



Meeting (No) **POLICY COMMITTEE (3)**
 Time & Date **6pm 13 November 2018**
 Place **Town Hall**
 Document **Draft Minutes**

Present: Cllrs Roberts (Chair), Chapman, Kynaston, Marlow (substitute for Cllr Warner, Pilley and Warner and A Kunaj (Council Manager).

In attendance: Cllr Wastell

PART 1: Items considered in the presence of the press and public	
35	Questions and comments from residents:
36	Apologies for absence Resolved to accept apologies from Cllrs Carter (personal) Lloyd (business) and Warner (personal)
37	Declarations of Interest: None
38	Minutes of the last meeting: Resolved to approve the minutes of the meeting held on 18.09.18 as a true and correct record. The Chair signed the minutes.
39	Council Manager's report The Council Manager read out the Governance & Operations Manager's report. The report outlined recently encountered problems with our website, its functionality and it provided an indication of its expected lifespan.
40	Committee budgets and Strategic Objectives
a	Members considered the Policy committee budget for 2018/19. The committee were made aware that any adjustments to the budgets would result in a re calculation and possible increase to the precept request. Resolved that; <ul style="list-style-type: none"> • Any unspent funds against the start of year budget £3,500 for website item 4306 to be, at the end of the financial year, earmarked for the provision of the website (a new earmarked reserve would be created) • The Mayors allowance be increased to £1,200 Members noted that to accommodate bullet point one it may be necessary for the projected actual figure for the website 4306, to be increased from £2,000 to the start of year budget figure of £3,500
b	Members considered the Council's Overall Financial Position 17/18. The Resources committee overspend and underachievement of income was noted.
c	Strategic Objectives In order to make recommendations to each committee, a meeting of the Chairs of the committees has been scheduled for 20 th November.
41	Precept Task & Finish Group
	Members considered the draft precept recommendation of the Group as prepared by the RFO. Members considered that a slightly higher increase in the precept would be preferred. The Group will prepare their recommendation for consideration of the next Policy committee meeting.
42	Co-option of Member to Fill Casual Vacancy
Chair's initial and date	

	The Committee recommend to Council the draft Co-option procedure
43	GDPR
	<p>a. Members received the GDPR review draft report from JDH Business Services and expressed that they needed more time to consider this.</p> <p>b. <i>Action Plan:</i> The Mayor and Cllr Roberts in liaison with the Council Manager will look over the papers and will bring them to a future meeting.</p> <p>Cllr Wastell left the meeting</p>
44	Policies
	<p>The Committee recommend to Council adoption of the draft policies;</p> <p>a. Internet, Email and Social Media Policy</p> <p>b. Information Security Policy</p>
45	Officer Delegated Authority (FC 09.10.18 item 67)
	<p>Resolved: To formalise delegated authority to officers to allow them approve the use of Council property on occasions when retrospective approval would need to be given.</p> <p>Council property used in this way would be reported in the following Officer's Resources committee report.</p>
46	Other items: None.
47	Next scheduled meeting: 18 th December 2018 at 6pm.
48	Exclusion of the Press and Public
	<p>Resolved: To exclude members of public and press for the remaining items because of likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.</p>
PART 2: Items considered in the absence of the press and public	
49	Asset Management Agreement
	The Committee recommend to Council, approval and signing of the Asset Management Agreement as amended.

Meeting closed at 7.50pm

Signed _____ **Dated** _____