

**POLICY AND RESOURCES COMMITTEE**  
**16 November 2009**

Committee Members Present: Cllrs J Tucker (Chairman), Mrs B Brown (Vice  
 Chairman) Mrs S Boakes, B Garlick,  
 Miss A Moloney, L Withey

Council Members Present: Cllr J Atkins  
 Mrs S Hunter (Town Clerk)

Members of the Public Present: Ms N Delacey (The Beat Project)

1. Apologies for absence  
 Apologies were received from Cllrs C Block, D Brown and D Keeley.
2. Declaration of Interest  
 Cllr Miss A Moloney – Community Association.
3. Matters Arising from the Minutes of the Meeting held on 21 September 2009
  - 3.1 Item 3.1 – There is to be another budget meeting in January.
4. Questions from the public
  - 4.1 Ms Nicky Delacey of the Beat Project introduced herself and gave an update. She reported that she was at present working with other groups in the Wolfe Building. A new project is planned for the Town called Dance, Dig and Diet and was looking for volunteers to work with her team. This would hopefully begin early next year. She also explained the work she was doing with vulnerable youngsters in the area.  
 The Chairman thanked Ms Delacey for attending the meeting.
5. Financial Review  
 The Clerk presented the financial review.  

General Reserve	£133173.19
Capital Reserve	£ 81841.09
Total Funds	£ 215014.28

 Various Questions were asked which the Clerk answered.  
 Cllr Mrs Brown raised the issue that NatWest was in serious trouble and expressed her concerns about the Council's reserves. Following discussion it was felt that it would be difficult to change banks at this time.
6. Audit Trail  
 Cllr Garlick carried out the audit trail and found the paperwork to be in order.
7. Requests for Donations under Section 137
  - 7.1 The Clerk reported that flowers had been sent on behalf of the Council to the funeral of ex-councillor Mr Herbert Plummer at a cost of £35 from Section 137.
8. To Discuss and Adopt the Formal Complaints Procedure  
 The formal complaints procedure was circulated and it was  
**RECOMMENDED** – the complaints procedure to the next Full Council.

9. To appoint the panel of three councillors who will have authority to agree expenditure up to £1000 – in accordance with Financial Regulation 11.30a  
It was felt that there should be a panel of five councillors, but only needing three at any one time to agree, allowing for holidays etc.

**RECOMMENDED** – the panel be made up of the Chairman, Vice Chairman, Chairman and Vice Chairman of Policy and Resources and the Chairman and Vice Chairman of Amenities making a total of six councillors.

10. To discuss the need for Terms of Reference for Council and Committees and to consider whether Committees should operate under delegated executive power. If so to what extent?

Cllr Miss Moloney explained that certain committees already have delegated powers, ie Planning and Environment. Following a discussion it was agreed that Cllr Miss Moloney puts together some ideas for the next Policy and Resources meeting.

11. Correspondence

- 11.1 An invitation had been received from Leybourne Riding School to attend there Christmas Nativity on 11 December 2009. Cllrs Mrs Boakes, Miss Moloney and L Withey will attend.
- 11.2 An invitation to the Mayor's charity event at Ightham Moat on 4 December 2009 at £30 per person. Councillors to inform the Clerk if they wish to go.
- 11.3 Extension to Cemetery grant – this grant application runs out at the end of March 2010. Nothing can be done at present as the Council is still waiting for the planning permission. The Borough is to be informed about the problems which the Council is facing with this at the moment.

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Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 and standing orders 38 and 68 the Chairman moved that due to the confidential nature of the following items the press and public be excluded from the meeting.  
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12. Recommendation to re instate the accounting programme as a new user if necessary.
13. Recommendation the Clerk will look to appoint a new internal auditor for the year 1 April 2010 - 2011.
14. The clerk reported on current sick leave of a member of staff.
15. Recommendation to backdate the agreed pay rise to 1 April 2009 according to NALC Contracts.