

## **CREWKERNE TOWN COUNCIL**

Minutes of a meeting of the POLICY AND RESOURCES COMMITTEE held in the Council Chamber on Monday 14 October 2019 at 7.22 p.m.

### **PRESENT:**

Cllrs. B. Hodgson (Chairman), M. Best, R. Cottle, B. Hartshorn, K. Head, R. Pailthorpe, A. Smith, A. Stuart and D. Wakeman.

In Attendance:

The Clerk P. Davidson, Deputy Clerk L. Gowers, 1 member of the press and 2 members of the public.

### **10 TO NOTE APOLOGIES FOR ABSENCE**

19/20

Apologies for absence were received from Cllrs. C. Aslett (unwell) and J. Roundell Greene (unwell).

### **11 OPEN FORUM**

19/20

No items raised.

### **12 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING**

19/20

It was **AGREED** that the Minutes of the meeting of the Policy and Resources Committee held on Monday 10 June 2019 be **APPROVED**.

### **13 DECLARATIONS OF INTEREST**

19/20

None.

### **14 TO RECEIVE THE CLERK'S VERBAL PROGRESS REPORT**

19/20

Councillor Vacancy: the Clerk reported that he was due to hear imminently from SSDC whether a bi-election was required or whether the vacancy could be filled through co-option.

South West in Bloom: the Clerk had pleasure in reporting that the town had been very successful in the South West in Bloom competition, winning a number of gold awards. Councillors asked the Clerk to pass on their congratulations to the Crewkerne in Bloom group for their hard work over the past year which had been justly rewarded.

### **15 FINANCE**

19/20

- a) Second quarter financial report: to receive the second quarter income and expenditure financial report

The report was noted.

- b) Earmarked Reserves: to receive a report on the current status of Earmarked Reserves and forecast year-end balance

The report was noted.

- c) Draft Budget: to consider the first draft of the budget for 2020/21

Councillors reviewed the first draft of the 2020/21 budget compiled by the Clerk and Finance Officer.

16 **NEW POLICIES AND PLANS**

19/20

- a) CCTV Policy

In considering the draft CCTV policy, Cllr. Best pointed out that the system was owned by the Town Council and, as such, all requests for access to data were required to be routed through himself, as the Town Council representative for the Crewkerne Community Safety Group.

Councillors noted this but also agreed that the Clerk should be authorised to access the system data, as a back-up in the event that Cllr. Best was not available at the time of a request.

The Clerk was asked to incorporate the above feedback into the draft policy and bring the document back to the committee for consideration.

- b) Emergency Plan

The draft Emergency Plan was noted and staff thanked for their efforts in bringing the document to its present state of maturity.

17 **REVIEW OF EXISTING POLICIES**

19/20

- a) Financial Regulations

After discussion, it was **AGREED to approve the draft changes to the Financial Regulations, to incorporate modified thresholds for the number of quotations required for contracts.**

18 **TO RECEIVE ANY MATTERS OF REPORT**

19/20

None.

19 **DATE OF NEXT MEETING**

19/20

Monday 13 January 2020 in the Council Chamber.

The meeting closed at 7.40 p.m.

**Signed** .....

**Dated** .....

pr14Oct2019