



HATFIELD TOWN COUNCIL HERTFORDSHIRE

Minutes of the meeting of the Resources & Policy Committee held via Zoom on Thursday 3rd September 2020 at 19:30.

PRESENT:

Councillor T. Wiltshire - Chairman
Councillor L. Brandon
Councillor M. Eames-Petersen
Councillor R. Griffiths (substituting for Cllr Brennan)
Councillor C. Juggins

OFFICERS:

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

12. APOLOGIES

Apologies for absence were received from Cllr J. Brennan (leave), Cllr J. Percival (work) and Cllr A. MacKay (work).

13. QUESTIONS

There were none

14. DECLARATIONS OF INTEREST

There were none

15. MINUTES

Minutes of the meeting held on Thursday 20th August 2020 were approved and will be signed by the Chairman when possible.

16. ACTIONS FROM PREVIOUS MEETINGS

It was noted that the Tree Survey had just been completed and the Head of Estates would be submitting a report to Sport and Leisure Committee in due course. This action would be closed down as soon as that report was submitted.

Councillor Eames-Petersen advised that she had not been able to arrange a date for the deHavilland Grange Working Group and suggested 20th October. This action was changed to the Town Clerk to see if Members of the Working Group were available that date.

R&P10

17. CHANGE TO TERMS OF REFERENCE TO ESTABLISHMENT SUB COMMITTEE

Members considered the suggested amendments. Cllr Eames-Petersen advised Members that they would all receive a copy of the Clerks appraisal.

RESOLVED nem con that the Terms of Reference be amended as follows;

- (a) To consider staffing levels, remuneration and conditions of service.
- (b) To consider any reorganisation or adjustment of staff to improve efficiency particularly in the light of changing circumstances.
- (c) To act as an appeals committee under the grievance procedure.
- (d) To arrange for the appraisal of the Town Clerk, and any other important staffing needs pertaining to the Town Clerk, when the Leader of the Council is unable to undertake this role, for whatever reason.
- e) Any grievance, or complaints, or other staffing issue which is not easily covered through the current employee handbook, should also be addressed through the Establishment Sub Committee.

Action: Town Clerk

18. REVIEW OF ALLOTMENT RENT 2021

Members considered the costs involved in the allotments and the rental income received.

They acknowledged the benefit that allotments brought to residents but felt that the Council's prices fell below those charged elsewhere and that regretfully it was no longer sustainable. The Council had lost too much income during lockdown and was no longer in a position to heavily subsidise services to level that they had previously done.

RESOLVED nem con that from October 2021 a plot price be £45 and the concessionary price £30. Officers were requested to meet with the Allotment Association to explain the Council's decision.

Action: Town Clerk/Office Manager

19. DATE OF NEXT MEETING

Noted that the next meeting of the Committee will take place on 14th October 2020 at 7.30pm.

20. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED that the press and public be excluded for the following items as their presence would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted

- (i) Commercial Matters (Item 21)

21. FINANCIAL FORECAST

Members considered the income and expenditure actual and future projections for the Council's business portfolio.

Members thanked the Head of Operations for all of her hard work in preparing the report. It was agreed that the format was very useful and that more services would be added for the next meeting.

Officers were asked to consider all options to bring in more income including flash sales, Christmas promotions early bird discounts etc.

RESOLVED that

- (i) the report be noted;
- (ii) Officers look at the other revenue streams in a considered order and present the findings to future Resources & Policy meetings in confidential session due to the commercial sensitivity of the information; and
- (iii) Officers look at the decrease in revenue at Birchwood Leisure Centre and if this continued how long the Town Council could support it and present the findings to future Resources & Policy meetings in confidential session due to the commercial sensitivity of the information.

Action: Head of Operations

Closure 8.55pm

Chairman