



# MINUTES OF THE POLICY AND RESOURCES COMMITTEE

LG1, SALISBURY GARDENS

9AM

12 AUGUST 2024

Members present:-

Councillors: Steve Cooper (Chair); Ian Bond; Steve Milford; Julie Hutchison

Clerk: Katherine Baldwin

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## MINUTE SUBJECT

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### 23/24 PUBLIC FORUM

There were no members of the public present.

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### 24/24 APOLOGIES FOR ABSENCE

There were no apologies received. It was noted that Cllr Cassie Bailey had resigned from Ventnor Town Council.

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### 25/24 DECLARATIONS OF INTEREST

There were no Declarations of Interest received at this time.

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### 26/24 MINUTES OF THE MEETING HELD ON 16 JULY 2024

The Minutes of the Policy and Resources Committee meeting of 16 July 2024, having been previously circulated to Members were taken as read.

**It was unanimously resolved to:**

Accept the minutes of the Policy and Resources Committee meeting of 16 July 2024.

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### 27/24 PROCUREMENT POLICY

Cllr Steve Cooper noted that Section e) of the Standing Orders that contracts between £5,000 - £25,000 required three tenders. Cllr Copper explained that it is good practice to have three tenders even if the contract is below £5,000. Cllr Cooper suggested that it is fiscally prudent to have three quotations.

The matter of a preferred list of suppliers was raised and Cllr Ian Bond noted that this matter had been raised at the Buildings Maintenance Committee. Cllr Steve Milford suggested advertising locally if a preferred list were to be considered.

It was suggested that three tenders be sought as good practice with a caveat of taking a pragmatic view if three tenders could not be reached for more specialist works.

There was a discussion regarding consultation with the Buildings Maintenance Committee during the development of the Procurement Policy. Cllr Steve Cooper suggested that the members of the Buildings Maintenance Committee be invited to a Policy and Resources Committee for the purposes of consultation. Cllr Ian Bond explained that the Buildings Maintenance Committee should be able to discuss and vote on the proposed Procurement Policy at a Buildings Maintenance Committee meeting. Cllr Steve Cooper explained that the suggestion of inviting members of the Buildings Maintenance Committee to the Policy and Resources Committee would allow more members to be in the room to consult on the proposed document.

**It was unanimously resolved to:**

Develop a Procurement Policy and invite the members of the Buildings Maintenance Committee to a Policy and Resources Committee for the purposes of consultation during the development of this Policy.

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**28/24 FINANCIAL REGULATIONS**

The Town Clerk explained that the change is proposed in order to bring the Financial Regulations in line with the Scheme of Delegations which were agreed at a Town Council meeting earlier in the year. The Scheme of Delegations allows the Clerk to spend up to £1000 and the changes to the Financial Regulations incorporates this amount. Cllr Steve Cooper noted that the maximum amount in other Councils is £500.

**It was unanimously resolved to:**

Recommend the revised Financial Regulations to the Town Council for decision.

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**29/24 EXCLUSION OF PUBLIC AND PRESS**

In view of the confidential nature of the following items:

**It was resolved under the Public Bodies Admissions to Meetings (1960) Act:** to exclude the Public and Press whilst the next items are under discussion as they are of a confidential nature.

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The meeting closed at 10.13 am

SIGNED BY THE CHAIR

DATE

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