

RAUNDS TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE

Minutes: 2 May 2017: Start Time 7.30pm.

PRESENT

Cllr D Hughes (Chair), Cllr R Levell, Cllr H Howell, Cllr B Tirebuck, Cllr R Beattie.

IN ATTENDANCE

Ms Kate Houlihan, Town Clerk (Minutes)

- 669.16 To Receive Apologies For Absence.**
Apologies were received from Cllr Beck
RESOLVED to note the apologies.
- 670.16 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.**
None received
- 671.16 Notification of members questions in compliance with the council's standing orders.**
None received
- 672.16 Declarations of Interest.**
Councillors are reminded that if they have either a disclosable pecuniary interest or other interest in any item then they should declare the interest and in the case of a pecuniary item they should leave the meeting for that item.
None received
- 673.16 Minutes:** Confirm the minutes of the Policy and Resources Committee meeting held 7 March 2017.

RESOLVED that the minutes of the Policy and Resources Committee meeting held on 7 March 2017 be confirmed as a true record.

- 674.16 Policies:** Review of policy list and review period.

Members reviewed the report of the clerk as shown in Appendix 1. Following discussion it was...

RESOLVED that...

- a) the following polices were obsolete:
Meeting Dates Protocol - See Standing Orders
Members and Officer Relations
Confidentiality
- b) All other policies which are overdue for review will be considered by the Policy and Resources Committee as soon as practicable.

675.16 Grant Awarding Policy: To review the Town Council Grant Awarding Policy

Members considered the grant awarding policy as shown in Appendix 2 and following discussion it was...

Recommend to the Full Council that the policy be adopted as shown in appendix 2.

676.16 Business Plan: To review progress against the Town Council business plan and to consider any revisions required.

Members discussed the business plan and how best this could assist the council in setting priorities. Following discussion it was...

RESOLVED that the item be deferred pending a review meeting with all committee chairman. The meeting will take place after the election of new committee chairman and will be chaired by the Chairman of the Policy and Resources Committee.

677.16 Communications Strategy: To review progress against the Town Council Communications Strategy and to consider any revisions required.

Following discussion it was...

RESOLVED that the Communications Strategy should be updated and presented to a future meeting of the Policy and Resources Committee.

678.16 Review of Policy and Resources Projects:

Members reviewed the report of the clerk as shown in appendix 3 and it was...

RESOLVED to note the report.

There being no further business the meeting concluded at 8.35pm

Approved: (Town Mayor)

Meeting date: 08 May 2017..... (Council)

Approved: (Chairman)

Meeting date: (Committee)

Appendix 1

<p>Summary: A report to consider the regular review of policies</p>	
<p>Attachments: Policies Checklist</p>	
1.0	<p>Introduction</p> <p>Raunds Town Council has over 50 policies in place which govern areas such as, finance, employment, use of council resources and the environment. These policies are reviewed on a rolling basis with reviews taking place annually, biennially or triennially.</p> <p>In January 2017 the Internal Auditor reviewed a number of policies to test their “<i>relevance application, currency and validity</i>”. The conclusion of the report was that there were “<i>no significant errors or omissions</i>.” However a number of suggestions were made for improvements and the Policy and Resources Committee have agreed an action plan to implement these.</p>
2.0	<p>Purpose of this report</p> <p>The purpose of this report is to consider the following comment from the internal auditor:</p> <p><u>General comment</u></p> <p>The review and re-adoption of some policies and procedures appears to be overdue; this may be complicated by the Council operating a variable timescale for reviews and whilst I hesitate to suggest a further policy, that system in itself warrants review</p>
3.0	<p>Policy List</p> <p>The attached list of policies highlights policies which are now due for review, or are overdue, or have become obsolete.</p>
4.0	<p>Recommendations</p> <p>The committee may wish to recommend that policies which are now obsolete are deleted and set simplified timescales for review.</p>

