to YDNPA regarding enforcement.	
PR93	/21	Charge My Street Groundworks: The condition that the ground on the car park had been left in after the completion of the groundworks was questioned. It is far from satisfactory and represents a trip hazard and also potentially could damage vehicles.	

Chairperson:.....

Date:.....



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		The Clerk reported that he had already arranged for Charge My Street to come and inspect the work in order that it can be rectified.	
PR94	/21	Date of next meeting: RESOLVED that the date of the next meeting will be Monday 17 th May 2021, commencing at 7.30pm, in the Memorial Hall. Meeting closed at 20.36	

Action List

Speak to Bob Dobson re car park plans	ST
Speak to Alan Hulme re machine colour	ST
Speak to Ash Bailey re colour screen	ST
Amend Project Plan to reflect new priorities	ST
Add Sepia Barn application to next agenda	ST
Meet with Charge My Street	ST, JMA, IM

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PR82	/21	Re-opening of toilets: 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 RESOLVED 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 RESOLVED to recommend that the opening hours be amended to 8am – 8pm seven days per week.	
PR83	/21	Internal Auditor 2020-2021: RESOLVED 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.	
PR84	/21	Charge My Street: It was noted that this topic had already been covered in the discussion regarding the car park improvement project. It was RESOLVED that the lease will be executed on Friday 26 March at 6pm. The Clerk will find an independent witness.	
PR85	/21	Budget Update: 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.	
PR86	/21	Date of Next Meeting: 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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