

Minutes of the Meeting of the Strategy Committee Held in the Community Office at 8pm on Tuesday 22nd February 2011

Present: Angie Paterson
Tony Williamson
Barry Adby
Ted Backhouse
Ian Hill (from 8.25pm)

Officer: Kristina Tynan

Members of the Public: 1

It was agreed that Angie Paterson chaired the meeting until the arrival of the Vice-Chairman, Ian Hill.

11/11 Apologies for absence
David Tindale, Rhian Woods, Nick Greaves, Roger Beattie, Di Tolan

12/11 Chairman's Remarks
Angie Paterson stated that there were two issues to be taken under AOB, that of Co-option onto Committees and Refuse Collection.

13/11 Minutes of the Strategy Meeting held on 25th January 2011 received by Council 18/2/2011 to be signed as a correct record.

Resolved: That these minutes were a correct record of this meeting and they be signed by Angie Paterson.

14/11 Declaration of Interests
There were none.

15/11 Matters Arising
Insurance Review – It was noted that we are awaiting a response from AON regarding inclusion of a subsidence premium for our insurance. Alternative quotes are being sought for insurance for the renewal date in June 2011.

16/11 Short Discussion Items

Disciplinary/Grievance Procedure – draft was attached to the agenda.

RECOMMENDATION TO COUNCIL: That Council approve the Disciplinary/Grievance Procedure.

Complaints Procedure – draft was attached to agenda.

RECOMMENDATION TO COUNCIL: That Council approve the Complaints Procedure.

Procedure for Annual Parish Meeting 14/4/2011- Ian Hill

Ian Hill reported that the last two years format has worked very well and it is an effective mechanism for local organisations to have their say to the community.

RECOMMENDATION TO COUNCIL: That we keep the same format for the Annual Parish Meeting as last year.

Watlington Distinctiveness/Website – Update by Tony Williamson

TW distributed a paper from the meeting held yesterday 21/2/11 with himself, Simon Jones, Caroline and Ian Lye from the WBA. There were two subjects discussed that of the website and car park.

Website

RECOMMENDATION TO COUNCIL: That regarding the Business Directory part of the Watlington.org website:

- a. WBA to have control of Business Directory part of the website
- b. Site to include a free one-line entry for every business in Watlington
- c. WBA members to be entitled to a 3cm (or 4cm) x 17cm advertisement
- d. There would be no paid for advertisements on the website
- e. WBA to pay the Parish Council £5 per year per WBA member (who pay £30pa in membership fees). WBA's present membership of 33 would provide £165 for the Parish Council. WBA expect that this will enable their membership to increase, bringing further income for the Parish Council.
- f. WBA to pay £100 as a website start-up donation.
- g. WBA (Caroline Lye and assistant) to be responsible for up-dating Businesses on the Website and all website requests from businesses would be referred to them.
- h. WBA is investigating shop sticker and car sticker
- i. WBA and Parish Council to review website arrangements in October 2011

To note the following:

Website budget

- j. Start-up
 - i. £425 for combining and establishing new website; with £100 donation from WBA this figure would be reduced to £325.
 - ii. £200 - staff cost
 - iii. £750 "Publicity tourism budget"
 - iv. *Expected position - £525 cost out of £750 budget*
- k. Future running cost
 - i. £305 yearly cost for server; with 33 members WBA contribution would be £165 reducing server cost to £160 – less with more members
 - ii. £265 staff costs
 - iii. £500 "Publicity tourism budget"
 - iv. Help from Clerk and Tony Williamson, in in-putting info for
 1. Parish Council
 2. Events
 3. Directory – Organisations
 4. Tourist
 - v. *Expected position - £425 cost our of £500 budget.*

Car Park – Hill Road – At the same meeting(21/2/2011) the financial position regarding the car park was discussed. The original arrangement was for the Coop to pay £5000 per year (50%), other Watlington businesses £2,500 (25%) and the Parish Council £2,500 (25%). The cost has now risen to £11,689 for 1011-12, with Coop income still at £5000 and other businesses at £1,350 leaving the Parish Council to pay over £5,000. A number of suggestions were made regarding the car park, namely that the Parish Council be asked to increase proportion of 2 hour parking, that the Parish Council be asked to consider stickers authorising resident parking, that businesses be asked to increase their contributions by up to 100% and that commercial employees be asked to make more use of the Church and Recreation Ground car parks. It was noted that we are very concerned about meeting the costs of the car park, the Business Association are going to speak to their members regarding the issues and that the return of the car park to SODC charging was a possibility.

