

CODICOTE PARISH COUNCIL

Minutes of the **POLICY & RESOURCES COMMITTEE** held on
Wednesday 13th November 2019, at the Parish Council Offices,
107a High Street, Codicote which commenced at 7:30pm

PRESENT: Chairman, Cllr Helena Gregory with Councillors Bob Adams,
Bryan Hillan and James Howe

IN ATTENDANCE: Lorraine Ellis (Clerk)

1. **APOLOGIES FOR ABSENCE:**

None received.

2. **MINUTES OF THE MEETING HELD ON 22nd JANUARY 2019:**

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 AND STANDING ORDERS:**

The Clerk and Cllr Howe declared an interest in item 10 relating to the annual pay review.

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

PR242 Review of Standing Orders – setting guidelines for the use of contractors: Duly noted.

5. **TO REVIEW THE FINANCIAL RISK ASSESSMENT & THE INTERNAL AUDIT RISK ASSESSMENT:**

PR245 The Committee reviewed the two documents and **agreed** that no changes were required at this time.

6. **TO CONSIDER A REQUEST FROM CODICOTE FOOTBALL CLUB TO HAVE A CONTRIBUTION INCREASE TOWARDS PITCH LINE MARKING COSTS:**

PR246 Councillors considered the request from Codicote Football Club for an increased contribution from the Council. It was **agreed** that the current contribution of £200 per season was a fair amount particularly as the Stevenage Ladies team are not using the facilities this year and that the Council supply the line marking paint and equipment.

7. **TO CONSIDER THE GRANT APPLICATIONS FOR 2020/21:**

PR247 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 **£600** 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 for Churchyard maintenance.

The request for a grant for works to the porch floor was not approved.

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 a laptop, projector and display boards was considered. The Committee agreed a grant of **£1,000**.

6.6 Codicote Mini Rugby Football Club

The application for a grant towards clothing was considered. It was agreed that a grant of **£250** be awarded on the proviso that it is spent on general equipment.

6.7 Codicote Tennis Club

The application for a grant £2,500 as a 10% third party contribution to resurface the courts. The Clerk to obtain further clarification on ownership of the courts and who is eligible to apply for a Tarmac Landfill grant.

6.8 John Clements Sports & Community Centre

The Clerk to write to Mr Jim Park to advise him that the Committee will defer making a decision on the request for a donation towards the development of the building's roof space until nearer the build date.

6.9 Codicote Toddler Playgroup

The application for a grant for insurance, hall hire and snacks for the children attending was considered. The Committee agreed a grant of £250.

6.10 Codicote Football Club

The application for floodlight lifting materials was considered. The Committee did not agree a grant.

6.11 Codicote Environment Group

The application for a grant to prune 60 community orchard fruit trees was considered. It was agreed that the applicant should be invited to attend an Environment Committee meeting to discuss the tree works.

6.12 Essex & Herts Air Ambulance

The application for a contribution to keep helicopters in the air was considered. The Committee did not agree a grant.

**8.
PR248**

TO AGREE THE 2020/21 BUDGET:

The following budgets were considered and then agreed:-

- Administration budget to remain unchanged at **£46,120**
- Environment budget increased by **£700 to £22,200**
- Recreation budget increased by **£950 to £40,700**

Having taken into account the grants awarded and expected income **a budget of £110,000 is therefore recommended to Council for the year 2020/21.**

9. DATE OF NEXT MEETING:
PR249 February 2020.

EXEMPT BUSINESS

Under Section 100A(4) of the Local Government Act 1972, the public and accredited representatives of newspapers be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act by virtue of the paragraph specified against the item.

10. ANNUALSTAFF PAY REVIEW:
PR250 Councillors considered the current pay for the Clerk and contractors and **agreed** pay increases as shown in the confidential minute.

The Chairman thanked everyone for attending and closed the meeting at 9:07pm.

Signed..... Chairman of P&R

Date..... 2019