



# Christchurch Town Council

Old Town Hall  
30 High Street  
Christchurch  
Dorset, BH23 1AY

## Resources Committee Agenda

**Tuesday, 7 July 2021, 6.00pm**

You are summoned to attend a meeting of the **Christchurch Town Council** to be held at the at Homelands Hall, Kings Avenue, Christchurch, BH23 1NA **on Tuesday, 7 July 2021 at 6.00pm.**

**Membership:**

**Chairman:** Cllr M Cox

**Vice Chairman:** Cllr W Grace

Cllr Mrs S Bungey

Cllr A Coulton

Cllr L Dedman

Cllr C A Gardiner

Cllr P Hilliard

Cllr S McCormack

Cllr G Polson

The business to be transacted is set out overleaf

Daniel Lucas

**Town Clerk**

30 June 2021

For further information please contact Daniel Lucas on 01202 022479 or email [townclerk@christchurch-tc.gov.uk](mailto:townclerk@christchurch-tc.gov.uk)

# Agenda

**1. Apologies for Absence**

To receive apologies for absence.

**2. Declaration of Interests**

Members are reminded that any disclosable pecuniary interests must be declared including any issues which may arise through predetermination of bias.

**3. Minutes of the Previous Meeting**

To confirm as a correct record the Minutes of the meeting of the Resources Committee held on 8 June 2021 (copy attached)

4 – 11

**4. Public Participation**

In accordance with the Council's Standing Orders the period of time designated for Public Participation cannot exceed 15 minutes unless directed by the Chairman of the meeting and a member of the public shall not speak for more than 5 minutes.

**5. Public Questions**

Members of the public who wish to ask a question at the meeting shall give notice to the Town Clerk of the question no later than 12 noon on the working day before the meeting is on. The question stated in the notice shall be the question asked at the meeting. The Chairman will call on those wishing to speak in turn, each questioner being allowed to speak for a maximum of 3 minutes. Those wishing to speak shall state their name and address

**6. Town Clerk's Report**

Income/Expenditure June 2021 for information.

To follow

**7. Allotments Annual Rents**

To provide Members with benchmarking figures of neighbouring authorities' allotment annual fees for information.

Verbal Report

8.	<b>Old Town Hall- Boiler quotation</b>	Appendix 1
	Members to consider the quotation provided to repair the hot water boiler in the Old Town Hall and to resolve accordingly.	
9.	<b>Election Costs for Jumpers and St Catherine’s Ward on 22nd of July 2021.</b>	Appendix 2
	Town Clerk to update Members about the contingency budget position and to RECOMMEND the election costs be paid from the contingency budget line.	
10.	<b>Town Hall Marquee/tent – Christchurch Carnival</b>	Verbal report Cllr Charrett
	Members to discuss whether to fund renting a Marquee/tent.	
11.	<b>Exempt Business</b>	
	<b>RECOMMENDATION: To consider passing a resolution to exclude the press and public pursuant to the Public Bodies (Admissions to Meetings) Act 1960 due to the matter relating to the financial and business affairs of the authority.</b>	
12.	<b>Civic Possessions' Storage &amp; Safe procurement (exempt)</b>	14 – 15

No other items of business can be considered unless the Chairman decides the matter is urgent for reasons that must be specified and recorded in the Minutes.

**CHRISTCHURCH TOWN COUNCIL**

**RESOURCES COMMITTEE**

Minutes of the Meeting held on 8 June 2021 at 6.00pm at Homelands Hall, Kings Avenue, Christchurch, BH23 1NA

Present:-

Chairman: Cllr M Cox  
Vice-Chairman: Cllr W Grace  
Present: Cllr Mrs S Bungey and Cllr A Coulton.  
Apologies: Cllr L Dedman, Cllr C A Gardiner and Cllr P Hilliard.  
Officers present: Daniel Lucas, Town Clerk  
Susan Roxby, Democratic Services Officer  
Members of the Public present: 2  
Members of the Press present: 0

**34. Election of Chairman**

**RESOLVED that Cllr M Cox be elected as Chairman of the Committee for the 2021/2022 Municipal Year.**

Voting: unanimous

**35. Election of Vice-Chairman**

**RESOLVED that Cllr W Grace be elected as Vice-Chairman of the Committee for the 2021/2022 Municipal Year.**

Voting: unanimous

**36. Declarations of Interest**

There were no declarations of interest on this occasion.

**37. Minutes of Previous Meeting**

The minutes of the meeting held on 4 May 2021 were agreed and signed as an accurate record.

Voting: unanimous

**38. Public Participation**

There was no public participation on this occasion.

**39. Public Questions**

There were no questions from the public on this occasion.

**40. Town Clerk's Report**

The updated schedule of payments for the period 01.05.2021 to 31.05.2021 was submitted and approved and signed, a copy of which had been circulated to each member and a copy of which appears as Appendix 'A' to these minutes in the minute book.

The updated monthly accounts for the period to the end of May 2021 was submitted, a copy of which had been circulated to each member and a copy of which appears as Appendix 'B' to these Minutes in the Minute Book.

The Chairman enquired if the Council meetings could be recorded and streamed to Facebook. The Town Clerk advised that he would investigate the recording of future Council meetings.

Members questioned the IT costs for unlocking Councillors' email accounts which they considered were high. The Town Clerk informed Members that the Council could take up a management account with its IT provider and pay a monthly set figure for this service. The Chairman felt that a management account for the Council should be considered. The Town Clerk advised that he would obtain costings for a management account for the Council and report back to a future meeting.

