

## MINUTES OF THE POLICY & RESOURCES COMMITTEE

6<sup>th</sup> November 2023, 7:30pm  
The Guildhall

Cllr Cook (Chair)	Present	Cllr T Martin	Apology
Cllr Crayford	Present	Cllr Rowlands	Present
Cllr Eyre	Present	Cllr Saunders	Present

### In attendance:

Louise Bareham (Town Clerk)

### Public Questions:

None.

### 068. Apologies for Absence

An apology was received from Cllr T Martin.

### 069. Declarations of Interest

None.

### 070. Minutes of the Previous Meeting and Matters Arising

It was proposed by Cllr Cook, seconded by Cllr Ayre, and on being put to the meeting it was **RESOLVED to accept the Minutes of the Policy and Resources Committee Meeting dated 6<sup>th</sup> November 2023.**

### 071. Month End Reports

It was proposed by Cllr Rowlands, seconded by Cllr Eyre, and on being put to the meeting it was **RESOLVED to accept the Month 7 Month End Reports.**

### 072. Policies for Review

#### Grant Policy and Application Form

It was proposed by Cllr Saunders, seconded by Cllr Eyre and on being put to the meeting it was **RESOLVED to make the following amendments:**

***Paragraph 4, second bullet point: So far as organisations and charities are concerned, only to make grants and donations to those which are principally run by volunteer trustees.***

***Paragraph 6: The Town Council will consider applications twice a year. Firstly at the start of the new financial year in May/June, then in December/January, if funding is still available. It is up to the charity/organisation to determine when to make an application.***

It was proposed by Cllr Cook, seconded by Cllr Rowlands and on being put to the meeting it was **RESOLVED to approve the Grant Policy subject to the amendments.**

It was generally agreed that the scoresheet provided sufficient opportunity to 'dig deeper' into organisations' applications. It was proposed by Cllr Rowlands, seconded by Cllr Saunders and on being put to the meeting it was **RESOLVED to approve the Grant Application Form**

#### Councillor Privacy Notice

Cllr Saunders proposed an amendment to note that emails would be subject to the Freedom of Information Act and it was agreed to include a further section to note this and other communication, such as Whatsapp messages. The amendment was seconded by Cllr Rowlands and on being put to the meeting it was **RESOLVED to amend the draft policy accordingly.**

It was proposed by Cllr Rowlands, seconded by Cllr Crayford and on being put to the meeting it was **RESOLVED to adopt the Councillor Privacy Notice subject to the inclusion of a paragraph of FOIs.**

#### Scheme of Delegation

The amendments to note the spending limit of Committees was noted. It was proposed by Cllr Crayford, seconded by Cllr Eyre, and on being put to the meeting it was **RESOLVED to approve of the Scheme of Delegation policy.**

It was agreed to consider the Non-Councillor Member Policy before discussing the General Terms of Reference for Committees

#### Non-Councillor Member Policy

The draft policy was discussed with a number of questions raised. It was proposed by Cllr Saunders, seconded by Cllr Rowlands and on being put to the meeting it was **RESOLVED to defer the item to the next meeting but provide feedback to the Town Clerk during the interim period.**

#### General Terms of Reference for Committees

It was proposed by Cllr Rowlands, seconded by Cllr Saunders and on being put to the meeting it was **RESOLVED to approve the General Terms of Reference for Committees.**

#### **073. Bank Accounts**

It was proposed by Cllr Cook, seconded by Cllr Rowlands and on being put to the meeting it was **RESOLVED to defer the item to the next meeting.**

#### **074. Matters for Report**

None