

DRAFT MINUTES OF THE MEETING OF BLOXHAM PARISH COUNCIL RESOURCES COMMITTEE HELD AT BLOXHAM MILL, BARFORD ROAD, BLOXHAM ON THURSDAY 5 JULY 2018 AT 12.30PM

PRESENT: Chairman, Councillor Jenny Yates; Councillors Joanna Barton, Steve Craggs, David Bunn and Sue Slater.

ALSO IN ATTENDANCE: Theresa Goss, Clerk and Responsible Financial Officer.

APOLOGIES: Parish Councillor Stephen Phipps submitted his apologies because he was on holiday, the apologies were accepted and the absence authorised.

Parish Councillor Nick Rayner submitted his apologies because he was on holiday, the apologies were accepted and the absence authorised.

1/18 APPOINTMENT OF CHAIRMAN – The Chairman asked for nominations for the position of Chairman of the Committee for 2018/2019. Councillor Jenny Yates was proposed and seconded.

Resolved that Councillor Jenny Yates be appointed as Chairman of the Committee for 2018/2019.

2/18 DECLARATIONS OF INTEREST – There were no declarations of interest.

3/18 MINUTES – Prior to the meeting, the minutes of the meeting held on 21 February 2018 were circulated to the Committee.

Resolved that the minutes be approved.

4/18 MATTERS ARISING – There were no matters arising.

5/18 BUDGET MONITORING/FINANCIAL 2018/2019 - Prior to the meeting, reports had been circulated to all the Committee detailing the income and expenditure from April 2018 to July 2018 and also the allocation of funds for 2018/2019.

Following a discussion, Councillors felt it would be useful to have a breakdown of how the New Homes Bonus had been spent and the allocation of Section 106 funds, to support the Financial Report. The Clerk advised that a meeting for new members to discuss Section 106 funds would be organised shortly.

Recommended that the reports be noted and a breakdown of the funds be provided. **Action TG/JY**

6/18 PARISH COUNCIL GRANTS 2019/2020 – Prior to the meeting, a draft policy for Parish Council grants had been circulated to the Committee. This had been deferred from the meeting of the Committee in February 2018.

Recommended that the policy for grant applications be approved. **Action TG**

7/18 CHERRY TREE CENTRE – Prior to the meeting, Head Teacher at Bloxham Primary School Matthew Ingall, had circulated an overview of the work being carried out at the Cherry Tree Centre and so too had County Councillor Kieron Mallon.

Following a discussion, it was felt that more information on the future and its funding of the Centre was required and a meeting should be arranged with the Head Teacher, Chair of the Governing Body and County Councillor Kieron Mallon.

Recommended that a meeting be arranged with the Head Teacher Matthew Ingall, the Chair of the Governing Body and County Councillor Kieron Mallon to discuss the future funding of the Cherry Tree Centre. **Action TG**

8/18 INTERNAL AUDIT 2017/2018 – Prior to the meeting, a number of documents relating to the audit had been circulated to all members of the Parish Council.

Resolved that the following documents be approved:

- Internal Audit Report 2017/2018;

- Effectiveness of the Internal Audit 2017/2018; and
- Statement of Internal Audit Control 2017/2018.

9/18 PARISH COUNCIL'S STRATEGIC PLAN – The Clerk explained to the Committee that as part of the criteria for the Parish Council to achieve the Local Council Award Scheme, there should be a Strategic Plan in place which covered the objectives for the next three years.

The Committee felt that the best way to bring together Councillors ideas for the future of the Parish Council, was to hold an informal meeting to discuss them.

Recommended that an informal meeting of Parish Councillors be held, during August/September 2018, to discuss and agree the Parish Council's objectives for the future. **Action TG**

10/18 PARISH COUNCIL DOCUMENTS – Prior to the meeting, a number of Council documents had been circulated to the Parish Council.

There were a few minor typing errors to correct, but the Committee was happy with the content of the documents.

Recommended that the following documents be approved for 2018/2019:

- Asset Register 2018/2019
- Risk Management Log and Risk Schedule 2018/2019
- Financial Regulations 2018/2019
- Standing Orders 2018/2019
- Complaints Policy
- Vexatious Complaints Procedure
- Freedom of Information Policy
- Dispute Resolution Process
- Dignity at Work Policy
- Grievance Procedure
- Data Breach Policy
- Data Protection Policy
- Records Retention Policy
- Subject Access Request Procedure
- Press and Media Policy

11/18 MARKING THE DEATH OF A SENIOR NATIONAL FIGURE – The Chairman reported that guidance had been issued by the County Association with regard to protocols which must be followed when a Senior National Figure passed away, usually a member of the Royal Family.

The Committee felt that the Parish Council should be liaising with the Parochial Church Council and the Royal British Legion, so that efforts were not duplicated when these events occurred. Advice could also be sought from Banbury Town Council, if necessary.

Recommended that the Parochial Church Council and the Royal British Legion be contacted to establish how the Parish Council can work with these organisations in the event of the death of a Senior National Figure. **Action TG**

12/18 DATE OF NEXT MEETING – The next meeting would be held on Thursday 15 November 2018 at 7.30pm at Bloxham Primary School.

The meeting closed at 2.10pm

Jenny Yates - Chairman