

BRIGG TOWN COUNCIL
POLICY COMMITTEE
Meeting – Wednesday 10th December 2003
Chaired by – Councillor C.J. Cook (Vice-Chairman)

Present: Councillors, M.N. Birkitt, M.S. Champion, C.J. Cook, Mrs. M. Glossop, J. Kitwood, Mrs. P.J. Smith, Mrs. A. Tasker and J. Truepenny

P 001 NOTICE CONVENING THE MEETING

The clerk had omitted to include an item for Declarations of Interest. Members agreed that it should be added as Item 4b on the Agenda

The Notice was then taken as read and approved

P002 APOLOGIES AND REASONS FOR ABSENCE

Councillor Mrs. J.A. Bell has un-expected family commitments.

P003 a) APPOINT CHAIRMAN FOR THE REMAINDER OF THE YEAR

Councillor Mrs. J.A. Bell

Proposed by Councillor J. Kitwood Seconded by Councillor J. Truepenny

There were no other nominations. The clerk confirmed that Councillor Mrs. Bell was willing to accept the nomination for Chairman, in her absence. All agreed.

b) APPOINT VICE-CHAIRMAN FOR THE REMAINDER OF THE YEAR

Councillor C.J. Cook

Proposed by Councillor J. Kitwood. Seconded by Councillor Mrs. A. Tasker

There were no other nominations. All agreed.

P004 a) MINUTES AS CIRCULATED

Minutes of the Web Site/Newsletter Committee Meeting held on 21st July 2003, having been circulated, were taken as read and approved as a true record.

Proposed: Councillor M.N. Birkitt Seconded: Councillor J. Truepenny

b) DECLARATIONS OF INTEREST

Councillor C.J. Cook declared his interest in Item 7- Grant Applications.

P005 REVIEW OF THE WEB SITE

- a) Consider the addition of a 'Current Affairs/News page' to the Web Site.

Members were advised that Peter Thompson would be willing to form an agreement with the Town Council, for the provision of regular articles and photographs for the site. Peter would charge a fee of £25.00 per month, for the provision of written copy and an average of 6 photographs of newsworthy and civic events.

Councillor M.S. Champion proposed that Peter Thompson should be asked to provide written 'current affairs' material, and photographs, for the Web Site in return for a fee of £25.00 per month. This agreement to be reviewed after a trial period of 6 months. Seconded by Councillor J. Truepenny All agreed.

- b) Consider any further suggestions members may raise for improvements to the Web Site.

Councillor M.N. Birkitt suggested that some of the organisation contacts are already out of date. He offered to review the list, and advise the clerk of any changes he is aware of.

Councillor C.J. Cook suggested that a 'visitors book' inviting comments would be useful.

Councillor Cook also enquired whether a map of the Town could be added to the site. The clerk advised that the main obstacle in this regard is Crown Copy write. It was suggested that a link could be created to any sites which show Town Centre Maps.

The clerk advised that an E. Mail had been received suggesting that the site does not comply with the Disabilities Discrimination Act. This E. Mail has been forwarded to Concept Web Sites for their further advice and consideration.

Members agreed that the clerk should also convey the other suggestions raised by members to the Web Site Manager.

- c) Formally confirm that the clerk shall be delegated with responsibility for the routine updating of the site.

Proposed by Councillor M.S. Champion.

Seconded by Councillor M.N. Birkitt

All agreed

P006 QUALITY STATUS

- a) Determine whether Brigg Town Council should pursue Quality Status.

Members first considered the criteria for Quality Status, which are:-

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- i) **Electoral Mandate**
This criteria has already been met for the current term, but it would need to be maintained at the next election.
- ii) **Qualifications of the Clerk**
The clerk advised that she has now received the syllabus for the AQA Certificate in Local Council Administration, and if the decision is taken to pursue Quality Status, she will submit her registration of interest in gaining the required qualification.
- iii) **Council Meetings.**
There must be at least 6 meetings per annum. The Town Council already meets this requirement.
- iv) **Communication.**
The Town Council must be able to demonstrate that it is effectively engaging with the community.

Reference to the guidelines for Quality Status show that there are some shortcomings in this area, the main issue is the publication of a newsletter.

Alan Barker is checking whether an expanded version of the current Town Council page in the Brigg Newsletter, if it could be removed intact, would be sufficient to meet this criteria.

- v) **Annual Reports.**
The Town Council will have to publish an annual report. In effect, this can be a publication based on the Chairman's Report given at the Annual Parish Meeting.

The Town Council does not publish a report at present, but this could easily be addressed.

- vi) **Accounts.**
The Town Council already meets the required criteria

- vii) **Ethical Framework.**
The clerk is trying to establish exactly what the requirements are, but it can probably be assumed that the recent review of Town Council procedures, and methods of governance, will ensure that the Town Council is meeting this requirement.

