



New Alresford Town Council

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Minutes of the Meeting of Operations and Resources Committee New Alresford Town Council held on Tuesday 27 June 2023 commencing at 7.30pm

Name	Present	Apologies	Absent
Cllr Evans (Chair)	✓		
Cllr Jeffs	✓		
Cllr Weston	✓		

IN ATTENDANCE: Sarah Johnson - Deputy Clerk and Cllrs Bean (Vice Chair of Council), Dakin and Eager

OR23/001 **APOLOGIES FOR ABSENCE**

None

OR23/002 **INTERESTS AND DISPENSATIONS**

Cllr Bean declared a non-pecuniary interest in item OR23/014 – Friends of St John’s Church grant application.

OR23/003 **PUBLIC PARTICIPATION**

None

OR23/004 **MINUTES OF LAST MEETING**

RESOLVED: To approve the minutes of the meeting held on 14 March 2023

OR23/005 **CLERK’S REPORT**

The clerk’s report was noted.

Missing text for the new website has been sent to Forum Media to put on the new draft website.

OR23/006 **CHAIR’S REPORT**

Winchester City Council have contacted the Council to begin discussions about the public toilets on Station Road. A representative from WCC will be meeting with the Clerk.

OR23/007 **EARMARKED RESERVES**

The committee discussed the current General Reserves position and the current Earmarked Reserves.

RESOLVED: To recommend to Town Council that new Earmarked Reserves are created for Legal Fees, ARC bin area and to increase the ARC refurbishment EMR to £25,000.

OR23/008 **FINANCIAL REGULATIONS**

The committee reviewed Financial Regulations and delegated authority to spend.

RESOLVED: To recommend to Council that Financial Regulations (Section 4.1) is altered to give delegated authority of up to £2000 to the Clerk, and up to £2500 to the Clerk in consultation with the Chair of Council in case of risk of delivery to services and to delete the item on 'office budget'; and to increase the level for Public Contracts Regulation (11.1) to £30,000 as per statutory guidelines

OR23/009 **I.T. TELEPHONE SUPPORT CONTRACT**

RESOLVED: To approve £1004 telephone support contract to Cybit.

OR23/010 **HEALTH AND SAFETY**

Task based risk assessments have been completed and actions in the General Health and safety risk assessment being worked through.

OR23/011 **FIRE SAFETY**

Actions in the Fire Risk assessment are currently being worked through.

OR23/012 **EMERGENCY LIGHTS ARC**

The emergency lighting report recently conducted at The ARC by Elite, identified that many of the emergency lights are no longer compliant.

Recommendation: To ask Elite Fire and Protection Services to draw up a plan for updated emergency lighting at The ARC

OR23/013 **ASBESTOS PLANS**

The asbestos survey and proposed asbestos register for The ARC were reviewed.

RESOLVED: To install small asbestos labels and paint encapsulation paint on the side of the stairs, and for relevant staff to undertake asbestos training

OR23/014 **GRANT APPLICATIONS**

The committee reviewed one grant application from the Friends of St Johns Church

RESOLVED: To recommend to Council to provide the Friends of St Johns Church with a grant of £500

OR23/015 **BIN AREA – THE ARC**

The committee discussed the bin area at The Arc and potential options for improving the look and security of the area.

Recommendation: To investigate options for the bin area at The ARC

OR23/016 **EXCLUSION OF PRESS & PUBLIC**

RESOLVED: The Town Council exercise their right to exclude the public and press by resolution from a closed meeting due to the confidential nature of the business about to be transacted. (*Public Bodies (Admission to Meetings) Act 1960 section 1(2)*)

OR23/017 **THE ARLEBURY**

RESOLVED: To appoint a commercial agent to provide an indication as to the open market value for a 5-year lease for the first floor of The ARC

RESOLVED: To offer The Arlebury a contribution of £150 towards electrical costs during the period when the hot water will be switched off during the boiler replacement works

OR23/018 STAFFING UPDATE

RESOLVED: To ratify the 'acting up' payment of £1250 to the Deputy Clerk

The Deputy Clerk was asked to leave the meeting.

RESOLVED: To approve staff pay increases based on appraisals

It was not proposed to back date to 1st April 2023 inclusion in the Local Government pension Scheme for existing staff.

The Deputy Clerk rejoined the meeting.

The Committee discussed mentorship of the new Town Clerk and a handover period with the Locum Clerk

RESOLVED: For the Locum Clerk to be contracted to provide up to 24 hours handover/ mentorship during a 2- week period, which will then be reviewed in conjunction with the Clerk, up to a cost of £1500, and to prepare a handover document and timetable, prioritising subjects to be produced with an allotted time for each subject.

The meeting closed at 22:00

Chairman

Date: