RUSHDEN TOWN COUNCIL

MINUTES OF THE MEETING OF THE POLICY & RESOURCES COMMITTEE HELD ON TUESDAY 4TH AUGUST 2015 AT RUSHDEN HALL, RUSHDEN, COMMENCING AT 7.30PM

Present: Councillor: Mrs S Peacock - Chairman

Councillors: Mrs G Mercer R Lewis
S North D Jenney
R Pinnock Mrs J Pinnock
A Mercer R Underwood
Mrs B Jenney A House
C Wright D Coleman

Town Clerk: Vivienne Prodger

106/16 DECLARATIONS OF INTEREST

There were no Declarations of Interest

107/16 APOLOGIES

Apologies for absence were submitted on behalf of Councillor Mrs K Rawlins [ex-officio] and P Humphrey.

108/16 MINUTES

The minutes of the Policy & Resources Committee meeting [non confidential section] of 23rd June 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 23rd June 2015 be approved and signed by the Chairman as a true record.

109/16 APPROVAL OF PAYMENTS

Members had been circulated with details of payments made since 15th June 2015 amounting to £137,150.90.

RESOLVED

That payments amounting to £137,150.90 be approved (as attached to these minutes).

110/16 GRANTS

East Northants Child Contact Services gave the following presentation about the work they undertake in Rushden and surrounding areas.

‘Having previously worked at a Child Contact Centre, one part of a Family Centre, the four directors have built up many years of experience between them. Unfortunately the Family Centre sadly had to close, leaving a large gap in the provisions for child contact services in our area. Not wishing this important facility to be lost to the region, we felt we had the commitment, passion and vision to continue this service as a new organisation. Between us we have attained a wealth of
qualifications, skills and experience covering Contact Centre Management, Supervising Families, Health and Social Care, Child Psychology, Early Years Development, Contact Plan Mediation and Accounts/Office Management, and so East Northants Child Contact Services was born.

We have been in business as a Community Interest Company (non-profit making) since November 2014.

We have a team of 3 paid Staff, 12 Volunteers and a Management Committee. We all work extremely hard to deliver a professional service with high standards and have already achieved the Enhanced Accreditation membership with NACCC (National Association of Child Contact Centres). We are able to offer a range of services for the Private and Public Sectors. We pride ourselves in not taking sides, not judging anyone and always treating a people with care and respect whatever the person may or may not have done.

SUPPORTED CONTACT
Available 2nd and 4th Saturdays each month from 11am - 1pm. We offer a safe, neutral venue for low risk families together with Staff/Volunteers on duty but no reports are taken. This is while proceedings are going through the Court. We have a child-friendly, warm and inviting setting with toys, crafts, games and refreshments.

HANDOVERS
If you just need a safe, neutral venue to hand over a child from one parent to another and back again for an agreed amount of time, we can offer this service on the 2nd and 4th Saturday each month by arrangement.

PUBLIC SERVICE
We also do work for Social Services providing Supervised, Supported or Supervised in the Community for Parents where their child has been removed from them. This is while proceedings are going through the Courts.

SUPERVISED CONTACT
Available 2nd and 4th Saturdays each month throughout the day. Also can be available during the week by arrangement. We offer a safe, neutral setting in a one-to-one room with a Supervisor making an observational report. This is a child-friendly room with toys, crafts, games and refreshments.

SUPERVISIONS IN THE COMMUNITY
We can also offer this one-to-one service in the Community with the Court's and both Parent's agreement and when we have completed a risk assessment. Activities are restricted to appropriate settings and can only travel by foot or public transport.

CONTACT PLAN MEDIATION
We can also assist Parents in putting together an agreed document to plan the terms of their child seeing both of them regularly.

The Chairman thanked Child Contract Services for their presentation and members considered a grant application for this organisation

RESOLVED
That a grant of £1000 be awarded to East Northants Child Contract Services subject to the monies to be spent on projects specific to Rushden.

111/16 INCOME AND EXPENDITURE ACCOUNT

Members had been previously circulated with the detailed Income and Expenditure Account for April – June 2015. Members considered the account in depth and discussed budget levels and it was

RESOLVED

To accept the Income and Expenditure Account for the period April – June 2015.

112/16 FINANCE REPORT

Members had been previously circulated with a finance report detailing bank balances, general reserves, restricted reserves and committed funds as at 2nd March 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

113/16 INTERNAL AUDITOR

The Chairman stated that Microshade Business Services had conducted the internal audit for 2014/2015 and quarterly audit reports had been scrutinised and approved by this Committee. Members considered the appointment of an Internal Auditor for 2015/2016 and they felt that Microshade had produced clear, precise audit reports that covered the scope of the audit criteria and therefore it was

RESOLVED:

To recommend to Full Council that Microshade Business Services are engaged as our Internal Auditors for the financial year 2015/2016.

114/16 RISK REGISTER

Members had been circulated with an updated Risk Register. The Committee scrutinized the report line by line and Councillor Colin Wright commented regarding the scoring of the Inherent Risk Priority and the Residual Risk Priority. The Town Clerk explained these scorings had been determined when the Risk Register had been set up originally. Cllr Wright said he felt these risk scorings needed to investigated further in relation to subsequent actions and additional controls. The Town Clerk is to report back on this matter at a future meeting.

RESOLVED

That the updated Risk Register be accepted

115/16 ELECTRONIC PAYMENTS

The Chairman informed members that the Town Council now had a Business Debit Card and it was necessary to adopt a protocol for the use of the card. The card is held at the Council Offices and the Town Clerk is the name user. This card is to be used for obtaining
petty cash from the bank of for purchasing goods that require card payment. The card has a limit of £500. After discussion members

**RESOLVED**

Any petty cash drawn via the Debit Card is to be approved and signed off by two signatories on the account in the same way petty cash cheques were approved. Any purchases made on the card are to be approved and signed off by two account signatories and entered in the Payments for Approval statement presented to this Committee at each meeting.

**116/16 WORKING PARTIES**

(a) Members considered membership of Personnel Working Party (Recruitment of Town Manager)

**RESOLVED**

Membership of Personnel Working Party (Recruitment of Town Manager):

Councillors: Mrs S Peacock, R Lewis, Vivienne Prodger (Town Clerk)
Representative from Higham Ferrers Town Council

(b) Members considered membership and Terms of Reference for Rushden Lakes Working Party

**RESOLVED**

Membership of Rushden Lakes Working Party

Councillors: Mrs S Peacock, Mrs B Jenney and R Lewis
J Francis (Chairman Rushden Partnership)
Mark Dawes (Waitrose)
Representative from Higham Ferrers Town Council
Representative from Crown Estates

**117/16 HIGH STREET PARKING**

The Chairman reported there had been a number of complaints about inconsiderate parking in the High Street. Members considered a several options to help combat this problem. However, it was felt that with the proposed re location of the Post Office it would be sensible to revisit the matter once the Post Office location had been confirmed as the parking issues could not be dealt with in isolation of the Post Office matter.

**118/16 JUBILEE PARK CHANGING ROOMS**

The Chairman informed members that there have been a lot of enquiries about the new changing rooms at Jubilee Park. Members considered the management of the changing rooms and it was agreed the Town Clerk would obtain information about fees for changing and football facilities from other Local Authorities and we would look at a review in January 2016. It was therefore

**RESOLVED**

That the fees for football and changing facilities at Jubilee Park be in line with the current fees agreed for Spencer Park. Subject to review in January 2016.
The Town Clerk gave a report on Asset Management/Projects as below:

- Changing Rooms Jubilee Park – now completed
- Rushden Hall – Additional works need to be undertaken on the corniches on the Hall roof – these were not assessable from the scaffolding when work was carried out last year.
- Spencer Park – Inclusive play equipment to be installed Autumn 2015
- Skate Park construction is to commence 10th August 2015
- Quotation obtain for re-tarmacing driveway
- Stage roof cover now completed and in situ
- Additional footpaths in Dog Area now completed
- Footpath repairs and water leak undertaken at cemetery

Chairman

119/16 ASSET MANAGEMENT/PROJECTS