

Minutes of the Bicester Town Council Policy Committee on **Monday 18th July 2017** at **The Garth, Launton Road Bicester OX26 6PS.**

Present:

Cllr Richard Mould – Chairman
 Cllr David Anderson
 Cllr David Magee
 Cllr Nick Mawer
 Cllr Lynn Pratt
 Cllr Les Sibley
 Cllr Lawrie Stratford
 Cllr Rose Stratford

In Attendance:

Samantha Shippen – Chief Officer
 Angie Suter – Administrator

Minute Number	Agenda item No	MINUTES
119/1718	1	<p>APOLOGIES FOR ABSENCE</p> <p>RESOLVED that apologies were received from Cllr Jolanta Lis and Cllr Dan Sames.</p>
120/1718	2	<p>DECLARATIONS OF INTEREST</p> <p>RESOLVED that declarations of interest were received from Cllr Les Sibley and Cllr Lawrie Stratford for Agenda Item 8.</p>
121/1718	3	<p>MINUTES</p> <p>RESOLVED that the Committee confirmed the minutes of the Policy Committee meeting:</p> <p>POL01/1718 – 30 May 2017</p>
122/1718	4	<p>PUBLIC SESSION</p> <p>There were no questions from the public.</p>
123/1718	5	<p>ASSET MANAGEMENT</p>
	5.1	<p>ASSETS TASK & FINISH GROUP</p> <p>It was noted that the Task and Finish Group will be meeting very shortly and the options for the use of The Garth will also be considered at this time.</p>
	5.2	<p>BURIAL GROUND</p> <p>This is discussed at agenda item 11.</p>
124/1718	6	<p>MAJOR TOWN INITIATIVES</p> <p>The Committee was asked to note and comment as appropriate on the minutes from the following meeting:</p>

	6.1	Bicester Vision Partnership Meeting - Thursday 8th June 2017
		RESOLVED that Committee noted the above minutes.
125/1718	7	DEFIBRILATOR AT THE GARTH
		RESOLVED that Committee:
		<ol style="list-style-type: none"> 1. AGREE a site at the Garth for the installation of a defibrillator; 2. Delegate authority to Officers to work with Councillor Lis and community partners to install a defibrillator at the agreed location as soon as possible.
		Item 1 Committee agreed it be sited within the Garth Park but the final siting to be decided by the Chief Officer
126/1718	8	OXFORDSHIRE COUNTY COUNCIL LEASE OF GROUND & FIRST FLOOR ACCOMMODATION AT THE GARTH
		RESOLVED that Committee:
		<ol style="list-style-type: none"> 1. NOTE the termination of lease for the ground and first floor at The Garth. 2. AGREE that a task and finish working party be established to consider the options for use of The Garth to report to Council as soon as practicable; 3. Subject to approval of 2, to AGREE the appointment of members to the working group.
		Item 3 Committee agreed that the current Task & Finish Group consider the options for the future use of the premises.
127/1718	9	PERSONNEL POLICIES/STAFF HANDBOOK
		RESOLVED that Committee:
		<ol style="list-style-type: none"> 1. REVIEW and AGREE the amended Staff Handbook and Code of Conduct (employees); 2. APPROVE the ADOPTION of new policies on Performance Management & Appraisal, Recruitment & Induction, Redundancy & Reorganisation, Social Media and Internet Use, Dress Code, Office Cover and Sabbaticals; 3. AGREE that a periodic review is undertaken in July 2019; 4. AGREE that an appraisals workshop is undertaken at a cost of £250 for the Chief Officer, Operations Manager, Outdoor Team Leader and those Members who will undertake the Chief Officer's appraisal.
		Item 3 Committee agreed that should be revised to 'no later than July 2019.'
		Item 4 Committee agreed that the 3 members to attend the Appraisals Workshop should be Chair of Policy, Chair of Personnel and Chair of Planning.

128/1718	10	INVESTMENT POLICY RESOLVED that Committee: AGREE the adoption of the new Investment Policy , with the following amendments:- Item 4.1 Objectives and Priorities should be in the order of Security, Liquidity and then Yield. Item 5.5 All non-long term investments will be made with banks holding a UK banking licence and building societies.
129/1717	11	BURIAL GROUND RESOLVED that Committee: Consider the proposal for Pre-Application design by Greenacre Innovations Ltd. Committee agreed to delegate authority to the Chief Officer to work out a reasonable level of fees for Greenacre to attend meetings and assist negotiations and bring this back to Committee should it require further consideration. Committee also considered 3.2 of the report and acknowledged the setting aside of Financial Regulation 11.1 h.
130/1718	12	FORWARD PLAN RESOLVED to note the forward plan.
131/1718	13	DATE OF NEXT MEETING – Monday 18th September, 7pm
132/1718	14	EXCLUSION OF PRESS & PUBLIC Under the Public Bodies (Admission to Meetings) Act 1960, the Chairman will move that the press and public be excluded for the following item of business due to the contractual nature of matters to be discussed
133/17/18	15	GROUNDS MAINTENANCE CONTRACT RESOLVED that Committee: <ol style="list-style-type: none"> 1. AGREE to support Cherwell District Council in their actions to satisfactorily resolve contract issues. 2. Delegate authority to the Chief Officer in consultation with the Chairman and Vice Chairman of this Committee to act on behalf of the Council to negotiate a short-term solution to enable ground maintenance delivery to continue. CLOSE OF MEETING – 20:30 hrs.

