

Wellington Town Council

Town Mayor
Cllr Lesley Street



Town Clerk
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POLICY & RESOURCES COMMITTEE

Minutes of the meeting held at the Wellington Civic Offices on **Tuesday, 1st November 2011** commencing 7:30pm.

Present: Cllr S deLauney, Chairman Cllr F Burns
Cllr D Chaplin Cllr C Lewis
Cllr R Perkins Cllr G Riley
Cllr B Tillotson Cllr Mrs L Street (ex-officio)

In attendance: Howard Perkins, Town Clerk

68/11 Welcome & Introductory Remarks

The Chairman welcomed all Members to the meeting.

69/11 Apologies for absence

Cllr M Hosken - Business appointment
Apology accepted.

70/11 Declarations of Interest

Members need only declare any interests they may have in items of interest in the Agenda.
None.

71/11 To confirm the minutes of the last meeting held on Tuesday, 4th October 2011 (approved by Full Council)

Proposed by Cllr Burns, seconded by Cllr Tillotson, and **RESOLVED UNANIMOUSLY** that the Minutes of the last meeting be approved and signed by the Chairman as a true and accurate record.

72/11 Matters arising from those Minutes

- (i) **MINUTE 37/11: BRACKETS FOR FLORAL DISPLAYS** - The Clerk reported the new poles would be delivered for installation on 7th November.
- (ii) **MINUTE 58/11: TOWN CLOCK** – Members agreed the original plaque for the clock be affixed to the front of the new box containing the electrical workings for the clock. The Clerk and Chairman were authorised to accept a reasonable quotation for the plaque to be polished and re-lettered.
- (iii) **MINUTE 64/11: GRIT BINS** – Proposed by Cllr deLauney, seconded by Cllr Burns and **RESOLVED TO RECOMMEND** the Town Council to request the Borough Council to install another grit bin in Woodlands Avenue in the Haygate ward.

- (iv) **MINUTE 63/11: SPRING BULBS** – After discussion, the following additional locations were agreed as possible planting sites:
- Dawley Road: entrance to Bailey Road
 - Bennetts Bank: entrance to roundabout
 - Dothill, by Dothill Pool
 - Top of Dawley Road
 - A number of locations indicated on the attached plan marked “A”.

73/11 Correspondence

- (i) Letter of thanks for a recent grant received from Vitalise.
- (ii) Report from the Clerk on the making of the recent Traffic Regulation Order for Walker Street, Wellington.

74/11 Finance

- (i) To agree receipts for September 2011: £147,908.57. Agreed.
- (ii) To agree payments for September 2011: £43,200.86 (gross). Agreed.
- (iii) To agree payments to date for October 2011 (circulated at the meeting): £24,770.58 (gross). The correction of the error in making the Grants cheque out to 3rd Wellington Brownies instead of 3rd Wellington Rainbows was agreed.
- (iv) To receive details of Petty Cash payments for September 2011: £158.16 (gross). Agreed.
- (v) To receive details of Receipts/Payments compared with budget as at 30th September 2011. Comparative figures were provided to the Committee and agreed.
- (vi) Budget 2012/2013: The Clerk had prepared a considerable part of a draft budget for 2012/2013 which he agreed to circulate to each member of the committee.
- (vii) TO CONSIDER THE PAYMENT OF CHRISTMAS BONUSES TO STAFF: Proposed by Cllr deLauney, seconded by Cllr Chaplin and **RESOLVED TO RECOMMEND** the Council to follow their usual practice in awarding £50 to each of the administrative and cleaning staff and £10 for chocolates as bonuses to each of the staff in the toilet block.
- (viii) INTERNAL AUDIT: The Clerk mentioned Fred Checkley, the Internal Auditor, would be carrying out the first internal audit for 2011/2012 on 9th November 2011. Cllr Perkins agreed to act as the member responsible for carrying out internal audit checking.

75/11 Town Council Toilet refurbishment at the Civic Centre, Wellington

The Clerk reported further delay in the completion of the main contract on the refurbishment of the Civic Centre which would result in further delays to the contract for the toilets and kitchen refurbishment. Noted, with regret.

76/11 To consider and approve the recommendations of the meeting of the Personnel Sub-Committee of 1st November 2011

The Clerk made a verbal report outlining the recommendations of the Sub-Committee. These were approved unanimously for endorsement by the Town Council.

77/11 References from Council, Shawbirch and Arleston wards: Application for match-funding

Members had before them a note prepared by Cllr McClements requesting match-funding for a Borough Council Ward scheme designed to benefit Arleston. After discussion, it was proposed by Cllr deLauney, seconded by Cllr Burns and **RESOLVED TO RECOMMEND** the Town Council:

- a) To award to the “Your Money, Your Projects” Scheme for Arleston the sum of £1,000 by way of match-funding, this being allocated as a “Partnership Projects” scheme for budgetary purposes and paid from their LGA 1972, Section 137 allocation;
- b) To make clear this grant be not construed as a precedent for future years;
- c) To consider favourably the making of similar grants to the six other wards in Wellington provided written details of the applications for such grants were made available to the Policy & Resources Committee prior to the granting of such awards being considered.

78/11 To receive urgent matters for information only
None.

79/11 To agree date and time of next meeting
The next meeting would be held on Tuesday, 6th December 2011 at 7:30pm.

Signed
6th December 2011