

Minutes of the **Policy and Resources Committee** meeting held in the Council Chamber, Town Hall, Ferryhill, at 7pm on **WEDNESDAY, 7<sup>th</sup> NOVEMBER 2018**.

**PRESENT:** Councillor: J. Cansella (Chair)

**Councillors:** C. Atkinson, P. Atkinson, D. Farry, N Jones, J. Makepeace, L. Smith, R. Smith and Z.Roddam

**Officials:** D. Shingleton, Accountant

**P&R17.18-19 APOLOGIES FOR ABSENCE**

There were no apologies for absence, although Councillor J. Lindsay did not attend the meeting.

**P&R18.18-19 MEMBERS DISPENSATION**

No requests for dispensations had been received in relation to any item of business on the agenda.

**P&R19.18-19 DECLARATIONS OF INTEREST**

Councillor Farry declared an interest in Agenda Item 10.2 as a result of the charity being one of his charities as Mayor for the year, and he would not vote on this item.

Councillor P Atkinson declared an interest in Agenda Item 10.1 as a result of being a Trustee. He would not vote on this item.

**P&R20.18-19 PUBLIC PARTICIPATION**

There were no members of the public present.

**P&R21.18-19 MINUTES**

**RESOLVED**

That the minutes of the meeting held on 12 September 2018 be agreed as a correct record.

**P&R22.18-19 SUB COMMITTEE MINUTES**

**RESOLVED**

That the minutes of the meeting of the Personnel Sub-Committee held on 11 September 2018 be received.

**P&R23.18-19 BUDGETARY CONTROL TO 30 SEPTEMBER 2018**

Members considered a report from Mr Shingleton on the budgetary control position at 30<sup>th</sup> September 2018, which showed a projected under-spending for the year of £6,825. He drew attention to the creation of a new cost centre to monitor costs and income in relation to events. He also pointed out that costs of £439 shown against the Donations to the Banner Committee included insurance costs of £99 which were not part of the donation of £340. This would be separated in future. An explanation was requested in relation to the costs of electricity at the bungalow in Dean Bank

Park which were shown as projected to be £1,100 compared with a budget of £150.

**RESOLVED**

That:

- a) the current and projected financial position be noted;
- b) members continue to receive reports every two months; and
- c) the Accountant provide an explanation for electricity costs at Dean Bank bungalow.

**P&R24.18-19 CLOSURE OF DEBIT CARD CURRENT ACCOUNT**

Members considered a report from the Finance and Administration Manager concerning the closure of the account opened in 2008 to manage expenses incurred on the debit card. The account has not been used for many years and there is no chance of it being used again.

**RESOLVED**

That the closure of the debit card current be approved.

**P&R25.18-19 FLAG FLYING POLICY**

Members considered a report from the Finance and Administration Manager concerning a request which had been received from a member of the public to add two dates to the Council's flag flying list – 1<sup>st</sup> July to remember and honour those killed at the battle of the Somme, and 23<sup>rd</sup> October to commemorate the beginning of the battle of El Alamein. It was proposed and seconded that the request be refused, following which an amendment was proposed and seconded that the request be agreed.

Following a vote, which resulted in 3 members for and 4 against, the amendment was defeated.

A vote took place on the original motion, which resulted in 4 votes for and 2 against, and it was:

**RESOLVED**

That the request to fly the flag on two additional dates be refused.

It was then proposed and seconded that the policy notice be amended to exclude the invitation to members of the public to suggest additional dates for flying the flag. This would not mean that any requests received would not be properly considered. Following a vote which resulted in 6 members for and 3 against it was:

**RESOLVED**

That the invitation to members of the public to suggest additional dates for flying the flag be removed from the policy notice.

It was then agreed that the dates on the policy must be complied with.

**P&R26.18-19 GRANT APPLICATIONS**

Members considered requests for grant support from Ferryhill LADDER Centre (£800 annual grant) and Little Treasures (Autism Charity) (£500 for workshops). Detailed consideration was given to their applications, including their finances. Discussion also took place on the current position regarding the Council's Policy on Grants and Donations, the adequacy of the current budget of £850 for Donations to Local Groups and the reference to a maximum grant of £100 on the application form.

Members felt that more up to date accounts from the LADDER Centre were required and an analysis of those accounts by Mr Shingleton would help.

**RESOLVED**

**That:**

- a) a letter be sent to the LADDER Centre stating that although the Council very much appreciated their work, more up to date accounts, even if unaudited, would help them consider the grant application further;**
- b) the request from the Little Treasures for £500 be approved;**
- c) consideration be given, as part of the budget process, to the adequacy of the Donations to Local Groups figure;**
- d) a review of the Grants and Donations Policy be undertaken; and**
- e) a review of the grant application form be undertaken.**

**P&R27.18-19 DATE OF NEXT MEETING**

It was agreed that the date of the next scheduled meeting be Wednesday, 9<sup>th</sup> January 2019, but that an additional meeting will be called within the next month or so to consider the budget.

There being no further business the meeting was closed at 7.45pm

**CERTIFIED AS A TRUE RECORD**

**CHAIR**.....

**DATE**.....