

## COMMITTEE MINUTES

**MINUTES OF THE SCRUTINY COMMITTEE** held on Monday 19 June 2017 at 8.00pm in the Astley Room at the Village Hall, Station Road, Broughton Astley

**PRESENT:** Councillors J Bateman, G Brown, B Gahan, G Mallaghan and R Patrick

**CLERK:** Mrs N Elson – Deputy Clerk

**ALSO PRESENT:** Mrs D Barber – Parish Manager and Mrs J Deacon – Planning and Administrative Assistant.

### MINUTE NO.

#### 1. ELECTION OF CHAIR AND VICE-CHAIR OF THE SCRUTINY COMMITTEE FOR THE MUNICIPAL YEAR 2017/18

Councillor Patrick proposed that Councillor Bateman should be elected as Chair of the Scrutiny Committee for the Municipal year 2017/18. The proposal was seconded by Councillor Gahan. The proposal was carried unanimously.

Councillor Bateman proposed that Councillor Patrick should be elected as Vice-Chair of the Scrutiny Committee for the Municipal year 2017/18. The proposal was seconded by Councillor Mallaghan. The proposal was carried unanimously.

492.17 **RECOMMENDED: That Councillor Bateman should be elected as Chair and that Councillor Patrick should be elected as Vice-Chair of the Scrutiny Committee for the Municipal year 2017/18.**

#### 2. ELECTION OF PERSONNEL SUB-COMMITTEE FOR THE MUNICIPAL YEAR 2017/2018

As Chair and Vice-Chair of the Scrutiny Committee, Councillors Bateman and Patrick are automatically elected as members of the Personnel Sub-Committee.

Prior to this meeting Councillor Swinfen left confirmation that he was willing to serve on the Personnel Sub Committee when he tendered his apologies. Therefore, Councillors Brown and Swinfen were nominated as the third and fourth members of the Personnel Sub-Committee for the Municipal year 2017/18; this was carried unanimously.

493.17 **RECOMMENDED: That Councillors Bateman, Patrick, Swinfen and Brown should be elected as Members of the Personnel Sub-Committee for the Municipal year 2017/18.**

#### 494.17 3. APOLOGIES

Councillors C Golding and M Swinfen

#### 495.17 4. DECLARATIONS OF MEMBERS' INTERESTS AND REQUESTS FOR DISPENSATIONS

None were received.

## **COUNCIL MANAGEMENT**

### **5. SECTION 17 CRIME AND DISORDER ACT 1998**

Members examined a spread sheet detailing new resolutions and policies from the 16 March, 20 April, 12 May and 25 May 2017 Parish Council meetings in order to assess their impact on crime and anti-social behaviour. They assessed whether any actions were required to prevent or limit any negative impact created by these resolutions.

496.17 **NOTED: Members examined a spread sheet detailing new resolutions and policies from the 16 March, 20 April, 12 May and 25 May 2017 Parish Council meetings in order to assess their impact on crime and anti-social behaviour and whether any actions were required to prevent or limit any negative impact created by these resolutions. The resolutions were passed with no comments.**

### **6. TO REVIEW THE RESULTS FROM THE MINI INTERNAL AUDIT OF FINANCIAL TRANSACTIONS**

The members reviewed the results of the Mini Internal Audit of Financial Transactions undertaken by Councillors Oliver and Brown on 6 June 2017, which were accepted unanimously.

Councillor Bateman queried the importance of having all of the information from the Audit supplied to the Scrutiny Committee, during discussion it was agreed that it was not necessary for all members to have sight of the audit papers and that the summary sheet and signed top copy of the audit papers would suffice in future. The Clerk will ensure that the original papers are available for viewing in all future meetings should a query arise.

497.17 **RECOMMENDED:**

- 1. That the report on the Mini Internal Audit of Financial Transactions undertaken on 6 June 2017 by Councillors Brown and Oliver be accepted.**
- 2. That only the summary of the report and signed top copy of audit papers will be supplied to members in the future. The Clerk will ensure that all original paperwork will be available for viewing in all future meetings should it be required.**

### **7. TO ARRANGE THE NEXT MINI INTERNAL AUDIT OF FINANCIAL TRANSACTIONS**

498.17 Councillors Gahan and Patrick volunteered to undertake the next mini audit, scheduled for Tuesday 5 September 2017 at 10am.

