

15 February 2024 **NOTICE OF MEETING**

Meeting of the Policy and Resources Committee

Date: Tuesday 20 February 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 16 January 2024**
 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) Partners in Coffee – to receive a presentation regarding locating a coffee wagon at the community centre and operating a community café To receive progress reports
 - b) Community Café project – To approve the recommendations for purchase provided in the Kitchen Fit Out Evaluation Report prepared by Paul Morgan of HCC Countryside Services.
 - c) Community Engagement update
 7. **Staffing Policy Review - Health and Safety Policy**
 - a) To discuss a draft policy statement
 - b) to set a remit for the preparation of a staff health and safety document. Responsibility to be allocated to the Operations Manager.
 8. **Training Policy Review** – to discuss amendments to the training requirements for members and staff
 9. **Renewal of Vehicle Insurance** – to approve the allocation of £1,952.16 for the renewal of vehicle insurance on 10 March 2024, as quoted by ERS Insurance. (allocation code: 4030)
 10. **Financial Regulations Annual Review** – to discuss recommended amendments
 11. **Statement of Internal Control** – To approve the adoption of an internal control statement as required by s3 of the Accounts and Audit Regulations 2015.
 12. **CCTV Policy** – To approve the adoption of a new CCTV policy covering the systems installed at the Botley Centre, Boorley Green Community Centre and Boorley Green Sports Pavilion.
 13. **Council Election** - To discuss preparation and publicity prior to the May election.
 14. **Committee Membership Review** - To discuss a proposal by Cllr Cooper to review the membership arrangements for the Council's committees..
 15. **Website development** - Cllr Cooper to report
 16. **Recording of Council meetings** – to discuss a proposal by Cllr Grinham that all meetings should be recorded, together with a review of the 'BPC Protocol for Reporting and Recording at Meetings'.
- 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).*
18. **Exempt Business: Staff Matters**
 19. **Date of next meeting:** 19 March 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