

## DALSTON PARISH COUNCIL

Forge Green  
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Minutes of the Policy and Resources Committee Meeting held at Forge Green, Dalston on Tuesday 7th March 2023 at 7.15pm.

M Watling (Assistant Clerk)

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### **Present**

Cllr McKerrell   Cllr Byers        Cllr Baxter        Cllr Drouet        Cllr Kaye-Kreczkowski        Cllr Kyle  
Cllr Irving        Cllr Melrose

### **1. Apologies**

There were no apologies for absence.

### **2. Minutes**

Resolved to authorise Cllr McKerrell to sign as a correct record the minutes of the Policy and Resources Committee meetings held on 18<sup>th</sup> October 2022 and 28<sup>th</sup> November 2022 after the following amendment to the Minutes of 18<sup>th</sup> October 2022:

In the second line in point 6 regarding the Emergency Plan the word for should read from.

### **3. Declarations of Interest**

There were no declarations of interest.

### **4. Public Participation**

There were no members of the public present.

### **5. Annual Review of the Standing Orders**

The Standing Orders had been circulated prior to the meeting. The RFO confirmed there were two changes.

In Section 18 regarding contracts it is no longer necessary to advertise a contract opportunity on the Contracts Finder website and a paragraph regarding contracts for the supply of gas, heat, electricity, drinking water, transport services, postal services to the public, or the provision of a port or airport, exploration of or extraction of gas, oil or solid fuel has been removed.

Section 24 now refers to Unitary Councillors instead of County Councillors.

It was resolved that the annual review of Standing Orders was passed to be ratified at the March Parish Council meeting.

### **6. Annual Review of Policies.**

The following policy documents had been circulated prior to the meeting:

- Anti -Harassment & Bullying Policy
- Appraisal Policy
- Code of Conduct
- Complaints Procedure
- Disciplinary Policy
- Equality and Diversity Policy
- Grievance Policy
- Health & Safety Policy
- Press & Media Policy
- Protocol On Recording And Filming Of Council Meetings
- Risk Management Policy

- Retention of Documents Policy
- Data Protection Policy
- Freedom of Information Policy

Following Local Government Reorganisation, The Code of Conduct has been updated to follow the Code adopted by the Shadow Cumberland Authority. The changes are to paragraph 10.2 & 10.3 where the value of a gift increases from £25 to £50 and a change to include unpaid directorships in the table of Other Registerable Interests on page 13.

The RFO had highlighted any changes to policies following notifications from NALC.

The previous Equal Opportunities policy is replaced by the Equality & Diversity policy. The policy is a NALC template document. Cllr Baxter advised that the first word on the second line on page 3 under dignity at work should be 'grounds'.

The complaints procedure has been updated to include the contact details for the new external auditor appointed for 2022/23 to 2026/27.

The risk assessment schedules have been updated with the dates the most recent Health & Safety checks were carried out. The RFO will liaise with Cllr Craig to carry out the asset risk assessments which are now due.

The Retention of Documents policy has been updated to reflect changes from the August 2022 NALC Legal Topic Update. The RFO will seek clarification from the insurers how long insurance policies should be retained. The retention period for the Neighbourhood Plan will be amended to say 'related documents will be retained until a new Neighbourhood Plan comes into force.'

The RFO confirmed there have been no notifications from NALC to require changes to any of the other policy documents.

It was proposed by Cllr Kaye-Kreczkowski and seconded by Cllr Melrose that the annual review of policies was passed to be ratified at the March Parish Council meeting.

## **7. Correspondence**

- Correspondence from the tenant of 1 Forge Green was discussed. The RFO reported that one quote had been received to replace the gas fire and a further quotation was being obtained. It was resolved to advise the tenant that the Parish Council were following professional advice regarding the secondary double glazing in respect of cost and inefficiency and that replacement of the fire was being addressed.
- Cumberland Shadow Authority are arranging a final pre 1<sup>st</sup> April briefing from the incoming council for CALC members on the evening of 23rd March. Details how to join the meeting will be circulated as soon as they are available.

## **8. Internal Audit**

The RFO confirmed the accounting papers for the 9 months to 31 December 2022 had been delivered to the Internal Auditor on 10th February. To date there has been no feedback.

## **9. Solar Panel Income**

The Committee recommend the May 2023 income from the Solar Panels should be transferred to The Dalston Parish Charitable Trust.

## **10. Margaret Gore Legacy**

The letter from St Michaels PCC was discussed. Cllr Kyle advised that it is still in the best interests of the Parish Council to take steps to create a Cemetery Trust to hold the legacies from the Late Margaret Gore and Josephine Merle Smith. He also advised that the letter was incorrect as The Charity Commission does not 'require' Trustees to maintain the capital value of legacy funds in present day money. They 'suggest' that Trustees may wish to take this course of action.

It was resolved to defer the matter of creation of a Cemetery Trust until the Chair of the PCC returns from sabbatical. The RFO will write to the PCC and advise the information provided is incorrect and request £10,000 is withdrawn from the fund.

#### **11. Emergency Information Sheet**

Cllr McKerrell thanked Cllr Baxter for preparing the draft information sheet.

Following discussion the following amendments will be made:

County and City Councillor information to change for Unitary Authority changes

Contacts at Abacus Day Nursery are now Laura and Sam

Contact for Dalston Recreation Centre to change to Alan Dinning

Limehouse School and Bridge End pub to be added to the places of safety

The risk matrix will be deleted

An advertisement will be put in the Parish Paper for any social media sites in the Parish to be made known to the clerk to add to the list

#### **12. Forge Green Roof**

A paper detailing the sequence of events in respect of the roof replacement programme at Forge Green had already been circulated. Cllr McKerrell stated that Covid had interrupted the project and more consideration should now take place. It was noted that the bat survey is now over 18 months old and a European Protected Species Licence from Natural England has not yet been obtained. It has been suggested it could be more cost effective to sell Forge Green and move premises.

After discussion Cllr Irving proposed and Cllr Melrose seconded that a proposal be put to the March Parish Council meeting that a sub committee be formed and tasked to carry out an options appraisal setting out the pros and cons of re roofing and remaining in Forge Green or moving premises. The sub committee to report back to the April Parish Council meeting. All were in favour.

The RFO was requested to compile a list of expenditure on the property over recent years.

#### **13. Annual Accounts 2022/23**

A projection of the financial position for the year to 31 March 2023 had been circulated. It was resolved:

- Fees from the sale of a grave space will continue to be transferred to the Cemetery Diminishing Asset Reserve. In the year to date three spaces have been sold which equates to a transfer of £2,050.
- The Tree Maintenance Reserve will be used to pay the Parish Council contribution of £272 towards tree planting at Raughton Head School as agreed at the Policy & Resources Committee meeting of 1<sup>st</sup> March 2022.
- There will be no transfer in 2022/23 to the Covid Recovery Fund or the Forge Green Roof Reserve.

#### **14. Councillor matters**

- Cllr Baxter requested the white and yellow road markings are replaced on U1239 Carlisle Road. RFO will report on HIAMS.
- Cllr Baxter reported parishioners concerns that the new cemetery seats were in a dangerous position.

#### **Dates of Forthcoming Meetings**

The Annual Parish Meeting TBA

Next meeting of The Parish Council to take place at Forge Green on 14<sup>th</sup> March 2023 at 7.15pm

Policy & Resource Meeting dates for 2023:- TBA

Property & Maintenance Meeting dates for 2023:- TBA

The meeting closed at 9.13 pm