

# CODICOTE PARISH COUNCIL

Minutes of the **POLICY & RESOURCES COMMITTEE** held on  
Tuesday 6<sup>th</sup> November 2018, at the Parish Council Offices,  
107a High Street, Codicote which commenced at 7:30pm

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**PRESENT:** Chairman, Cllr Helena Gregory with Councillors Bryan Hillan and John Warwick

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

1. **APOLOGIES FOR ABSENCE:**  
Cllr James Howe (other commitments).
2. **MINUTES OF THE MEETING HELD ON 23<sup>rd</sup> NOVEMBER 2017:**  
The minutes of the meeting were taken as read and duly noted.
3. **TO RECEIVE DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE COUNCIL'S CODE OF CONDUCT:**  
Cllr Warwick declared an interest in item 7 relating to the Contractor's pay review.
4. **MATTERS ARISING FROM THE MINUTES:**  
**PR214 Review of Standing Orders:** The Chairman advised members that at the November 2017 P&R Committee meeting it was agreed that Part 2 confidential meetings should be recorded and the equipment placed in a sealed envelope at the end of the meeting. It was noted that NHDC do not record Part 2 meetings and it was therefore **agreed** that the decision taken in 2017 should be reversed and that the recording would be erased once the minutes are approved and only a written record of the meeting would be kept in the confidential minute folder.
5. **TO DISCUSS MEMBERSHIP OF THE P&R COMMITTEE:**  
**PR237** The Committee considered that the Council's Standing Orders where it states that the Chairman of the Council, Chairmen of Committees (Environment, Planning and Recreation) and one other Councillor to be members of the P&R Committee.  
  
It was **agreed** that Councillors Adams and Shergold be invited to be members on a rotational basis.
6. **TO CONSIDER THE GRANT APPLICATIONS FOR 2019/20:**  
**PR238** Councillor Hillan declared an interest in the grant application from St Giles Church.  
  
The Committee considered the grant applications received and agreed the following awards:-  
  
**6.1 Codicote Day Centre**  
The application for a grant to arrange outings for the club members was discussed. It was agreed that a grant of **£500** should be awarded.

### **6.2 Codicote Women's Institute**

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

### **6.3 St Giles Church**

The application for a grant for the Parish magazine and Churchyard maintenance was considered. A grant of **£500** for the Parish Magazine and **£1,000** was approved with the proviso that the grant for Churchyard maintenance be evidenced with receipts for the work undertaken.

### **6.4 Codicote Village Day**

The application for a grant for road closure costs on village day was considered. It was agreed that a grant of **£780** be awarded.

### **6.5 Codicote Local History Society**

The application for a grant for the refurbishment of the museum courtyard, internal refurbishment and a dehumidifier was considered. The Committee agreed a grant of **£700**.

### **6.6 Codicote Mini Rugby Football Club**

The application for a grant of £99 for equipment and insurance was considered. It was agreed that a grant of **£250** be awarded for equipment.

### **6.7 Codicote Tennis Club**

The application for a grant for tree root barrier works was considered. The Committee agreed a grant of **£1,000**.

## **7. PR239**

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

Councillor Warwick and the Clerk declared an interest in the pay review for the Contractors and would take no part in the discussion.

The Committee noted the recommendations made by the Environment and Recreation Committee members to award the Council's contractors a pay award of 2%.

The Chairman recommended that the Clerk should also receive a 2% pay increase. Councillor Hillan stated that the Bank of England had indicated increases of 2.7% - 3%.

## **8. PR240**

### **TO AGREE THE 2018/19 BUDGET:**

The following budgets were considered and then agreed:-

- Administration budget to remain unchanged at **£46,120**
- Environment budget increased by **£250 to £21,500**
- Recreation budget increased by **£1,036 to £39,750**

Having taken into account the grants awarded and expected income a **budget of £108,500 is therefore recommended to Council for the year 2019/20.**

9. **DATE OF NEXT MEETING:**  
PR241 Thursday 6<sup>th</sup> December 2018.

The Chairman thanked everyone for attending and closed the meeting at 8:25pm.

Signed..... Chairman of P&R

Date..... 2018