**RESOLVED that:**

- a) **the schedule of payments for the period 01.05.2021 to 31.05.2021 be approved; and**
- b) **the monthly accounts for the period to the end of May 2021 be noted.**

Voting: unanimous

#### **41. Allotment Invoicing**

An email report from Stour Valley & Poole Partnership (SVPP) was submitted, a copy of which had been circulated to each member and a copy of which appears as Appendix 'C' to these Minutes in the Minute Book.

The Town Clerk updated Members on the Allotment Invoicing undertaken by SVPP on behalf of the Council. Members were informed of the income and costs for the Council's allotments for the 2020/21 municipal year.

Members felt that the SVPP invoicing charge of £1,000 per year was good value for money.

Members asked the Town Clerk to benchmark what neighbouring authorities charged for allotment plots and to report back to committee.

**RESOLVED that Members noted the report.**

Voting: unanimous

#### **42. Job Specifications**

A report was submitted, a copy of which had been circulated to each member and a copy of which appears as Appendix 'D' to these Minutes in the Minute Book.

Members were asked to approve the Job Role Specifications for the 2 vacant roles of Project Officer and Mayor's Secretary.

The Chairman felt that a degree was not essential for the Project Officer role and requested that the first bullet point be amended with the addition of 'and/or equivalent 3 years' experience in the field'. The 2 job specifications were approved by the committee subject to the Project Officer's essential criteria for the role to read:

'Formal Project Management qualification (Degree, PRINCE2, and/or equivalent) and/or 3 years' experience in the field'

The Chairman recommended advertising the 2 vacant positions on 'Indeed'.

**RESOLVED that the Council:**

- 1) delegated to the Town Clerk the advertisement of the positions on the Council website and Facebook Page and to approach BCP Council for**

advertising accordingly, and to consider advertising on 'Indeed', with a one-month application window from the date of posting; and

- 2) authorised the expenditure of the Advertising budget (2021/2022 being £630) for the purposes above.

**RECOMMENDED to Full Council the creation of a Personnel sub-committee for the purposes of recruitment and annual appraisals for the year 2021/2022.**

Voting: unanimous

#### **43. Carbon Calculators**

A report was submitted, a copy of which had been circulated to each member and a copy of which appears as Appendix 'E' to these Minutes in the Minute Book.

Members were asked to consider the recommendations from the Climate Change Working Group for the Council to adopt a Climate Emergency Action Plan Matrix and Carbon Calculator.

The Committee agreed to recommend to Full Council the 'Impact-tool.org.uk/about (Centre for Sustainable Energy)' as the Council's chosen Carbon Calculator.

**RECOMMENDED to Full Council that:**

- 1) the Council adopts the Climate Emergency Action Plan Matrix approach and methodology outlined at Appendix 5; and
- 2) adopts the <https://impact-tool.org.uk/about> (Centre for Sustainable Energy) Carbon Calculator to establish the Council's baseline carbon footprint and for benchmarking and comparison purposes going forwards outlined at Appendix 6.

Voting: unanimous

The meeting ended at 19.16pm

CHAIRMAN

**CHRISTCHURCH TOWN COUNCIL**

**RESOURCES COMMITTEE**

Minutes of the Meeting held on 8 June 2021 at 6.00pm at Homelands Hall, Kings Avenue, Christchurch, BH23 1NA

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Vice-Chairman: Cllr W Grace  
Present: Cllr Mrs S Bungey and Cllr A Coulton.  
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Officers present: Daniel Lucas, Town Clerk  
Susan Roxby, Democratic Services Officer  
Members of the Public present: 2  
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**44. Election of Chairman**

**RESOLVED that Cllr M Cox be elected as Chairman of the Committee for the 2021/2022 Municipal Year.**

Voting: unanimous

**45. Election of Vice-Chairman**

**RESOLVED that Cllr W Grace be elected as Vice-Chairman of the Committee for the 2021/2022 Municipal Year.**

Voting: unanimous

**46. Declarations of Interest**

There were no declarations of interest on this occasion.

**47. Minutes of Previous Meeting**

The minutes of the meeting held on 4 May 2021 were agreed and signed as an accurate record.

Voting: unanimous

**48. Public Participation**

There was no public participation on this occasion.

**49. Public Questions**

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**50. Town Clerk's Report**

The updated schedule of payments for the period 01.05.2021 to 31.05.2021 was submitted and approved and signed, a copy of which had been circulated to each member and a copy of which appears as Appendix 'A' to these minutes in the minute book.

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The Chairman enquired if the Council meetings could be recorded and streamed to Facebook. The Town Clerk advised that he would investigate the recording of future Council meetings.

Members questioned the IT costs for unlocking Councillors' email accounts which they considered were high. The Town Clerk informed Members that the Council could take up a management account with its IT provider and pay a monthly set figure for this service. The Chairman felt that a management account for the Council should be considered. The Town Clerk advised that he would obtain costings for a management account for the Council and report back to a future meeting.

**RESOLVED that:**

- c) the schedule of payments for the period 01.05.2021 to 31.05.2021 be approved; and**
- d) the monthly accounts for the period to the end of May 2021 be noted.**

Voting: unanimous

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Members felt that the SVPP invoicing charge of £1,000 per year was good value for money.

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**RESOLVED that Members noted the report.**

Voting: unanimous

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Voting: unanimous

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The Committee agreed to recommend to Full Council the 'Impact-tool.org.uk/about (Centre for Sustainable Energy)' as the Council's chosen Carbon Calculator.

**RECOMMENDED to Full Council that:**

- 3) the Council adopts the Climate Emergency Action Plan Matrix approach and methodology outlined at Appendix 5; and
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Voting: unanimous

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CHAIRMAN

