

12 October 2023

## NOTICE OF MEETING

### Meeting of the Policy and Resources Committee

**Date:** Tuesday 17 October 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.

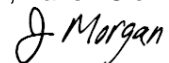
**Councillors:** J Appleby, C Cooper (ex officio), Mrs S Grinham, D Kinloch, R Kyrle, C Mercer (ex-officio)  
A Trace

*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 19 September 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 Projects** – To receive a progress reports
  1. Community Café project
  2. School Holiday Clubs
  3. Youth Work
  4. First Aid Training
7. **Staff and Councillor Training** – to discuss increasing the budgets for the next financial year.
8. **Discretionary Grants** . (LGA 1972 s137 as amended by LGHA 1989, s28) –  
Wessex Life and Education – grant requested £740 for the provision of 1 Educator with Resources to visit Botley Primary School on 2/10/23 for 4 days seeing approx. 370 children.
9. **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
10. **CCTV systems** – progress report for the purchase of new systems at Boorley Park and a replacement system at the Botley Centre.
11. **Christmas preparation and 'Carols in the Square'** – progress update
12. **Personnel / Staffing Policy Review**
  1. **Safeguarding policy for volunteers with direct contact with youth and vulnerable persons**
  2. **Grievance Policy and Procedure and Disciplinary Policy and Procedure** – to finalise the oversight responsibilities
  3. **Health and Safety Policy (2022)** – To complete work on matters to include within the policy
13. **Website development progress report** – Cllr Cooper to report
14. **Community Engagement** – to discuss the use of suggestions from the previous meeting.
15. **Correspondence** – no items received when the agenda was issued
16. **Date of next meeting:** 21 November 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