

Minutes of the meeting of the Resources & Policy Committee held at Birchwood Leisure Centre, Longmead, Hatfield on Wednesday 11th April 2018 at 19:30.

PRESENT: Councillor J. Fitzpatrick - Chairman
Councillor L. Brandon
Councillor S. Jones
Councillor P. Knott
Councillor J. Nelson
Councillor G. Wiltshire
Councillor B. Zhaveri

ALSO PRESENT: Councillor K. Holman
Councillor Heather Ciarleglio
Councillor Eames-Petersen

OFFICERS: C. Lloyd (Town Clerk)
S. Frake (Deputy Town Clerk)

76. APOLOGIES

Apologies for absence were received from Councillor L. Mendez (illness), Councillor F. Bowron, Councillor P. Knott (holiday), Councillor B. Zhaveri (work).

77. QUESTIONS

There were no declarations of interest.

78. DECLARATIONS OF INTEREST

There were no declarations of interest.

79. MINUTES

Minutes of the meeting held on Wednesday 24th January 2018 were approved and signed by the Chairman.

Minutes of the Grants Sub Committee 14th March 2018 were also noted.

80. GENERAL DATA PROTECTION REGULATIONS UPDATE

Members received an update from the Clerk. The advice from NALC regarding the role of the Data Protection Officer was noted as was the latest information from the Information Commissioner's Office and the Society of Local Council Clerks.

Members RESOLVED that the Clerk remain the Town Council's Data Protection Officer and that a report be made to the June Committee meeting updating Members on progress achieved.

(Action: Town Clerk)

81. FIXED ASSET REGISTER

Members noted the Register for 2017/18.

Cllr Wiltshire thanked officers for the most detailed register he had seen to date.

Members requested that a larger font be used in future.

RESOLVED that the Register be accepted.

(Action: Town Clerk)

82. RISK ASSESSMENTS

Members noted the Risk Assessments as detailed by Ellis Whittam.

It was suggested that Officers look at alternative providers such as the HSE in future.

RESOLVED that the assessments be noted and an update on the actions required be brought back to the next meeting of the Committee.

(Action: Town Clerk)

83. FINANCIAL UPDATE

Members received income details from Pilates and a general finance position from the Deputy Town Clerk

Members thanked the Pilates administrator for her work.

RESOLVED that the report be noted.

(Action: Deputy Town Clerk)

84. FUNFAIR CHARGES

Councillors considered charges for Funfairs across the County and the South East. Members considered that £150 should be charged for operational days and £50 for non-operational days. £400 would be charged as a refundable damage deposit. The Deputy Town Clerk undertook to get a meter installed so that it could be charge for separately and more accurately.

It was RESOLVED that the prices (subject to verification by Cllr Brandon) be £2,250 for arrival on 4th June and operating days 9th – 17th June 2018. Refundable damage be set at £400.

(Action: Town Clerk)

85. CAR BOOT

Members considered a report on the loss of Birchwood Car Boot.

RECOMMENDED to an Extraordinary meeting of the Council that the Town Council operate its own car boot on Birchwood Playing Fields on Sundays.

(Action: Town Clerk)

86. REFERRALS FROM SPORT & LEISURE COMMITTEE

Members considered the referrals from Sport & Leisure Committee and RESOLVED that;

- (i) £600 be allocated for design of a new website plus £200 per month maintenance costs;
- (ii) Hall hirers be charged 50% of the hourly rate hire fee for setting up (max 30 mins at either side of their hire);
- (iii) Hall users to be charged £1 for every minute they go over their hire time (to be taken from the deposit and paid directly to the caretaker)
- (iv) £20,000 be earmarked from reserves to carry out improvements to Roe Hill Hall;
- (v) Officers bring back a written policy for Free Friday Night hire at the Council's venues for consideration;
- (vi) Town Councillors be permitted free meeting room hire for Hatfield related meetings;
- (vii) Councillor surgeries continue to be chargeable.

87. DATE OF NEXT MEETING

Noted that the next meeting of the Committee will take place on 13th June 2018 at 7.30pm.

Closure 9.10pm

Chairman