Councillor Mrs P.J. Smith proposed that the Town Council should take the necessary steps to enable it to apply for Quality Status.

Seconded by Councillor J. Kitwood.

All agreed.

- b) If it is the decision of members to pursue Quality Status, determine how the Council will meet all of the required criteria, and set a timescale for the same.

Deferred until the next meeting, pending receipt of the further information from Alan Barker.

It was also noted that the main item which is likely to delay any application For Quality Status, will be the achievement of formal qualifications by the Clerk.

The clerk confirmed that she will progress this matter as soon as possible.

P007 APPLICATIONS FOR GRANTS AND DONATIONS

- a) Consider the application from Brigg Scouts for a grant toward the costs of setting up a new Beaver Colony in Brigg.

Interest already declared by Councillor C.J. Cook, who stood down from the Chair for this item, and abstained from the vote.

Councillor J. Truepenny proposed that Councillor Campion should take the Chair for this item. Seconded by Councillor M.N. Birkitt. All agreed.

Members received details of the application, and noted that it is anticipated that the cost of setting up a new Beaver Colony would be around £450.00

Councillor Mrs. M. Glossop proposed that the sum of £150.00 be granted. Seconded by Councillor Mrs. P.J. Smith. All agreed.

- b) Consider a review of the current policy on Grants and Donations

Members were reminded that the current policy is:-

Maximum grant for Brigg based organisations which directly benefit the community of Brigg - £150.00

Maximum grant for organisations based outside Brigg, which benefit the residents of Brigg - £50.00

In addition, there is the major events budget, which can assist organisations which are staging a major event in the Town.

Councillor M.N. Birkitt agreed with this suggestion noting that the current policy has remained un-changed for around 8/9 years. He proposed that the current grant policy should be re-viewed at the next Policy Committee Meeting. Seconded: Councillor J. Truepenny. All agreed.

Councillor J. Kitwood asked the clerk if she would provide members with a history of the grants and donations awarded over the past few years.

P008 CONSIDER PURCHASE OF NEW HEADED STATIONERY TO INCLUDE THE 'STRAP LINE' FOR THE 800th ANNIVERSARY

“celebrating 800 years of Brigg’s Royal Charter”

It was noted that the above “strap line” has already been agreed with North Lincolnshire Council, at a separate meeting held to discuss the forthcoming 800th anniversary.

Councillor M.N. Birkitt proposed that the clerk should obtain prices for new headed paper, to include a better image of the Town Council emblem (perhaps an image of the Town Mayor’s medallion), and the above-mentioned strap line. Seconded by Councillor Mrs. P.J. Smith. All agreed.

P009 IN VIEW OF THE CONFIDENTIAL NATURE OF THE BUSINESS ABOUT TO BE TRANSACTED, IT IS ADVISABLE IN THE PUBLIC INTEREST THAT THE PUBLIC AND PRESS BE TEMPORARILY EXCLUDED, AND THEY ARE THEREFORE INSTRUCTED TO WITHDRAW.

Proposed: Councillor M.N. Birkitt Seconded: Councillor J. Kitwood.

All agreed.

P010 CONSIDER NOMINATIONS RECEIVED AND DETERMINE THE RECIPIENT OF, THE JOSPEH J. MAGRATH O.B.E. AWARD FOR PUBLIC VOLUNTARY SERVICE 2003

Three nominations were received.

After due consideration Councillor Mrs. P.J. Smith proposed that the Joseph J. Magrath O.B.E. Award for Public Voluntary Service should be awarded to Mrs Mavis Parratt, in recognition of her long and outstanding public service to the scout movement in Brigg, and also for her hard work on behalf of the Town as Chairman of the Brigg Millennium Green Committee.

Seconded by Councillor Mrs. M. Glossop.

Councillor M.N. Birkitt abstained from the vote, otherwise the vote was unanimous.

P011 CONSIDER AND APPROVE THE SCHEDULE OF DATES FOR POLICY COMMITTEE MEETINGS IN 2004

Members were advised that the lounge in the Angel Suite is available on Wednesday evenings throughout 2004, and the Planning and Environment Committee has decided to continue meeting on the 2nd Wednesday in each month at 7pm.

Councillor J. Kitwood proposed that the Policy Committee Meetings should be held on the 2nd Wednesday in the month throughout 2004, immediately after the Planning and Environment Committee Meeting.

Seconded by Councillor M.S. Campion All agreed.

The meeting closed at 9.25pm

Approved as a true record at the Full Council Meeting, held on Monday 15th December 2003.

Signed by the Chairman
Policy Committee.

and Chairman of the
Full Council Meeting