

BOTLEY PARISH COUNCIL



Minutes of the **Policy and Resources Committee** Meeting held on Tuesday **17 October 2023** at 7:30pm in the Diamond Jubilee Hall at the Botley Centre, High Street, Botley

Present:

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

In attendance:

Parish Clerk, Members of the Public: 0

68/23/POL Apologies

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

69/23/POL Declaration of Interests

Cllr Kyrle declared a personal interest in item 75/23/POL because the applicant had also approached him for a County Councillor's grant for the same project.

70/23/POL Minutes of the previous meeting

RESOLVED: that the minutes of the meeting of 19 September 2023 were approved as a correct record of the meeting and signed by the Chairman.

71/23/POL Matters Arising from the minutes of the previous meeting

71.1 56/23/POL Renewal of General Insurance – the Clerk confirmed that the insurance was renewed on 01 October 2023.

72/23/POL Public Participation

None

73/23/POL Community Projects

Members discussed a report provided by Kat Grimes, Community Engagement Manager

73.1 Community Café Project – It was agreed that the Nationwide Caterers Association will be approached with a view to advertising a business opportunity for the operation of the community café. Hampshire Countryside Services will be approached regarding to the cost of specialist consultancy advice about the provision of food and beverage operations in the public sector.

After discussing progress on suggestions for fitting out the kitchen it was agreed that the project plan will retain the provision of a cold room. It was felt this would widen opportunities for future development even if the initial operation was at a simple low key level.

73.2 School Holiday Clubs – Unfortunately the planned trial of a holiday club during the October half term has fallen through due to insufficient bookings.

73.3 Youth Work – Cllr Kinloch has been making enquiries about opportunities for youth activities on Friday evenings at Boorley Park for children in school year group 7 to 9. He suggested using local volunteers to establish a youth club/group supported with funded activities from outside providers. A local resident who is also a youth worker at KCC is keen to start regular youth work at Boorley Park. The Parish Council has budgeted funds already available for start up funding. Cllr Kinloch suggested that if the Parish Council became involved the Council should take responsibility for the overall management of the project with leaders and volunteers being engaged by the Council.

It was agreed that the orange chairs in the Diamond Jubilee Hall will be moved to the foyer of the Boorley Green Community Centre as a trial to investigate public interest in additional seating in the entrance of the building.

Members also discussed possible locations for a Youth Chill Out/Shelter unit at Boorley Park. It was agreed that location on the sports field near the Wallace Avenue SUDS containment equipment would be a suitable place to trial a Youth Shelter.

73.4 First Aid Training – The committee supported a proposal to arrange an on-site First Aid Training Course at either the Botley Centre or Boorley Park with a view to offering places to other councils. There was a discussion of arranging defibrillator training for staff and councillors.

74/23/POL Staff and Councillor Training

It was agreed that the staff training budget will be increased to £10K in the 2024/25 budget. The Operations Manager will be asked to investigate arranging certificated health and safety training courses on a regular basis.

75/23/POL Discretionary Grants

Budget available: £2,424.60

1. **RESOLVED:** to approve, within the powers of LGA 1972 s137 as amended by LGHA 1989, s28, a grant of £370.00 to Wessex Life and Education for the provision of 1 Educator with Resources to visit Botley Primary School on 2/10/23 for 4 days to deliver a 'Healthy Choices' mental health programme for approximately 370 children.

The organisation also approached Cllr Kyrle as a County Councillor for grant funding towards the event. Wessex Life and Education will be advised to apply for a County Councillor's grant for the balance of the funding requested. Botley School will be approached for feedback on the outcome and benefits of the event with a note that the Parish Council had contributed towards the funding.

76/23/POL Terms of Reference for Working Groups

Discussion of a draft ToR for the High Street Business Engagement Working Group will be discussed at the next meeting.

77/23/POL CCTV Systems

Quotes have been sought for two new CCTV systems at Boorley Park and the replacement of the Botley Centre CCTV system. Details will be presented to November committee meeting.

78/23/POL Christmas preparation and 'Carols in the Square'

A road closure permission has been confirmed. Officers of Botley firestation have offered to install and remove the High Street lights during November.

A resident of Boorley Park has asked to use the Community Centre for a community carol singing event on 03 December to raise donations for a local food bank. It was suggested that this event could be supported with the addition of a coffee van and the Rotary Club sleigh and santa if they were available.

79/23/POL Personnel / Staffing Policy Review

Safeguarding for Volunteers – It was agreed that a policy and guidance notes will be prepared based upon information made publicly available by the Scouts. Draft documents will be prepared for the next meeting.

Grievance Policy and Procedure and Disciplinary Policy and Procedure – deferred

Health and Safety Policy - deferred

80/23/POL Website Development Progress Report

Cllr Cooper to provide and update to the next meeting. It was suggested that the new website should include a photo and a short personal synopsis for each member. It was also suggested that a local competition could be arranged to seek local photos for the new website.

81/23/POL Community Engagement

Cllr Cooper had prepared an on-line form suitable to capture enquiry details when meeting with members of the public.

82/23/POL Correspondence

No items received.

83/23/POL Date of the Next Meeting: Tuesday 21 November 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 10:05pm.

Date: _____

Chairman: _____

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