

<b>MINUTES OF THE RESOURCES COMMITTEE MEETING HELD ON MONDAY 22 OCTOBER 2007 7.00 PM IN THE RON WHITE ROOM</b>
--

**Present** Cllr John Turkentine (Committee Chairman), with Cllr Chris Dicks, Cllr David Stevenson and Cllr Roy Van Tromp

**Public** None present

1. **APOLOGIES FOR ABSENCE**

Cllr Mrs Janette Potter, Cllr Bob Harman, Cllr Neville Paul

2. **MINUTES OF THE MEETING HELD ON 24 SEPTEMBER 2007 AND ANY MATTERS ARISING**

The Minutes of the Committee meeting were approved and the Chairman signed the Minute Book.

2.1 **Options and Proposals to Optimise Routine Administrative Tasks** Mrs Sheila Brown, Litter Collector has taken on the task of managing the three GPC noticeboards.

3. **TELEPHONE SYSTEM**

The Chairman is discussing the Featureline system with BT. A quarterly charge of £45.00 plus phone calls would be applicable against each telephone line, with the switchboard held remotely at the exchange. There would be no installation costs if GPC took out a 60 month contract, the system is also moveable. **Recommendation : That subject to all requirements being met, GPC proceed with the system plus the purchase of a basic answerphone for the GPC office. To activate the separation from the KHC telephone system as quickly as possible, keeping Trustees informed.**

4. **CREATION OF INTERVIEW ROOM**

Option 3.1 as recorded at the Resources Committee meeting on 24 September 2007 was accepted, and KHC have given their agreement. A builder has been approached to submit a quotation, Cllrs are endeavouring to secure two further quotations. It was further added that there would be a high level fan light to the back wall/front of building to match existing windows, air vent, a mechanical digital entry system, panic button, with laminate flooring. The display rack would be removed from the foyer and refurbished to create pigeon holes for Councillors. It would also be necessary to install a bell for visitors to indicate their arrival to the first floor GPC office.

5. **IT CONTRACTOR**

A quotation is anticipated from a local IT company to include an annual service contract and control of website addresses.

6. **CLERK'S CONTRACT**

Any changes to the Clerk's Contract are given with a three month period of notice on either side. With reference to the Contract under point 3. Job Title, it is proposed that reference to Appendix One is removed. Job Specification, the last paragraph relating to acting as Clerk to the Keene Hall Trustees is removed. Agreement made between the Keene Hall Charity and Galleywood Parish Council dated 16 September 1999 be removed. These changes will not affect the Clerk's terms and conditions of pay. **Recommendation : The**

***aforementioned be approved and a letter sent to the Clerk and KHC. The Clerk continue to offer guidance and advice to KHC, gradually reducing and curtailing completely on 31 March 2009 (these "additional" duties are covered under paragraph 2 of the Clerk's Contract section 3. Job Title).***

**7. JOINT MEETING BETWEEN GPC AND KHC ON FRIDAY 12 OCTOBER 2007**

- **Cost of Accommodation** It was agreed that GPC would pay £2,000 pa for use of meeting rooms as diarised including any ad hoc rooms (space permitting). Rooms would be fully serviced and include the setting up and putting away of tables and chairs by the KHC Caretaker. A further £6,500 pa was agreed as rental for use of the first floor Office, converted Interview Room and use of various areas for storage. The total figure of £8,500 to be paid in advance.
- **Equipment** Along with desking and computers it was agreed that filing cabinets are also given to KHC. Any maintenance of computers to be paid by the relevant group. It will therefore be necessary to re-assess the layout of the first floor Office to accommodate all GPC files. *Action : Clerk to check with insurance company regarding the shared use of the one safe; and archiving old minute books at the ERO.*
- **Consumables** Purchase of items including stamps to be on a 50/50 basis during the first year and then review. Consider putting in a code to monitor photocopying usage.

When considering any grant request from KHC, it is important that KHC demonstrate that they are endeavouring to raise funds and running The Keene Hall 282025 as a business.

**8. DATE OF NEXT MEETING**

Monday 26 November 2007, 7.00 pm in the Ron White Room. Points brought forward for future discussion :

- Use of Capital Resources and possible claw-backs by local Government/Education Authority
- Combine Finance and Resources Committee from January 2008 and elect Chairman.

There being no further business to be transacted,  
the Chairman closed the meeting at 7.55 pm.

*(Minutes taken by Ms J L Head, Clerk to Galleywood Parish Council)*

.....  
(signed Chairman)

.....  
(dated)