



**Minutes of the Policy & Resources Committee meeting  
held on Monday 19 November 2018 at 7.00 pm  
at 2 Knowle Park Lane, Fair Oak**

**Present:** Cllrs Bird, Couldrey, Goss, Mrs Shephard, Sorley & Spearey (Vice Chairman)

**Also in attendance:** Cllrs McGuinness, Noel & Scott

**Officers in Attendance:** Ms M Stephens, Clerk & Mrs L Greenslade, Deputy Clerk

**Apologies:** Cllrs Mrs Douglas & Mignot.

**48 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS**

None received.

**49 MINUTES**

**RESOLVED:**

That the minutes of the meeting held on 17 September 2018, be noted (previously approved by Full Council on 15 October 2018).

**50 CLERK'S VERBAL REPORT**

There were no issues to raise.

**51 OUT OF HOURS PROCEDURES**

The Clerk reported on a recent incident at Lapstone playing fields whereby the emergency services were unable to access the site, despite being given code information regularly. She outlined options for out of hours procedures: -

- Operate from a central control system
- Include an emergency out of hours number on the overline system. The Clerk being the contact.
- Enhance and advertise the procedures more regularly on social media, website and notice boards

Members discussed the advantages and disadvantages of each option and determined that enhancing current procedure be more appropriate. This would include circulating codes to all Members of the Council. In order to safeguard the security of this information, the Clerk would draft a protocol for discussion at the next meeting.

**RESOLVED**

- a) That the Council would enhance and advertise the procedures more regularly;  
and

- b) That a protocol be drafted for Councillors' use in the event of emergency situations, should they be contacted by a member of the public, for discussion at the next meeting.

**52 INFORMATION SECURITY POLICY (REPORT B)**

Members considered the information security policy for adoption by the Parish Council.

The policy set out the measures the Parish Council would take in safeguarding the information it received and handled.

**RESOLVED:**

That the Information Security Policy attached as Report B to the Committee be adopted by the Parish Council.

**53 REPORT OF THE RESPONSIBLE FINANCE OFFICER (REPORT C)**

Members considered the report of the Responsible Finance Officer. The Clerk highlighted an amendment to the RFO's report, namely that the grant award allocated to Fair Oak Village Hall should read £400 not £500.

**RESOLVED**

- a) That the report of the Responsible Finance Officer, be approved;
- b) That the amendment to the RFO's report be noted; and
- c) That cheque signing, and BACS payments be noted.

**54 WORK PROGRAMME (REPORT D)**

Members considered the draft work programme as set out in Report D to the Committee.

A number of amendments were made, including the addition of a Transfer of Assets Policy and protocol for Councillors in the event of an emergency.

**RESOLVED**

That the work programme with amendments be approved..

This was all the business and the meeting closed at 7.47 pm.

Signed ..... Chairman