

**MINUTES OF THE MEETING OF THE FINANCE AND POLICY COMMITTEE HELD ON 18<sup>TH</sup> FEBRUARY 2004**

Prior to the commencement of the meeting there was a presentation from Mr. Bob Dalby from Guardforce on the subject of Parish Policing. In general the presentation was both informative and interesting with literature being distributed among members. Overall it was well received and there was ample time for questions and answers. Mr Dalby explained what the next steps should be if the Council decided to use Guardforce's services in the near future.

**PRESENT**

Mr. Steeples presided over Mrs. Harrison, Messrs. Mackin, Wren and P C Battams.

**1. APOLOGIES**

Mrs. Holmes and Mr. Gray.

**2. DECLARATION OF INTERESTS**

None.

**3. CONTENTS INSURANCE – COUNCIL CHAMBER**

It has been previously decided to increase the Contents Insurance at the Council Chamber from £8788 to £20,000. The quotation from Allianz Cornhill (the Council's current insurers) stated that this would increase the annual premium by £47.09. The insurers further stated that they would be prepared to increase the cover immediately but they would waive the additional pro rata premium until the next renewal date in June 2004. This was accepted.

**4. DATA PROTECTION**

In view of the fact that the Town Council holds information on various personnel, it was thought that information should be sought with regard to registering under the Data Protection Act. Clerk to seek advice from the Association of Town and Parish Councils as to the best way of progressing with registration.

**5. COUNCIL MINUTES – DISTRIBUTION BY E:MAIL OR ROYAL MAIL**

Clerk to produce a form for the next full Council meeting on 27<sup>th</sup> February which will ask members which of the two methods they would prefer for receipt of the monthly Minutes. The form will show member's name, preferred method and a note of the e:mail address if applicable.

**6. TAXI TOKENS**

Taxi tokens are to be distributed to various youth groups. The age group is for 11 to 17 year olds. Mr. Mackin will speak to the Baptist Minister, the Reverend Steve Summerfield and Clerk to speak to Mrs. Jenny Vass with a view to the possible needs of their particular youth groups.

**7. NOMINATIONS – CIVIC COMMUNITY AWARDS**

Nominations have been received regarding the above and these are to be RECOMMENDED to the next full council meeting and discussed in camera.

**8. SHEFFORD SAINTS**

A letter from the Insurers of the football pitch situated at the Millenium Green seems to indicate that they do not fully understand the issues surrounding remedial action required in order that football can resume there as swiftly as possible. It is to be explained to them that the works are to be in two separate stages. Firstly and more immediately to get the moles removed and the pitch surface properly restored and secondly the slightly longer project of erecting a mole barrier around the perimeter of the pitch along with other necessary works.

**9. TOWN PLAN COMMUNITY FACILITY**

During the consultation period of the Town Plan, several requests were logged for a Town Notice Board. Suggestions for a suitable site were also made and the Community Facilities Working Group asked if the Town Council would support such an idea. It was thought to be an excellent idea and the preferred sites are to be examined as to their suitability.

**10. 'SANDHOPPER'**

The Council has been made aware that there is a machine manufactured by Pro Earth Developments Ltd that is capable of filling sandbags. This was thought to be an excellent device that could be used at the time of flooding, as it is less labour intensive at such a crucial time. The total purchase price of this machine is £300 and this is to be RECOMMENDED to the next full Council meeting.

It was also thought to be a good idea to fill approximately 100 sandbags to be distributed to residents that are most vulnerable at times of flooding.

**11. ANY OTHER BUSINESS**

Work to start on replacing the external windowsills in the Council Chamber next Monday.

A need for information on 'Starter Units' for accommodation is required.

The meeting closed at 9.55 p.m.

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