



**Minutes of the Policy and Resources Committee meeting held on
Monday 17 May 2021 at Dent Memorial Hall**

Present: Gary Seekins (Chair), Ian Mitchell, Michael Akrigg

To be presented at the Policy and Resources Committee meeting on Monday 14 June 2021

PR95	/21	Election of Chair: Cllr. Seekins was nominated by Cllr. Mitchell and seconded by Cllr. Akrigg. Cllr. Seekins accepted the nomination and it was RESOLVED to elect Cllr. Seekins to the Chair.	
PR96	/21	Apologies for absence: RESOLVED to accept apologies from Cllrs. Manners-Armstrong and Howes.	
PR97	/21	Declarations of Interest: RESOLVED to accept the declaration of interest from Cllr Mitchell regarding the car park cleaning contract.	
PR98	/21	Minutes of the last meeting: RESOLVED that the minutes of the meeting on Monday 22 April 2021 were a correct record and a copy was signed by the Chair.	
PR99	/21	Public Forum: There were no members of the public present.	
PR100	/21	Sepia Barn: The request for two transferable permits was discussed and it was noted that the land between the barn and the toilets was being affected by the vehicles passing over it. It was suggested that if an application is submitted for parking at the rear of the barn, then the council should push for this land to be resurfaced to cope with these vehicles. It was RESOLVED to grant two transferable permits to Mr. French on the normal terms.	
PR101	/21	Car Park and toilet cleaning contract: The clerk presented a report on the performance of the contractor over the first six months of the contract. It was noted that the contractor was doing a good job and that a number of residents had commented on how clean the toilets were. It was also noted that the contractor had made suggestions for improvements to some current systems. RESOLVED that a further review be conducted in September 2021 at 12 months.	
PR102	/21	Quality Parish: The quality parish scheme has been superceded by the Local Council Award Scheme (LCAS) and the clerk presented information on this. It was noted that many of the requirements to obtain the award were already being done but would need to be evidenced in order to be assessed. This may entail some work on the part of the clerk and it was RESOLVED that the clerk should look into how much work would be involved before proceeding with this.	
PR103	/21	Scheme of Delegation:	

Chairperson:.....

Date:.....



**Minutes of the Policy and Resources Committee meeting held on
Monday 17 May 2021 at Dent Memorial Hall**

		<p>A draft Scheme of Delegation had been circulated prior to the meeting and was discussed.</p> <p>The committee agreed that it was a good idea to have these details laid out and decided that emergency payment limits should be set at £500 for the clerk and £1,000 for the clerk in conjunction with the Chair of the council/Chair of the relevant committee. RESOLVED to recommend this to full council.</p>	
PR104	/21	<p>Community Engagement:</p> <p>The clerk presented a draft Community Engagement Strategy as requested in his last performance review. The strategy set out the ways in which the council will engage and include the local community. RESOLVED to recommend to full council that this strategy be adopted.</p>	
PR105	/21	<p>Policies Review:</p> <p>The council's policies were reviewed and it was RESOLVED to recommend to council to approve the following unchanged policies:</p> <ul style="list-style-type: none"> Staff Appraisal Policy Training and Development Policy Retention of Documents Policy Holiday Let Planning Policy Health and Safety Policy Freedom of Information Policy Housing Policy Complaints Procedure Code of Conduct Equal Opportunities Policy <p>The clerk advised that the Standing Orders and Financial Regulations would be best to revert to the NALC model versions. These were presented, having been adapted to suit the council. It was noted that the limit for expenditure before requiring formal tender had changed to £25,000.</p> <p>RESOLVED to recommend to council that the Standing Orders and Financial Regulations be approved as presented.</p>	
PR106	/21	<p>Car Park Improvement Project:</p> <p>As requested at the last meeting the clerk presented a revised project plan which reflected the revised priorities.</p> <p>RESOLVED to recommend approval of this plan and that work should commence as soon as possible.</p>	
PR107	/21	<p>Car Park Usage Review:</p> <p>The clerk had circulated a draft "Terms and Conditions" paper which was discussed.</p> <p>There was a lot to discuss and it was suggested that the paper required a lot more work before it could be approved.</p> <p>RESOLVED that the clerk would send the document to all members of the committee again and that this item would be adjourned until the next meeting of the committee.</p>	
PR108	/21	<p>River Clean Up:</p>	

Chairperson:.....

Date:.....



**Minutes of the Policy and Resources Committee meeting held on
Monday 17 May 2021 at Dent Memorial Hall**

		<p>It was noted that a group of local residents had been involved in a voluntary project to clear rubbish from the river. A short report was presented which suggested a large amount of metal and plastic had been removed and that a lot of this was agricultural waste. A concern was raised about what to do with all of the rubbish collected and it was suggested that a large waste bin could be placed on the car park. It was considered that this could not happen as it would be open to abuse.</p> <p>RESOLVED that Cllr. Mitchell would speak to colleagues at SLDC to see if there was a community clean up project which could be involved or if a waste vehicle could be made available for future clean ups.</p> <p>RESOLVED thank the volunteers involved for their continued efforts.</p>	
PR109	/21	<p>Date of next meeting: RESOLVED to move the next meeting forward to Monday 14 June 2021 at 7.30pm in Dent Memorial Hall.</p> <p>Meeting closed at 20.50</p>	

Action List

Issue two transferable permits to Sepia Barn	ST
Arrange review of Car Park and Toilets Cleaning contract in September	ST
Look into work involved in securing LCAS	ST
Send Car Park "Terms and Conditions" document to all members	ST
Find out if SLDC can be involved in future River Clean Ups	IM

Chairperson:.....

Date:.....