

21 November 2019

NOTICE OF MEETING

Meeting of the Policy and Resources Committee

Date: Tuesday 26 November 2019 at 7.15 pm

Venue: The Committee Room of the Botley Centre, High Street, Botley

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

Councillors: R Clark, Mrs S Grinham, J Jones, R Kyrle, D Weeden, K Williamson, C Mercer (ex-officio), A Trace (ex officio)

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 15 October 2019**
(previously circulated)
4. **Matters Arising** – to report matters arising from the minutes of the previous meeting
5. **Question Time/Public Session**
6. **Boorley Green Community Development** - Community Development Worker periodic report.
7. **Community Grants**
 1. To consider an application from Hampshire and Isle of Wight Victim Support for a grant of £200.00. (details circulated)
 2. To report grants paid to date.
 3. To approve a budget for discretionary grants for 2020/2021
8. **Financial Matters** - Budget Preparation
 1. To prepare recommendations for the 2020/21 committee budget.
 2. To discuss recommendations for future projects.
9. **Safeguarding Policy Statement** – to discuss a draft document
10. **Review of the Council's IT and email arrangements** – update report.
11. **Preparation of a draft 2 year project plan** – to continue previous discussion
12. **Market Hall Clock winding** – to discuss the annual payment for winding the clock
13. **To discuss the use of social media by the Parish Council and the preparation of a Social Media policy**
14. **Review of the Parish Council's Policies and Procedures** – Delegated annual review of the Financial Risk Assessment and Financial Regulations.
15. **Correspondence** – no correspondence 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
16. **Staffing Matters**
 1. Staffing Review – Cllr Jones to report
 2. Appraisals – Cllr Jones to report
 3. Hampshire Local Government Pension Scheme – Cllr Mercer to report following the 2019 Actuarial Review.
17. **Date of next meeting:** Policy and Resources Committee 28 January 2020

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