Resolved: That we ask the Operations Committee to conduct a usage survey of the car park so that we have some real data to look at and the issues above are then considered.

Watlington Speaks – Update by Ian Hill

Ian Hill attended a meeting last month with some of the representatives of Watlington Speaks. They have agreed to produce 2 sides of A4 as a summary document about what has been achieved to date and what still needs to be done. It is hoped that this will be available for our Annual Parish Meeting. It was noted that we now have a page for Watlington Speaks on our website which gives information and the data from the questionnaire.

We will need to now have a local plan document as advised by ORCC. TW reported that Watlington has an incredible range of service, shops and activities. With the new Localism Bill, Local Plans will need to be more robust. The huge effort and work by the members of Watlington Speaks was commended.

Speed Surveys in the Town – Summary data has been received from OCC on the surveys they have conducted in the Town. It is very useful that these surveys have been done in 5 areas of the Town.

Resolved: This will be an Agenda item for the next meeting, Ian Hill will graph up the data and a site plan of the locations and graphs will be sent out with next month's paper.

17/11 Main Topics for Discussion

Five Year Review of Current Arrangements with Sports Club – It was noted that the Pavilion Committee have been through the draft paper, prepared by Ian Hill and they have given their comments. It was noted that this paper is not intended to hinder the Sports Club in any way but to guide how we could make the Pavilion and Sports Field viable. We need to concentrate on things that relate to achieving this viability. The Sports Club must continue to develop the Football Development Plan for the Football Foundation but it is up to the Parish Council to point out to the Sports Club what we need to see in their report. It is hoped that this issue can move forward positively.

Resolved: That this issue is deferred until after the EGM on the 6th March 2011 of the Sports Club.

Review of the Effectiveness of the Internal Audit

Resolved: That a paper on this be given to Full Council Members. The Chairman of Finance and the Clerk to prepare this.

RECOMMENDATION TO COUNCIL:

1. That the Council is satisfied that the internal audit system is effective.
2. That the Council is of the opinion that the current internal controls are adequate. All Accounts for Payments are authorised at each Full Council Meeting and that the Finance Committee are charged with conducting a half yearly view of the accounts at the annual budget meeting normally held in November/December each year.

3. The scope of the annual internal audit is satisfactory, the internal auditor is entirely independent of the Council, and the testing is comprehensive; the internal audit is effective. The Parish Council considers that the internal audit is satisfactory and effective.
4. That Roger Symes is appointed to continue to be our Internal Auditor in 2011/12.

18/11 Correspondence – All Correspondence is attached to the Agenda

Letter 137 – OCC - Review of Subsidised Bus Services – Thames Travel 125 – Ian Hill cannot attend. The Clerk to email Councillors to see if a representative could attend a meeting on the 8th March.

Letter 121, 127 and 135 – A Craddock – Parking in Shirburn Street – letter acknowledged- **It was noted that there is a file in the office with all comments that we have received about this issue.**

Resolved: That we contact Malcolm Bowler and set up a 6 month review meeting of all the traffic changes to which all Councillors will be invited to attend.

Resolved: That we sent a reply to Mr Craddock letting him know that a review meeting will be taking place.

Letter 128 Mr Barber – re Shirburn Street – letter has been acknowledged. Send reply as above to Alan Craddock.

19/11 Items for Future Meetings

Refer to Forward Plan

Items for March 2011

Freedom on Information - Review

20/11 Any Other Business to note – Items to be notified to the Clerk in advance of the meeting.

Co-option onto Committees – This to be an agenda item for Strategy at a meeting in the future. The Clerk to add onto the Forward Plan.

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.35PM