

## Policy & Resources Committee

**Minutes of the meeting held on Monday 1<sup>st</sup> October 2018, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes**

**Present: Cllrs Sue Smith (Chair), Thillai Visvendran (Vice-Chair),** Jordan Coventry, Donna Fuller, John Orr, Pauline Prop, Nick Scott, Yvonne Tomlinson, Alan Williamson

**Also present:** Brian Barton (Committee & Member Services Officer), Steve McNay (Council Manager).

**PR 11/18 Apologies:**

Received from Cllrs Kevin Wilson (unwell), Pam Wilson (personal commitment).

**NOTED**

**PR 12/18 Declarations of Interest:**

There were no declarations of interest.

**NOTED**

**PR 13/18 Questions from the public (maximum 10 minutes):**

There were no questions from the public.

**NOTED**

**PR 14/18 Chairs announcements:**

The Chair thanked those who had attended the Apple Day, attendance was down from last year.

**NOTED**

**PR 15/18 Minutes of previous meetings**

The minutes of the Policy & Resources Committee held on Monday 4th June 2018 were **AGREED** as a true and correct record and signed by the Chair.

**PR 16/18 To review the following policy:**

- a) Safeguarding and Child Protection Policy
- b) E Safety Policy

**RESOLVED**

1. That the Committee notes the DSL/ CPO's recommendations as set out in the report and indeed the policies.
2. That the Committee is presented with the updated policies, as stated above.
3. That the Committee accepts and ratifies both of the two (2) policies.

**PR 17/18 To agree to amend the terms and conditions for Meeting Place bookings, so that sound issues are managed on the premises by user groups:** Concerns have been expressed by members with regard to the level of noise within some of the meeting places when hired out to groups. Use of the public address systems and similar means that at times, noise is heard outside of the buildings (and at times, for some distance away).

Members suggested that the Tinkers Bridge Meeting Place has a built in public address system installed as soon as possible.

**RESOLVED**

1. That the Committee notes the report.
2. That Woughton Community Council Officers remind all hirers of their obligations regarding noise and potential consequences of breaching this condition in the terms and conditions.
3. That the situation is monitored with unannounced visits to ensure compliance.
4. To ensure that the Tinkers Bridge Meeting Place has a built in public address system installed as soon as possible.

**PR 18/18 To agree an Early Years Policy for the Woughton Community Council area:**

Concerns have been noted following the closure of the early years provision in Eaglestone that there is a lack of suitable provision within the area.

Whilst the Woughton area has a number of providers, they are mainly within city wide employers such as the Milton Keynes College, and the Milton Keynes University Hospital there is little that is accessible to local people, despite there being provision at the Moorlands Centre on Beanhill, Coffee Tots on Coffee Hall and the Family Centres.

It is proposed that a policy document be written stating Woughton Community Council's policy on Early Years provision.

**RESOLVED**

1. That the Committee notes the report.
2. That the Early Years provision Policy is also considered at a meeting of the Services Committee.

**PR 19/18 To review the 2018/2019 Service Plan:**

The Committee was provided with an update on the various items in the 2018/2019 Service Plan.

**RESOLVED:**

1. That the Committee notes the report and progress to this point.
2. That the Committee begins considering priorities / actions for the 2019/2020 Service Plan.

**PR 20/18 To update the committee on vehicle usage and obtaining new vehicles:**

The meeting was updated on the vehicle usage and a proposal to obtain a new vehicle.

**RESOLVED**

1. That the Committee notes the report.
2. That the committee agrees to invest in a company van.
3. That the Woughton Community Council logo is installed on the company van.

**PR 21/18 To agree that the Community Services Manager is an additional cheque signatory:**

**RESOLVED**

**That the Community Services Manager is an additional cheque signatory.**

**PR 22/18 To agree the August 2018 Bank Reconciliation:**

**RESOLVED**

1. To agree the July 2018 bank reconciliation.
2. To note that the August 2018 bank reconciliation was not presented at the meeting.

**PR 23/18 To provide an update on the 2018/2019 budget, including a reforecast for the remainder of the year:**

The meeting was updated by the Council Manager on the 2018/2019 budget, and a reforecast for the remainder of the year was also presented to Members.

**RESOLVED:**

**That the Committee notes the report.**

**PR 24/18 To agree a reduction in the frequency of the Accounts Sub Committee meetings:**

**RESOLVED**

**That the Committee agreed to reduce the frequency of the Accounts Sub Committee meetings to every two (2) months, meeting on the months that the Policy and Resources Committee does not meet.**

**Date of next meeting:**

Monday 3<sup>rd</sup> December 2018, Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.

**THE CHAIR CLOSED THE MEETING AT 7:04PM**

Chair \_\_\_\_\_ Date \_\_\_\_\_