

MINUTES OF THE POLICY & RESOURCES COMMITTEE

28th March, 7.30pm
The Guildhall

Present:

Cllr Barker
Cllr Hook

Cllr Saunders
Cllr Henderson

Cllr T Martin

In Attendance:

Louise Bareham (Town Clerk)

346. Apologies for Absence

Received from Cllr Rowlands

347. Declarations of Interest

None

348. Minutes of Previous Minutes and Matter Arising

The Minutes were proposed by Cllr Barker, seconded by Cllr Henderson and on being put to the meeting it was **RESOLVED to accept the Minutes of the Policy and Resources Meeting dated 28th February 2022.**

349. Month End Financial Report

It was proposed by Cllr Barker, seconded by Cllr T Martin and on being put to the Meeting it was **RESOLVED to accept the Month End Report for February 2022.**

350. WIP Report

Cllr Saunders noted the wording for 20's Plenty should be updated and the details changed for LCWIP Town to Parishes Project. It was suggested that Committee Chairs revise the WIP objectives for the coming year.

It was proposed by Cllr Barker, seconded by Cllr T Martin and on being put to the meeting it was **RESOLVED to accept the Work in Progress Report**

351. Strategic Plan

Cllr Barker confirmed the Strategic Planning Working Group had met three times in the last month. They had produced three strategic pillars – Community, Environment, Heritage. He will present the detailed report in May with a view to agreeing in June. Each committee will be expected to align to the strategy. It was agreed that Cllr Hook would join the group (Cllrs Barker, Cavanagh and Henderson).

352. Policy Review

Councillors discussed several sections of the Standing Orders and it was agreed that they would be finalised at the next meeting. It was decided

that Financial Regulations and Scheme of Delegation be considered together at the next meeting.

Cllr Barker proposed, seconded by Cllr T Martin and on being put to the meeting it was **RESOLVED to agree the Risk Assessment and Management Strategy Policy.**

Policies to be reviewed next month are: Reserve Policy, Filming and Press. It was agreed that the Staffing Committee should review the HR policies.

Cllr Henderson left the meeting at 21.20

353. Newsletter

It was agreed that the Newsletter needed an upfront, connected year plan. Cllr Hook thought the front page looked 'samey' every time and thought that key dates like the budget and events should be included. The Town Clerk pointed out that budget information had appeared in the previous edition.

It was agreed that the newsletter needed a change of colour (perhaps seasonal) scheduling and a review of the design, more pictures, not always the Mayor's update on the front and more editorial control. They all liked the 8 page version.

It was agreed that a working group to discuss the newsletter be set up to consist of Cllrs Barker, Saunders and Hook and to include Claire Windridge and the Town Clerk.

354. Annual Report

It was proposed by Cllr T Martin, seconded by Cllr Barker and on being put to the meeting it was **RESOLVED that the Mayor, Deputy Mayor and Chairs/Vice Chairs of committees and working groups should write a short update for the annual report.**

355. Ways of Working

Item deferred in Cllr Cavanagh's absence.

356. Matters for Report

Cllr Hook asked if a presentation on hybrid meetings could be arranged.

The meeting closed at 22.00