	Policy Name	Adopted	Last Updated	To Be Reviewed	Meeting	2014	2015	2016	2017	2018	2019	2020
1	Accidents or near-misses	Jan-10	Apr-15	Tri-Annually	P&R		✓		°		°	
2	Alcohol	Mar-09	Jun-16	Tri-Annually	Personnel			✓			°	
3	Asset Register Policy	Nov-16	Nov-16	Tri-Annually	P&R			✓			°	
4	Asylum, Immigration & Nationality	Sep-08	Apr-13	Tri-Annually	Personnel				°		°	
5	CCTV - Deferred for new system install	Jul-13	Jan-15	Annually	P&R		✓		°	°	°	°
6	Cemetery Fees Policy	Jun-14		Annually	P&R	✓	✓					
7	Children & Vulnerable Adults Protection - Signed by Cllrs & Staff	Jul-13	Jun-15	Bi-Annually	Personnel		✓		°		°	
8	Code of Practice Handling Complaints (Deferred for Personnel Review)	Jun-08	Feb-14	Tri-Annually	Personnel				°			°
9	Confidentiality (Deferred for Personnel Review)	Nov-08	Feb-14	Tri-Annually	Personnel							
10	Confidentiality Reporting (Deferred for Personnel Review)	Oct-09	Feb-14	Tri-Annually	Personnel							
11	Co-Option Procedure & Application Form -	Apr-14		Tri-Annually	Council	✓	-	-	°	-	-	-
12	Disciplinary & Grievance Procedures	Oct-08	Feb-15	Bi-Annually	Personnel		✓		°		°	
13	Employee absences due to adverse weather conditions	Apr-09	Mar-17	Tri-Annually	Personnel				✓		°	
14	Equality Opportunities / Statement	Mar-14	Jun-16	Bi-Annually	Personnel	✓			✓		°	
15	Financial (Internal) Control	Feb-12	Mar 17	Annually	P&R	✓	✓	✓	✓	°	°	
16	Financial Regulations	Feb-12	Jan-17	Annually	Council	✓	✓	✓	✓	°	°	
17	Flag Flying Policy (Replaces Flay Pole Policy)	May-13	Apr-16	Bi-Annually	Council	✓		✓		°		°
18	Grant Awarding Policy	Aug-08	Jan-16	Bi-Annually	P&R	✓		✓		°		°
19	Gritting Policy	Sep-08	Jan-15	Tri-Annually	P&R		✓			°		°
20	Health and Safety Policy & Policy Statement	Mar-99	Nov-16	Bi-Annually	Personnel	✓		✓		°		°
21	How to Have Your Say At A Council Meeting	Jun-08	Jan-15	Bi-Annually	P&R		✓		°		°	
22	Internal Audit Service - Terms of Reference	Feb-12	Sep-15	Annually	Council	✓	✓			°		°
23	Internet	Jun-09	Jan-13	Tri-Annually	Personnel				°		°	
24	Investment - See minuite 411.15 - Finance Nov 2015	Sep-10	Jan-16	Bi-Annually	P&R		✓	✓		°		°
25	Lettings Policy: The Hall and Saxon Hall	Apr-08	Apr-15	Tri-Annually	P&R		✓			°		

26	Lettings Policy: Town Square - (Conditions for use of)	Jun-09	Aug-12	Bi-Annually	P&R		°		°		°	
27	LGPS Employer's Discretions - Re-Written June 2014 - Update with LGPS	Jun-14	Jun-15	Bi-Annually	Personnel	✓	✓					
28	Lone Worker	Sep-08	Dec-16	Bi-Annually	Personnel			✓		°	°	
29	Management of Sickness Absence	Oct-09	Oct-16	Bi-Annually	Personnel		✓	✓		°		°
30	Maternity Policy	Jul-08	Jun-16	Bi-Annually	Personnel			✓		°		°
31	Mayors Hand Book & Charity Account Protocol	Feb-14	Oct-15	Annually	P&R	✓	✓	°	°	°	°	°
32	Meeting Dates Protocol - See Standing Orders	Sep-09	Sep-09	Bi-Annually	P&R			-	-	-		
33	Members and Officer Relations	Feb-07	Apr-13	Tri-Annually	Personnel			°			°	
34	Mobile Phone	Apr-10	Dec-16	Bi-Annually	Personnel			✓		°		°
35	Money Handling	Sep-10	Sep-16	Annually	Finance	✓	✓	✓		°	°	°
36	Non Commercial Use of Council Recreational Grounds	Jan-09	Jan-15	Bi-Annually	P&R		✓		°		°	
37	Notice Board	Apr-08		Bi-Annually	P&R		°		°		°	
38	Open Spaces & Town Square Charges - See Minute 355.15 P&R Oct 2015	Nov-10	Oct-14	Tri-Annually	P&R	✓		°		°		°
39	Parking Policy	Mar-17		Tri-Annually	P&R				✓			
40	Paternity Policy	Jan-11		Tri-Annually	Personnel		°			°		
41	Press, Media & Publicity	Dec-10	Feb-16	Bi-Annually	P&R			✓		°		°
42	Publication Scheme With RTC Freedom of Information Request Guidelines	Feb-12	Apr-15	Tri-Annually	Personnel		✓			°		
43	Records Management Policy & Procedure (Retention Policy)	Feb-15		Tri-Annually	P&R		✓		°			°
44	Reserves Policy	Apr-11	Apr-15	Bi Annually	Finance	✓	✓		°		°	
45	Saxon Hall Broadband Usage by Hirers	Oct-08	Mar-15	Tri-Annually	P&R		✓			°		
47	Special Leave	Oct-09	Oct-16	Bi-Annually	Personnel			✓		°		°
47	Sports Club User Agreements	2009	Jan-15	Bi-Annually	P&R		✓		°			
50	Substance Abuse -	Mar-09	Apr-13	Annually	Personnel		°	°	°	°	°	°
49	Time off In Lieu	Oct-08	Dec-16	Tri-Annually	Personnel			✓			°	
50	Training and Development	Sep-08	Oct-16	Bi-Annually	Personnel		✓	✓		°		
51	Tree Policy With Specification for a survey of Council Trees	Apr-15		Tri-Annually	P&R		✓			°		

Appendix 2:

PROPOSED AMENDMENTS AND ADDITIONS ARE HIGHLIGHTED IN YELLOW

POLICY ON AWARDING GRANTS.

