

11th December 2018

Policy and Finance

DURSLEY TOWN COUNCIL

MINUTES and REPORT of the MEETING of the POLICY AND FINANCE COMMITTEE of the Council held in the Methodist Church, Castle Street, Dursley at 8p.m. on Tuesday 11th December 2018 for presentation to the Council on the 22nd January 2019.

PRESENT

Councillors: Sue Creswick (Chair), Neil Grecian, Brian Cairns, Alex Stennett, Melanie Stennett, Mandy Woodward, Loraine Patrick and Tom Arnold.

In Attendance: Town Clerk, J Kay.

Absent: Cllr Adrian Whitwell.

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Symon Ackroyd, Adrian Whitwell (both business) and Cllrs Wendy Thomas, Jan Burdge and (both personal).

It was noted that the start of the meeting had been delayed due to the over running of the Planning Committee. The Committee agreed it was best practice to conclude the planning meeting rather than have to reconvene later in the evening on the rare occasions this circumstance happens.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. REQUEST FOR DISPENSATIONS

There were no requests for dispensations.

4. REPRESENTATIONS FROM MEMBERS OF THE PUBLIC

There were no members of the public present.

5. MINUTES

The Minutes of the Meeting of the Policy & Finance Committee held on the 23rd October 2018 were approved as a true record and signed by the Chair.

6. REGARDING GENERAL DATA PROTECTION REGULATIONS

Councillor Electronic Mailboxes

IT WAS RESOLVED to offer individual councillors the option of setting up an Office 365 – Kiosk Mode at a cost of £24 per year should they require council emails to be kept separate from personal email inboxes.

7. FIXED PENALTY NOTICES FOR DOG FOULING

The committee considered the draft risk assessment.

IT WAS AGREED to accept the risk assessment with the following amendments:

- Remove the “tick” from PPE (Supporting Requirements)
- Add “tick” and “ID” at Permit to Work (Supporting Requirements)



- Add "Non-Applicable" to list of PPE required.

The Town Clerk was requested to update the committee following the training session scheduled on the 13th December 2018 with any proposed amendments to the risk assessment.

8. MEETINGS OPEN TO THE PUBLIC AT JACOBS HOUSE

IT WAS RESOLVED for the draft policy to be approved and issued to the community groups who regularly use the meeting rooms at Jacobs House.

9. UPDATE ON INVESTMENTS


The information on the investments for 2018/19 was noted.

10. CARNIVAL DURSLEY – BANK ACCOUNT CLOSURE

The Town Clerk confirmed that he had been unable to contact the Chair of the Carnival Committee since 13th September 2018 and there had been no reply to the letter sent by recorded delivery that was received on 5th November 2018. The Town Clerk was unable to confirm if the agreed closure of the Carnival bank account had taken place but could confirm there had been no balance transfer into the town council account.

IT WAS AGREED that a further letter be drafted and sent recorded delivery to the Chair of the Carnival Committee to enquire about this matter and to request that the balance transfer is completed as soon as possible. The Town Clerk was requested by the committee to investigate the option of recovering funds via the civil claims court.

The meeting closed at 20:30.

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Chair
Date