

Minutes of the meeting of the Resources & Policy Committee held at Birchwood Leisure Centre, Longmead, Hatfield on Wednesday 21<sup>st</sup> November 2018 at 19:30.

PRESENT: Councillor J. Fitzpatrick Chairman  
Councillor L. Mendez  
Councillor F. Bowron  
Councillor L. Brandon  
Councillor S. Jones  
Councillor P. Knott  
Councillor J. Nelson  
Councillor G. Wiltshire

OFFICERS: C. Lloyd (Town Clerk)  
S. Frake (Head of Operations)

29. APOLOGIES

Apologies for absence were received from Councillor B. Zhaveri (work).

30. QUESTIONS

There were none.

31. DECLARATIONS OF INTEREST

Councillors Knott and Brandon declared interests in staffing matters on the agenda.

32. MINUTES

Minutes of the meeting held on Wednesday 3<sup>rd</sup> October 2018 were approved and signed by the Chairman.

33. STORAGE CONTAINER AT ROE HILL

Members considered the request of Briars Pavilion.

RESOLVED that Briars Pavilion be advised that at present Members cannot agree to their request but they do want to help. Authority be delegated to the Town Clerk following discussion with the Leader of the Council to find a solution.

(Action: Town Clerk)

34. TOWN APP

Members considered creating a Town app/

RESOLVED that a Town app be created and Geoff Willet be approached for a further quote and a Town Guide in paper format also be created to be displayed in Birchwood Leisure Centre.

(Action: Town Clerk)

35. ELLENBROOK PLAY

Members considered the initial drawings upon which Groundwork would obtain quotations and seek grant finding.

Members approved the drawings and RESOLVED that the project progress and that the Town Clerk come back with suggestions for more play areas for upgrading.

(Action: Town Clerk)

36. EQUIPMENT FOR GROUNDS STAFF

Members were advised of the meeting held with Cllrs Brandon, Knott and Wiltshire and Ali Ogilvie. The Head of Estates renegotiated at better deal with Browns with a further £500 off the tractor and a further £500 part exchange, plus training and servicing packaging.

RESOLVED that a used Kubota G2120 ride on mower (£5750), Trimax stealth (£11,200) and Kubota (£24,500) be purchased from Browns funding to be taken from s.106 reserves.

(Action: Town Clerk / Head of Estates)

37. DATE OF NEXT MEETING

Noted that the next meeting of the Committee will take place on 23<sup>rd</sup> January 2019 at 7.30pm.

38. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED that the press and public be excluded from the meeting for the following items of business;

- (i) Financial Matters – Bar stock takes
- (ii) Property Matters – Lemsford changing rooms
- (iii) Staffing – New Year Pay Rates for Staff
- (iv) Draft Staffing – Disciplinary Policy
- (v) Contracted Staff Post

39. BAR STOCK TAKES

The Clerk circulated the stock taking reports for 9/6/18 – 20/8/18 and 20/8/18 – 9/11/18.

Members considered the reports too complicated and detailed and requested that in future profit & loss accounts be given to members for consideration.

40. LEMS福德 CHANGING ROOM UPDATES

Members considered the 3D drawings for the new extension and noted that the next stage was to prepare plans and go out to tender.

41. NEW YEAR'S PAY RATES FOR STAFF

Members noted that a pay rate needed to be agreed for staff if a booking came in for New Years Eve at either Lemsford or Roe Hill Hall. After some consideration it was RESOLVED that no hall would be hired out on 31<sup>st</sup> December 2018 but Members would consider what would happen for 2019 at the next meeting of Resources & Policy Committee.

(Action: Head of Operations)

Councillors Knott, Brandon and Nelson left the meeting

42. DISCIPLINARY POLICY

Members noted the draft Policy and RESOLVED that it be forwarded to Unison for consideration.

(Action: Town Clerk)

Councillor Nelson entered the meeting.

43. CONTRACTED STAFF POST

Members considered the report of officers and RESOLVED that

- (i) a business plan for the bars be brought back to Members for consideration in the future;
- (ii) no exceptions be made to current policies;
- (iii) no pay increase be agreed.

(Action: Town Clerk)

Closure 9.50pm

Chairman