MINUTES OF THE POLICY & RESOURCES COMMITTEE

7th September 2026 at 7:30pm

The Town Hall

Present: Cllr C. Martin (Chair), Cllr Saunders, Cllr Rowlands, Cllr Crayford, Cllr Gibson.

In attendance: Adrienne Begent (Interim Town Clerk)

Public Questions:

None

351. Apologies for Absence and Substitutions

Apologies for absence were received and accepted from Cllr Crayford and Cllr B Martin.

352. Declarations of Interest

Cllr Gibson – DNPI – Minute Item 356 Social Media Civility Respect Guide and Statement Policy

353. Minutes of Previous Meeting

It was proposed by Cllr C Martin, seconded by Cllr Saunders, and on being put to the meeting it was ***RESOLVED to accept the Minutes of the Policy and Resources Committee Meeting dated 6th July 2026 as an accurate record of the meeting.***

It was noted that the minutes of the Extraordinary Policy and Resources Committee Meeting of 30th July 2026 still needed to be approved – there had been a minor amendment requested at the Full Town Council Meeting on 10th August 2026.

It was agreed that the SBC Councillor Grants form and Policy would be used as a basis for the Lottery Small Grants and adapted as necessary.

354. Monthly Reports

The Detailed Balance Sheet Report was noted.

Cllr Saunders felt it was important to note the General Reserves and that the Council had committed to a number of large projects.

Cllr Eyre felt some funds should be transferred from the Lloyds Current accounts to the CCLA to earn more interest.

The list of Town Council Bank Accounts was noted.

It was proposed by Cllr Saunders, seconded by Cllr Gibson, and on being put to the meeting it was ***RECOMMENDED that the following accounts be closed:***

- ***NatWest Liquidity Manager 35 Day Account***

- ***Lloyds 23 Day Notice Account***
- ***Unity Trust Instant Access Account***

The Detailed Income and Expenditure Report was noted.

It was noted the Guildhall Lift Maintenance Line 4235 was over budget, and this needed to be considered when setting the budget in future years.

Budget line 4170 Vehicles was noted and the leasing costs on the Community Bus. Cllr Saunders referred to the comment regarding future use of the reserves and what was being done to mitigate this.

Grass cutting costs at allotments and watering various sites, including various KCC and SBC assets was discussed. There had been a large increase in the water bill. It was agreed to refer this to the Environment Committee in October.

Cllr Gibson and Cllr Saunders praised the thorough reports from the RFO and thanked her for her efforts.

355. Budget Reports

It was agreed this had been covered in the previous item and in future would be included in the Agenda as RFO Report.

356. Policies

a) Vexatious Complaints Policy

It was proposed by Cllr Gibson, seconded by Cllr Rowlands, and on being put to the meeting it was ***RESOLVED to accept the Vexatious Complaints Policy with no amendments.***

b) Non-Councillor Member Policy

It was proposed by Cllr Rowlands, seconded by Cllr C Martin, and on being put to the meeting it was ***RESOLVED to accept the Non-Councillor Member Policy with no amendments.***

It was noted the review date for this Policy was May and to ensure that it is reviewed again in May 2027.

c) Health and Safety Policy

It was proposed by Cllr Gibson, seconded by Cllr Eyre, and on being put to the meeting it was ***RESOLVED to accept the Health and Safety Policy with no amendments.***

d) Social Media Civility and Respect Guide and Statement Policy

It was agreed to defer the Social Media Civility and Respect Guide and Statement Policy to check for a more up-to-date national template.

357. Strategic Working Group

It was discussed that there was no requirement to hold a regular meeting in light of the postponement of Local Government Reorganisation and limited Officer time.

It was agreed to reactivate the Strategic Working Group when the RFO was ready to start looking at the budget for the next year.

358. Finance Software

Disappointment was expressed regarding the contract with Rialtas. Support for the software had ended yet the Town Council remained in contract. Rialtas had not informed the Town Council it would end support for the software version when the contract had been renewed.

It was proposed by Cllr Rowlands, seconded by Cllr Gibson, and on being put to the meeting it was ***RECOMMENDED that due to still being in contract to upgrade to RialtasWeb with an additional cost of £825 (total cost £2539 exc VAT) including Omega, Sales Ledger, Purchase Ledger, MTD, Facilities Bookings and Web Access.***

359. Items for Report

Future agenda items:

- Small Grants Policy
- Armed Forces Policy (Cllr Gibson)
- Schedule of Policy Reviews
- 2027/28 Budget – process for agreeing the budget and any issues to consider

The meeting closed at 8:10pm