



MINUTES OF THE POLICY AND RESOURCES COMMITTEE

LG1, SALISBURY GARDENS

9AM

20 FEBRUARY 2025

Members present:-

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

Councillors not on the Committee: Mark Jefferies; Steph Toogood

Clerk: Katherine Baldwin

MINUTE	SUBJECT	DRAFT
09/25	PUBLIC FORUM There was one member of the public.	
10/25	APOLOGIES FOR ABSENCE There were no apologies for absence.	
11/25	DECLARATIONS OF INTEREST There were no Declarations of Interest received.	
12/25	MINUTES OF THE MEETING HELD ON 16 JANUARY 2025 The Minutes of the Policy and Resources Committee meeting of 16 January 2025, 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 January 2025.	
13/25	PROCUREMENT POLICY It was noted that a more detailed policy would be required in light of the new Procurement Act 2023. Cllr Steve Milford suggested seeking guidance from the Isle of Wight Council and advice from NALC. It was suggested that the financial limits are reviewed and the criteria for tendering including price, time frame, insurance, professional qualifications, awarding a tender, and the standards of those applying as good employers. It was added that green credentials and ethical banking should also be considered. It was noted that this piece of work spans over several committees. It was suggested that the Town Clerk seek feedback from members of the Policy and Resources Committee and Buildings Maintenance Committee before taking the proposed Procurement Policy to Town Council for approval. It was suggested that it would be better to have a new Policy rather than an adapted second-hand policy. IWALC are also looking to provide some training on the new Procurement Act 2023. It was suggested that the Policy also needs to look at company membership and history as well as guarantees and the use of staged payments. It was agreed that: The Town Clerk and VTC Officers would draft a Procurement Policy with members of the Policy and Resources Committee and Buildings Maintenance Committee providing feedback. Thereafter, the final draft would be taken to Town Council for approval.	
14/25	HEALTH AND SAFETY It was noted that the current Health and Safety Policy is being reviewed. Councillor Steve Cooper asked if the Town Clerk could look at DSE and consider whether VTC officer could be trained in fire compliance as part of staff development.	

Councillor John Watkins asked whether a handrail could be installed at the steps leading up to Salisbury Gardens Green as they are slippery in the winter.

15/25 Ducks

It was noted that the RSPB had advised reducing the feed for the ducks and stop feeding them eventually if possible. The RSPB were also advising against feeding at the moment due to the bird flu.

It was noted that the ducks were originally fed twice a day in the morning and late afternoon. This was then reduced to one feed at dusk every day. The ducks are currently fed the minimum amount.

The NFU website had found two cases of bird flu in Devon. It was noted that Mallards have a better tolerance to avian flu and that it is more likely to spread when the birds are in close proximity in large numbers.

It was noted that the current volunteer would be willing to continue for 2-3 days a week and would be willing to organise a group with help. It was noted that it takes a while for the ducks to feed once the food is put on the ground.

It was agreed that:

The ducks should continue to be fed at the current level.

16/25 SECURITY OF THE BEACH HUT LEASED TO VENTNOR TOWN COUNCIL

It was suggested that inappropriate activities had previously taken place in the Beach Hut on Ventnor Esplanade. It was noted that security needs to be tightened up as to how keys are allocated. It was noted that the Beach Hut is to be locked and secure once the staff finish their shifts at 6pm. There will need to be a change of locks if it is not possible to ascertain who has a key to the Beach Hut.

It was agreed that:

The Town Clerk would ascertain the situation with regard to the Beach Hut keys and arrange for the locks to be changed if necessary.

17/25 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.

The meeting closed at 10.18 am

SIGNED BY THE CHAIR

DATE
