

**Minutes of a Policy and Resources Committee Meeting of Watton Town Council held on
Thursday 24 March 2011 at 7.00 pm at the Wayland Hall, Watton.**

Councillor Anderson – Vice Chairman
Councillor Harvey
Councillor Holmes

Councillor Ivory - Chairman
Councillor L McCarthy
Councillor Rudling

Members Present: Councillor J P McCarthy

Officers Present: J Seal-Town Clerk

33 APOLOGIES

Apologies for absence were received from Councillor Rogers

34 CONFIRMATION OF MINUTES

It was Agreed by Members that the Minutes be accepted and signed by the Chairman as a true and correct record with the addition of a statement to read:

Item 31 - Comments were made with reference to staff, which were not proven.

35 MATTERS ARISING

Item 31 – The Chairman and Vice Chairman reported that a meeting had been held with the Royal British Legion, relating to the Remembrance Day Parade and suggestions made, which their representative would take back to their next group meeting for discussion.

The Clerk had offered to liaise with the police to cordon off the car park to avoid any problems on the Sunday.

36 URGENT ITEMS

Councillor Holmes had attended a meeting at the doctor's surgery where the new government plans had been discussed.

It was agreed that the Practice Manager be invited to give a presentation to the Full Council once the new Council has been elected.

37 AUDIT COMMISSION RECOMMENDATIONS

The Audit Commission required that the Council review the effectiveness of the internal audit system on an annual basis. The Clerk reported that NALC had confirmed that the government had now changed this rule.

The Audit Commission also required that the internal auditor should produce a report to Council detailing the work performed and the results of their testing, with formal acceptance being minuted.

It was agreed that the Internal Auditor be asked to give a report.

38 DELEGATED POWER TO CLERK

It was agreed that the Clerk in conjunction with the Chairman of the Council already had delegated power to spend up to £250 in an emergency or health and safety situation.

39 REPRESENTATIVE ROLES AND ORGANISATIONS

The Clerk referred to a letter from the Charity Commission dated 2005 relating to Representatives and Trustees.

It was agreed that the Clerk clarify the legal status of the role of a Council appointed Representative on an outside charity, and recommend to Full Council that all Representatives on Charity Organisations be suspended until this information had been received.

40 REVIEW GRANT AWARDS

Members discussed the existing grant form, and agreed that no response was requested, to inform the Council of how the money had been spent after the grant had been given.

It was proposed by Councillor Holmes and seconded by Councillor L McCarthy and

RESOLVED

That the Council Grants should follow the same procedure as Breckland Council, and that a response form be sent out with the payment.

41 WEB SITE AND COMPUTER MAINTENANCE SUPPORT

It was agreed to obtain a second quotation to the one submitted by Julian Horn.

It was proposed by Councillor Anderson and seconded by Councillor L McCarthy and

RESOLVED

That the Committee recommend to Full Council that the Council continue to use Julian Horn for the maintenance of the computer system until another quotation was sought.

The meeting ended at 8.05pm
Jacqui Seal