**RECOMMENDED: That Councillors Gahan and Patrick undertake the next Mini Internal Audit of Financial Transactions on Tuesday 5 September at 10am.**

### **8. TO REVIEW A REPORT ON INCOME FOR 2010/17 AND TO 31 MAY 2017 FOR THE FINANCIAL YEAR 2017/2018 FOR THE VILLAGE HALL, CEMETERY, ALLOTMENTS AND RECREATION GROUND**

499.17 Members received a report detailing the income received for the use of the Broughton Astley allotments, cemetery, recreation ground pitches and casual / regular users of the Village Hall from 2010/17 and to 31 May 2017 for the financial year 2017/2018.

Members notes that the income for the Village Hall Regular Users and Casual Users showed a good position for the first quarter.

**RECOMMENDED: That the report on income for 2010/2017 and to 31 May 2017 be passed with no comments.**

## **9. TO REVIEW VARIOUS POLICIES AND PROCEDURES**

- 500.17 Community Engagement Strategy;  
Broughton Astley Cemetery: Administrative and Operational Policy;  
Frolesworth Road Recreation Ground Terms and Conditions 2017/2018;  
Western Willows Allotments: Terms and Conditions;  
Sutton Allotment Site: Terms and Conditions;  
Smoke Free Policy 2017; and  
Computer Security

Councillors Bateman and Mallaghan commented that the Smoke Free Policy was well written.

**RECOMMENDED: That all of the policies and procedures are accepted with a review to take place in twelve months' time.**

## **10. TO REVIEW THE REPORT ON BROUGHTON MATTERS**

- 501.17 Members reviewed the report of the Broughton Matters. A recommendation was made by Councillor Bateman that an advert should be placed in the next edition requesting any local businesses to contact the Parish Office if they wished to advertise in the Broughton Matters. On a separate note Councillor Mallaghan suggested that the District Councillors place a bio-monthly report in the leaflet giving feedback on any local issues that they have been involved with; along with a request for Matt Howling the Press Officer at Harborough District Council to also place a report. The Parish Manager was asked to Agenda this item for the next Parish Council Meeting to take place on 6<sup>th</sup> July 2017.

### **RECOMMENDED:**

- 1. That an advert be placed in the Broughton Matters requesting local businesses to contact the Parish Office if they wished to place an advert.**
- 2. That District Councillors place a report in relation to any issues affecting residents.**
- 3. That the Parish Manager makes an Agenda item for the next Parish Council Meeting on 6<sup>th</sup> July 2017 requesting the Press Office at Harborough District Council to place a report in the Broughton Matters on issues affecting the residents.**

## **11. TO REVIEW THE PROPOSED AMENDMENTS TO THE BROUGHTON ASTLEY VILLAGE HALL – HEALTH AND SAFETY TERMS AND CONDITIONS**

- 502.17 Further to a review of the Health and Safety Terms and Conditions of the Village Hall, requesting that all references to 'take care' and 'take extra care' were removed, as an actual instruction must replace the advisory comments.

**RECOMMENDED: That the changes made to the document are accepted with one amendment to the section entitled HOT WATER to state that 'ensure your work area is clear and pay full attention when using hot water, especially from the boiler or kettle'.**

## **12. TO REVIEW THE REPORT ON OUT OF HOURS INCIDENT REPORTING**

- 503.17 Members accepted the report recommending that 3 mobile telephones are acquired; one for the office staff, one for the caretakers and one for the groundsmen. Councillor Mallaghan offered to research the different contract options available up to a limit of £25.00 per month.

**RECOMMENDED: That 3 mobile telephones be acquired for the Parish Council staff up to a contract limit of £25.00 per month.**

**13. TO RE-VISIT AND CLARIFY ISSUES RAISED ON THE FREEDOM OF INFORMATION PUBLICAITON**

504.17 Members were asked to review the issues raised following a recommendation that clarification was sought on which items were free and which were chargeable, whether or not they could also be provided digitally or viewed on the website. On reviewing the Freedom of Information Publication the cost of purchasing copies of information was clarified. Any information obtained from the Parish Council website would be free of charge whereas any hard copies would be charged at 10p per side.

**RECOMMENED: That the Freedom of Information Publication is amended to clarify the cost of purchasing information, via the website would be free of charge whereas any hard copies would be charged at 10p per side.**

505.17 **NOTED: The Parish Manager informed the Committee Members that work on a new Zebra Crossing will be taking place on the 17 July 2017 for 4 days. The road between Croft Way and Speedwell Drive will be closed during this time. The meeting closed at 8.59pm**

506.17 **Date of next meeting is Tuesday 11 September 2017**

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