RUSHDEN TOWN COUNCIL

MINUTES OF THE MEETING OF THE POLICY & RESOURCES COMMITTEE
HELD ON TUESDAY 15TH SEPTEMBER 2015 AT RUSHDEN HALL, RUSHDEN,
COMMENCING AT 7.30PM

Present:  Councillor:  Mrs S Peacock - Chairman

Councillors:  Mrs G Mercer  D Jenney
             A Mercer  Mrs K Rawlins [ex-officio]
             R Pinnock  Mrs J Pinnock
             P Humphrey  Mrs B Jenney
             R Underwood  D Coleman
             C Wright

Town Clerk:  Vivienne Prodger

137/16  DECLARATIONS OF INTEREST

There were no Declarations of Interest

138/16  APOLOGIES

Apologies for absence were submitted on behalf of Councillor R Lewis, S North and A House

139/16  MINUTES

The minutes of the Policy & Resources Committee meeting [non confidential section] of 4th August 2015 had been previously circulated to members and it was

RESOLVED

That the minutes of the meeting of the Policy & Resources Committee meeting [non confidential section] held on 4th August be approved and signed by the Chairman as a true record.

140/16  APPROVAL OF PAYMENTS

Members had been circulated with details of payments made since 30th July 2015 amounting to £117,255.97

RESOLVED

That payments amounting to £117,255.97 be approved (as attached to these minutes).

141/16  FINANCE REPORT

Members had been previously circulated with a finance report detailing bank balances, general reserves, restricted reserves and committed funds as at 15th September 2015
Members discussed in detail the level of reserves together with the committed spend and it was

**RESOLVED**

That the above finance report be noted

**142/17  INTERNAL AUDIT 1ST QUARTER**

Members had been circulated with Microshade Business Consultants Internal Audit Report for April – June 2015. Members considered the report and the review of Debtor Balances was discussed at length.

The Town Clerk gave details of the individual debts and after consideration members agreed that the two small debts for the Wheatsheaf Football Club and Home Instead Senior Care amounting to a total of £225 should be written off as they were considered uncollectable. The other two listed debts will be pursued for payment.

Councillor Wright questioned the risk factors indicated in the report and requested that further detail be given by the Internal Auditor as to how the risk is rated. The Town Clerk is to discuss this matter with the Internal Auditor and report back to this committee in due course.

**RESOLVED**

The Internal Audit for April – June 2015 be accepted and the above mentioned items be actioned.

**143/16  GRANTS**

Members considered a grant application for a shop front improvement grant from Ma’s Buttons and Knit and Sew Shop. Councillor Mercer raised concerns about the length of the lease of the shop and it was therefore

**RESOLVED**

A shop front improvement grant of £500 be awarded to Ma’s Buttons and Knit and Sew Shop subject to further information regarding the shop lease.

**144/16  TOWN COUNCIL POLICIES**

The Committee considered the following policies

a) Councillors Code of Conduct – Members considered this policy and subject to one minor amendment it was

**RESOLVED**

The Councillors Code of Conduct be recommended for approval at Full Council on 22nd September 2015

b) Complaints Procedure – Members scrutinised this policy and made several amendments to the draft and it was
RESOLVED

Subject to the agreed amendments to this draft policy, the Complaints Procedure is to be recommended for approval at Full Council on 22nd September 2015.

c) Equal Opportunities Policy

RESOLVED

To recommend for approval to Full Council on 22nd September 2015

145/16 BUSINESS PLAN

The Chairman presented members with and updated Business Plan for 2015-2019. Members considered the plan and it was

RESOLVED

That members study the Plan in depth and any comments, additions or amendments they would like to see implement are to be forwarded to the Town Clerk. The amended Plan will then be presented to Full Council for approval on 22nd September 2015.

146/16 RUSHDEN POST OFFICE

Members considered the letter received regarding the re-location of the Post Office to Cherry’s Pharmacy in Rushden High Street. Concerns were raised about accessibility to this location, however, as was pointed out it would be no further to walk to this site from parking areas, than the current location in Wilkinsons.

Members agreed that parking must be strictly monitored outside the new location, as at present drivers to illegally park outside the Pharmacy and the installation of the Post Office on the site may well exacerbate the problem.

147/16 RUSHDEN HALL

Rushden History Society had made a request for permission to place an information plaque outside the front door of the Hall. The proposed information is a brief historical account of the owners of Hall, however members felt it would be more informative if the historical architecture of the Hall could also be included on the plaque.

Therefore, the Town Clerk is to go back to the History Society to see if the wording can be amended to include details about the Hall’s architecture.

148/16 TENNIS COURTS – SPENCER PARK

The Chairman informed members that the opening of the tennis courts at Spencer Park during the school holidays had proved to be quite successful although the distribution of tennis rackets had disrupted the park attendant’s other duties quite significantly at times. A request had been received by Councillor Mrs D Maxwell for
the tennis courts and rackets to be made available through the half term holidays in October. Members considered this request.

The Town Clerk informed members that within our Grounds Maintenance Contract we employ a designated park attendant in Spencer Park from May to September, therefore if we wish to provide tennis facilities during the October half term we would need to find additional funding as this would not be budgeted within our existing contract.

Members considered this information and agreed that as tennis is a seasonal sport the existing park attendant hours were sufficient.

**RESOLVED**

There would be no amendment to the existing hours for Park Attendant at Spencer Park.

149/16  **ASSET MANAGEMENT/PROJECTS**

Members discussed the Asset Management/Project Report as appended to these minutes

150/16  **RUSHDEN EAST**

The Chairman informed members that she Cllr Mrs Holomon and Cllr David Coleman are the Town Council representatives on the Rushden East Board and it was felt appropriate that a report is given at all P & R meetings to kept members informed of progress.

Councillors David Jenny, Steven North and Andy Mercer also sit on this Board in their capacity as District Councillors.

A Rushden East Concept Masterplan has now been produced by the developers, Barratt Developments and Taylor Wimpey and has been presented to the Board. Also a draft Position and Delivery Statement has been presented. The next board meeting is scheduled for 13th October 2015 and a more detailed report will be brought back to this committee at our next meeting.

Chairman