Raunds Town Council has discretion to award grants to community organisations and individuals which can evidence a clear need for financial support and demonstrate it contributes towards the vision and aims of the Town Council.

The Town Council will consider a request for free use of council resources as a “contribution in kind” and this policy will be followed. Organisations may wish to note that contributions in kind are considered as match-funding by most grant awarding bodies.

1.0 Policy

1.1 Every application shall be considered on its own merit.

1.2 The applicant must clearly demonstrate how the application will be of benefit to the community.

1.3 The organisation must be non-profit making and/or hold charitable status.

1.4 Applicants must clearly demonstrate why they need funding.

1.5 Organisations will be required to supply two years of accounts to demonstrate that they have suitable governance procedures in place to manage use of public resources and that they do not hold excessive reserves. Organisations with less than two years accounts will be considered at the Council's discretion.

~~1.6 Grants will not be made to political/ religious groups.~~

1.7 A grant will not normally exceed 50% of the applicant's costs.

1.8 Grants will not be made for retrospective applications.

1.9 Only one application will be considered from an organisation in a financial year.

1.10 Grants will not be made to fund:

Activities promoting religious or political beliefs.

Improvements to places of worship unless other community facilities are provided. Capital projects within schools or hospitals.

Projects involving other authorities e.g. Highways.

Organisations which aim to distribute a profit.

1.11 For budgeting purposes, applications for grants in excess of £500 should be made to the Council by September of the previous year.

1.11 Where an organisation requests funding over a period of years, they will be required to submit annual applications.

1.13 The Town Council must be credited in any publicity arising from the award of a grant.

1.14 Preference will be given to organisations using town facilities and/or having sought (and been refused) external funding prior to apply to the Council.

1.15 Once the grants budget has been spent in any year the Council will not entertain further applications unless the Council considers the application is of special merit.

2.0 Procedure

2.1 A grants budget will be set annually, during the budget setting process.

2.2 Subject to funds being available, applications will be considered by the Finance Committee throughout the financial year, subject to 1.12 above.

2.3 The scheme will be publicised as appropriate.

2.4 Applications must be made on the Council's application form

2.6 Organisations given grants will be asked to report to the Town Assembly, showing how the money has been spent and the benefits the grant has provided.

3.0 Notification of grant

3.1 Applicants will be informed of the council's decision after the meeting.

3.2 The decision making process could take 10 weeks from receipt of a valid application.

Adopted 1st August 2008.

Revised June 2012

Re-Affirmed October 2014

Revised January 2016

Revised May 2017

To be reviewed bi-annually

Appendix 3

Item	Action/Progress	Complete	Notes
Formation of a community interest company		?	Draft articles prepared Have been chasing LGSS for comments
Asset management plans			Plans to be reviewed at future P&R/ Finance
Create a register of town Town Council Land and assess against policy			LPR have been asked to carry out first registrations Assessment of land is on-going
NALC campaign for public toilets to be exempt from business rates			Letter sent supporting removal of public toilets from business rates regime This is now set out in proposals from govt, but not enacted.
Open spaces charging policy			Bench marking exercise with other local sites to be completed.
Policy Review	From Internal Audit		Review of policy list and review timescales

Item	Action/Progress	Complete	Notes
Review of Standing Orders and Financial Regulations	Mar-17		Events Committee to be implemented
Culvert / Flood Risk Raunds the clerk to ascertain whether the culvert ran under Town Council or Highways (Northamptonshire County Council) Land			Ongoing
Local Council Award Scheme	Completed March 17		Gold
Review of internal audit processes	Approved by council		Review of internal audit to be considered by Finance Committee Internal auditor to be appointed for 2017-18
Budget 2016/17 Budget 2017-18	Approved by council		Budget process for 2017-18 to commence
The use of the town hall as a wedding venue			Additional promotional work required
Risk Assessment Management			Review of all risk assessments to standardise them.
Policy and Resources Objectives 2016/17	Approved by council		Also created priorities fro other committees by linking objectives to business plan
Annual Review of Insurance	Completed -savings made by ensuring insured values of building linked to valuations		Significant savings made against budget and against previous year
Land from Hoggs Dyke to Meadow Lane	Consultation approved by council		Completed report issued to council
Preparation of case study on SI 596			Used to lobby T Pursglove MP, Northants CALC, and successfully used in planning responses Further information passed to NALC
Future High Street Summit	Report on conference attended		Attended in 2016-(Promote High Street)
Internal Control P&R to create a policy on card usage for Council	To be created when new card is in place		Done March 17