

BOTLEY PARISH COUNCIL



Minutes of the **Policy and Resources Committee** Meeting held on
Tuesday **18 July 2023** at 7:30pm in the Committee Room at
the Botley Centre, High Street, Botley

Present:

Meeting Chairman Cllr D Kinloch – Committee Councillors: C Mercer, Mrs S Grinham, R Kyrle
Non Committee Councillors:

In attendance:

Parish Clerk, Members of the Public: 0

33/23/POL Apologies

Apologies for absence for personal or business reasons were received from Cllrs J Appleby, C Cooper, A Trace. Approved.

34/23/POL Declaration of Interests

No declarations of personal or pecuniary interest were made in relation to items on the agenda.

35/23/POL Minutes of the previous meeting

RESOLVED: that the minutes of the meeting of 20 June 2023 were approved as a correct record of the meeting and signed by the Chairman.

36/23/POL Matters Arising from the minutes of the previous meeting

36.1 25/23/POL 25.4 – It was suggested that having a full alcohol license would be necessary to make a café/restaurant financially viable for a vendor.

37/23/POL Public Participation

None

38/23/POL Discretionary Grants

Budget available: £3,244.60

RESOLVED: to approve, within the powers of LGA 1972 s137 as amended by LGHA 1989, s28, a grant of £500.00 to Botley Market Hall for projects to reduce energy use in the Market Hall. (Allocation Code: 4380 s137 grants)

As a condition of the grant members requested information about the before and after effect of the proposed equipment in terms of KWH reduction in energy use.

38.2 Review of the terms and conditions of the grant application process.

Members discussed the introduction of cut off dates for the receipt of applications during the year. It was decided that applications will be accepted from 01 June to 31 March each financial year. There will be a limit of only one grant application per financial year per organisation. The consideration of additional applications would be entirely at the discretion of the committee. The committee will be particularly supporting of grant applications supporting the needs of young people.

39/23/POL Community Café Project

Members discussed a report prepared by the Project Assistant detailing responses to an on-line survey seeking opinions about public interest in using a café at the Boorley Green Community Centre. The responses were very positive, with a response rate higher than has been achieved with previous paper based consultation.

Contact has been made with potential vendors and updated quotes have been sought for the installation of kitchen equipment. Quotes will be sought for the cost of installing a ventilation system. S106 funding of £30,090.00 is available for the installation of the kitchen equipment and there may be potential for some additional s106 funding to be allocated by the HEWEB LAC.

It was agreed that a paper copy of the on-line survey questions will be delivered to residents within Boorley Green because the on-line response rate has been much lower than from resident of Boorley Park. The survey will be delivered by members of the committee.

40/23/POL “Mums in Mind”

Members considered a request from a non-profit group based in Southampton offering monthly, evening meetings for mothers affected by post natal anxiety and stress. The group would like to start holding regular monthly meetings at Boorley Park and has requested financial support from the Parish Council for the cost of the first year of operation.

The committee agreed the following concessions:

- Free hall hire of the Pavilion meeting room for the first 3 months.
- Consideration of a grant for the cost of food and craft supplies based upon a grant application showing a breakdown of start up costs.

41/23/POL Market Hall Clock Repairs

The Market Hall Clock has stopped and an engineer from Smith of Derby has confirmed that it needs minor repairs and refurbishment in order to get it back into operation. Members considered a quote for £5,474.00 + VAT for the removal and renovation of the clock face hands and internal repairs to be undertaken off site.

The committee agreed that a quote will be sought for the full renovation of the clock movement and clock tower, together with the installation of and electrical control to manage the winding of the clock. Some S106 funding is already held for the project.

42/23/POL Personnel / Staffing Policy Review

Time Off In Lieu of Overtime (TOIL)

RESOLVED – to approve the wording of a draft policy subject to minor edits. Time to carry over limited to 10 hours. No apportionment of entitlement for part time staff. Addition of a clause that the Line Manager and Parish Clerk to review monthly TOIL reports every six months and report to the Policy & Resources Committee if an employee’s workload needs review.

Jury Duty Policy – the wording of the information on the .gov.uk website “Giving staff time off for jury service” will be used as guidance for the basis of a policy statement to be added as an addendum to the Leave Entitlement policy with the inclusion of a statement that “Employees are to claim the loss of earnings allowance and BPC agrees to top up the allowance to match the employee’s regular monthly salary.”

BPC Media Relations Policy (2014) wording of the revised draft approved for adoption.

Sickness Absence Policy – amended wording approved for adoption.

Performance Appraisal Policy – wording approved for adoption.

43/23/POL Website Development Progress Report

The Chairman suggested getting information from parish councils with compliant websites, about their sources of design and hosting and to use this as a starting point for initial quotes, in conjunction with the previously agreed specification.

44/23/POL Community Engagement

No further discussion during the meeting.

45/23/POL Correspondence

45.1 Eastleigh CAB – letter of thanks for the £750.00 grant.

In view of the confidential nature of the business about to be transacted the public and press were temporarily excluded and are asked to leave the meeting - Public Bodies (Admission to Meetings) Act 1960 (2)-

46/23/POL Staff matters. recruitment and operational changes.

Discussion of this item is the subject of a confidential report.

47/23/POL Date of the Next Meeting: Tuesday 19 September 2023

The Clerk was asked by the Chairman to prepare the Agenda for the next meeting and issue the Public Notices.

The meeting closed at 9.20pm.

Date: _____

Chairman: _____

These minutes could be the subject of amendments which will be recorded in the minutes of the following meeting.