

14 September 2023

## NOTICE OF MEETING

### Meeting of the Policy and Resources Committee

**Date:** Tuesday 19 September 2023 at 7.30 pm

**Venue:** The Diamond Jubilee Hall, Botley Centre, High Street, Botley SO30 2ES

All Members of the Policy and Resources Committee are summoned to attend.

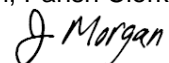
**Councillors:** J Appleby, C Cooper (ex officio), Mrs S Grinham, D Kinloch, R Kyrle, C Mercer (ex-officio)  
A Trace

*A short period of time will be available during the meeting for members of the public to briefly express a view or ask questions on relevant matters on the following agenda. The public are invited to stay and observe the remainder of the public session.*

### Business to be transacted

1. **To accept apologies for absence**
  2. **Declarations of Interest on items on the Agenda**
  3. **Approve minutes of the Policy and Resources Committee Meeting of 18 July 2023**
  4. **Matters Arising** – to report matters arising from the minutes of the previous meeting
  5. **Public participation** – questions and comments received from members of the public
  6. **Community Café Project** – To receive a progress report.
  7. **School Holiday Clubs** – To receive a report on options for providing school holiday activities at the Boorley Park Community Centre
  8. **Financial Matters** – to approve the appointment of an Internal Auditor for the 2023-24 Financial Year for a cost of £790.00 + VAT as quoted by IAC Audit and Consultancy Ltd
  9. **Renewal of General Insurance** – renewal is due on 01 October. To discuss options available.
  10. **Discretionary Grants** . (LGA 1972 s137 as amended by LGHA 1989, s28) - Mums in Mind grant application for £800 towards hall hire costs and session materials.
  11. **Terms of Reference for Working Groups** – to define terms of reference based upon the Council's template.
    1. 2025 Community Event Working Group
    2. Botley High Street Business Engagement Working Group
    3. Christmas event Working Group
  12. **Market Hall Clock Restoration Project – quote from Smith of Derby (email 10/08 Admin)**
  13. **Neighbourhood Plan** – to approve a publicity campaign to raise local awareness of the Neighbourhood Plan
  14. **Christmas preparation and 'Carols in the Square'** – progress update
  15. **Personnel / Staffing Policy Review**
    1. **Grievance Policy and Procedure and Disciplinary Policy and Procedure** – to finalise the oversight responsibilities
    2. **Health and Safety Policy (2022)** – To complete work on matters to include within the policy
  16. **Website development progress report** – Cllr Cooper to report
  17. **Community Engagement** – to discuss the use of suggestions from the previous meeting.
  18. **Correspondence** – no items received when the agenda was issued
- In view of the confidential nature of the business about to be transacted the public and press will be temporarily excluded and are asked to leave the meeting - Public Bodies (Admission to Meetings) Act 1960 (2). Exempt Business: Staff Matters – recruitment and operational changes*
19. **Date of next meeting:** 17 October 2023

Agenda issued by Mrs Janet Morgan, Parish Clerk



- The Openness of Local Government Bodies Regulations 2014 apply.
- Recommendations are to be debated but will not necessarily be agreed.

**Note:** Committee meetings finish at 10 pm unfinished business will be adjourned to another meeting