

# CODICOTE PARISH COUNCIL

Minutes of the **POLICY & RESOURCES COMMITTEE** held on  
**Tuesday 10<sup>th</sup> November 2015, at the Parish Council Offices,  
107a High Street, Codicote which commenced at 7:30pm**

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**PRESENT:** Chairman, Cllr Steve Sanders with Councillors  
Jacque Grant, Colin Mackrill, Mark Ireland and Caroline Tinner

**IN ATTENDANCE:** Lorraine Ellis (Clerk)

1. **APOLOGIES FOR ABSENCE:**

None.

2. **MINUTES OF THE MEETING HELD ON 5<sup>th</sup> MAY 2015:**

The minutes of the meeting were taken as read and duly noted.

3. **MATTERS ARISING FROM THE MINUTES:**

**PR214 Review of Standing Orders:** The Committee considered the following amendments to Standing Orders:-

- **Recording of Full Council and Committee meetings:** The Clerk to request a copy of NHDC's policy on recording of meetings.
- **Questions raised by the public:** The Committee considered the current 20 minute pre meeting opportunity for the public to chat to Councillors and the questions raised as an agenda item. It was agreed that the public should continue to provide in writing their questions 5 days in advance of the meeting, these would be discussed under the publication participation agenda item. The Committee decided to **recommend that Council cancel the 20 minute pre meeting sessions.**
- **Review the number of Full Council meetings held per year:** The Clerk requested that the Committee consider the need to hold two Full Council meetings every January.

The Chairman raised the question of reducing further the number of Full Council meetings. **It was agreed to recommend to Council** that ten meetings per year are held with no meetings being held in August and December with only one meeting in January.

Councillor Ireland arrived at this juncture (8:09pm)

It was agreed that the Committee would consider any further changes and policies to be included in the Standing Orders at the next meeting in 2016.

4. **PR223 TO REVIEW ATTENDANCE AT COMMITTEE AND COUNCIL MEETINGS:**

The Committee considered the attendance at Full Council and Committee meetings by Councillors presented by the Clerk. It was agreed that the Chairman of the Council would speak to the relevant Councillors regarding their level of attendance.

It was noted that Councillors have different levels of commitment and those having difficulty in attending should liaise with the Chairman of the Council.

It was reported that a great deal of meetings and membership of working parties have taken place during the year with representatives of Hertfordshire County Council, Hertfordshire Highways, members of the public, Police and the Playground Support Group, these have not been included in the Clerk's review.

**5.  
PR224**

**TO CONSIDER THE GRANT APPLICATIONS FOR 2016/17:**

The Committee considered the grant applications received and agreed the following awards:-

**5.1 Codicote Day Centre**

The application for a grant to arrange outings and entertainment for the club members was discussed. It was agreed that a grant of £500 should be awarded.

**5.2 St Giles Church**

The application for a grant for the Parish Magazine, Churchyard waste disposal and Churchyard path repairs was considered. A grant of £500 was agreed for the Parish Magazine only.

**5.3 Peace Memorial Hall**

The application for a grant for the refurbishment of the ladies toilets was considered. Following a review of the toilets undertaken by a Committee member the grant application was not approved.

**5.4 Codicote Village Day**

The Committee agreed a grant of £780 for road closure costs on village day upon receipt of their annual accounts.

**5.5 Codicote Local History Society**

The application for a grant for repainting the exterior of the building and for secondary double glazing was considered. The Committee agreed a grant of £500 to be used for the general running of the History Society only.

**5.6 Codicote Tennis Club**

The application for the repayment of the clubs LTA loan was considered. A grant award was not approved.

**5.7 Codicote Women's Institute**

The application for a grant of £300 for speakers to attend meetings was approved.

**5.8 Codicote Mini Rugby Football Club**

The application for a grant of £300 for the attendance of two coaches at a professional training course was approved.

**5.9 The Goat Players**

An application for hall booking costs, ticket and flyer costs was considered and a grant of £500 was awarded with the proviso that the donation from Codicote Parish Council be included on the flyers.

#### **5.10 Codicote Cricket Club**

The Committee considered the request for a grant for netting matting and sundry items but without the club's accounts to review a grant was not awarded at this time.

#### **5.11 Codicote Youth Club**

The application for equipment and DBS checks was considered and a grant of £500 was approved.

#### **5.12 Codicote Playground Support Group**

The application for a grant for play equipment was considered and a grant of £2,000 was approved.

It was noted that the Council had a great deal less funding available due to high expenditure in the current financial year that it was necessary for grants for 2016/17 to be reduced where it was deemed possible.

6.  
PR225

#### **TO CONSIDER SETTING AN ANNUAL BUDGET FOR THE PLANNING COMMITTEE:**

Councillor Tinner, Chair of the Planning Committee asked members to consider setting a budget for the Committee in the light of the recent Rule 6 public inquiry into the solar farm planning application.

It was agreed to earmark funds of £1,000 for the solar farm inquiry which is due to be held in June 2016.

7.  
PR226

#### **TO AGREE THE 2016/17 BUDGET:**

The Clerk reported that the Council Tax Reduction Scheme (CTRS) was reduced in 2015/16 by around 15% compared to 2014/15. North Hertfordshire District Council are anticipating a further 20% reduction in the formula grant from Central Government in 2016/17.

The following budgets were then agreed:-

- Administration budget to remain unchanged at £43,300
- Environment budget to remain unchanged at £20,550
- Planning budget set at £1,000
- Recreation budget increased by £2,100

Having taken into account the CTRS, considered the tax base calculation and the Committee budgets it agreed to increase the precept by 1%. **A budget of £103,400 is therefore recommended to Council for the year 2016/17.**

8.  
PR227

#### **ANNUAL STAFF REVIEW:**

The Committee reviewed the payments to staff and contractors currently working for the Council and it was agreed to increase the payments to the contractors by the current cost of living rate as set by the Internal Auditor.

The Clerk left the meeting at this juncture.

The Committee agreed to recommend to Council that the Clerk's salary be increased by the current cost of living rate as set by the Internal Auditor in recognition of a satisfactory performance in the last year.

The Chairman thanked everyone for attending and closed the meeting at 10.24pm.

**Signed..... Acting Chairman of P&R**

**Date..... 2015**