

11 January 2024 **NOTICE OF MEETING**

Meeting of the Policy and Resources Committee

Date: Tuesday 16 January 2024 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 13 December 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**
 - a) To receive progress reports
 - b) Community Café project. To approve the draft HCC contract for the purchase of consultancy services from HCC to advise on the development of the Community Café Project.
7. **Youth Work**
 - a) Youth Work – estimated costs for youth club equipment (details circulated)
 - b) Safeguarding Training – to approve quotes for training courses
 - c) Youth Options – to discuss revised service quote
8. **High Street Recreation Ground Workshop building** - To discuss the preparation of a project plan for the replacement of the current building
9. **Boorley Park building maintenance** - To approve quotes for repairs identified during annual servicing work.
10. **Social Media Working Group** - To review and update the terms of reference
11. **Personnel / Staffing Policy Review**

To discuss the completion of template documents. (**Grievance Policy and Procedure** and **Disciplinary Policy and Procedure** – to finalise the oversight responsibilities; **Health and Safety Policy (2022)** – To complete work on matters to include within the policy
12. **Council Election** - To discuss preparation and publicity prior to the May election.
13. **Carols in the Square 2024** - To discuss changing the event format
14. **HEWEB Public Art Working Group** – Cllr Kinloch to report
15. **Website development** - Cllr Cooper to report
16. **Correspondence:**

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).
17. **Exempt Business:** Staff Matters – To discuss staff overtime arrangements
18. **Date of next meeting:** 20 February 2024

Agenda issued by Mrs J 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