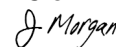


10 October 2024 **NOTICE OF MEETING**

Issued by Mrs J Morgan, Parish Clerk



Meeting of the Policy & Resources Committee

Date: Tuesday 15 October 2024 at 7:30pm

Venue: The Diamond Jubilee Hall at the Botley Centre, High Street, Botley

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

Councillors: C Cooper (ex officio), Mrs S Grinham (ex officio), J Harding, D Kinloch, R Kyrle, J Stone

A 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 this agenda. The public are invited to stay and observe the remainder of the public session of the meeting.

Business to be transacted

1. **To receive apologies for absence**
 2. **Declarations of Interest on items on the Agenda**
 3. **Approve minutes of the Policy and Resources Committee Meeting of 17 September 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 and Youth Work** - To receive progress reports.
 7. **Wallace Avenue Allotment Site** –
 - 1 Tenancy agreement – to discuss the terms of a draft Tenancy Agreement
 - 2 Allotment fees – to set annual fees for the new site
 8. **Workshop Replacement Project** – to discuss a tender specification for project management services
 9. **Reinstatement Cost Assessments** –
 1. To approve a quote of £775.00 + VAT to update the Reinstatement Cost Assessment for the Boorley Green Community Centre and Sports Pavilion.
 2. To discuss quotes for the preparation of Reinstatement Cost Assessments for the Botley Centre buildings
 10. **Equipment Purchase** – to approve the allocation of £899.99 + VAT for the purchase of scrubber dryer for cleaning the changing room floors after football matches
 11. **Ownership Transfers and License to Occupy** – to report the latest information received.
 12. **Parish Emergency Plans** - To discuss the information gathering to prepare an emergency plan.
 13. **Committee Projects** – Cllr Cooper to discuss a draft procedure for planning Council projects.
 14. **Botley Square Cleaning** – Cllr Cooper to discuss
 15. **Botley, Curdridge and Durley History Society Archive** – Cllr Cooper to propose that the Council take responsibility for the future of the archive.(deferred from the previous meeting)
 16. **Personnel / Staffing Policy Review** - To discuss the completion of template documents. (Grievance Policy and Procedure, Disciplinary Policy and Procedure, Health and Safety Policy (2022) and completion of the employment contract terms review. (deferred)
 17. **Building Management Committee** - To finalise the draft Terms of Reference and make recommendations to the Council for the setting up of the new committee. (deferred)
 18. **Correspondence:** none received
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).
 19. **Exempt Business:** Staff Matters – electronic banking
 20. **Date of next meeting:** 19 November 2024
 - 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