

<b>MINUTES OF THE FIRST RESOURCES COMMITTEE MEETING HELD ON MONDAY 23 JULY 2007 7.00 PM IN THE RON WHITE ROOM</b>
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**Present** Cllr John Turkentine (Committee Chairman)  
with Cllr Chris Dicks (Committee Vice Chairman)  
and Cllr Bob Villa

**Public** None present

**1. APOLOGIES FOR ABSENCE**

Cllr Bob Harman (personal commitment), Cllr Neville Paul (personal commitment), and Cllr David Stevenson (ill-health)

**2. ESTABLISH A HUMAN RESOURCES WORKING PARTY TO UNDERTAKE A REVIEW (INCLUDING ESTIMATED HR) AND REPORT AT THE NEXT RESOURCES COMMITTEE**

It was agreed as vital that all Cllrs become involved in the remit of the Resources Committee and two Working Parties need to be established. Considering Councillors' fields of expertise, it was agreed that Cllr John Turkentine, Cllr Bob Villa and Cllr Mrs Janette Potter (with Cllr Chris Dicks as required) form the HR Working Party. This group needs to meet urgently bearing in mind that the Receptionist/Administrative Assistant Mrs Fountain retires in December 2007, and GPC need to decide whether or not a replacement will be required. The most effective way of undertaking administrative duties also needs to be assessed. The remit of HR Working Group will be to consider the following documents and propose future staffing levels :

- 2.1 The current statutory requirements on GPC (paper one attached to Agenda)**
- 2.2 Outline appraisal of projects already committed by GPC (paper two attached to Agenda)**
- 2.3 Identification of significant outstanding GPC actions, recommend their prioritisation and timescale (paper three attached to Agenda)**

**3. ESTABLISH A PHYSICAL RESOURCES WORKING PARTY**

Again, drawing on Councillors' expertise, it was agreed that Cllr Howard Ebdon, Cllr Neville Paul, Cllr David Stevenson and Cllr Roy Van Tromp (with the Chairman and Vice Chairman to become involved as and when necessary) form the Physical Resources Working Party. The remit of this second Working Party will be:

- 3.1 Undertake a review and submission of an interim report at the next Resources Committee meeting on :**
  - 3.1.1 Requirements for fully serviced GPC office accommodation and meeting rooms hire schedule from April 2008** In discussion four proposals came forward (*not in any particular order*) :
    - A.** GPC and KHC remain as they are.
    - B.** GPC leave the Keene Hall building completely and set-up offices at an alternative location.

C. GPC and KHC split with GPC remaining at the Keene Hall and paying for fully-serviced office and meeting room accommodation.

D. GPC and KHC to merge with KHC to run as a viable business, and administrative costs be divided between the two "organisations", ie two businesses with common administrative staff.

With regard to a hire schedule, it was proposed that all GPC evening meetings take place on a Monday in the Lodge Room.

**3.1.2 Required GPC and The Keene Hall IT and communication resources for 2007/08 and estimates for 2008/09** GPC 2008/09 budget discussions will commence in September it is vital that costings for the project are available at this point.

**4. REVIEW OF CURRENT GPC BUDGET, FORECAST AND REPORTING FORMAT, IN ADVANCE OF THE FINANCE COMMITTEE MEETING ON 20 SEPTEMBER 2007**

It was agreed that Cllr Chris Dicks and Cllr Bob Harman work together to prepare a report. The Chairman has started working on a revised reporting format and will forward a copy to Cllr Chris Dicks and Cllr Bob Harman.

**5. ESTABLISH KHT/GPC JOINT WORKING PARTY TO DISCUSS COMMITTEE PROPOSALS**

Cllr John Turkentine, Cllr Bob Villa, Cllr Neville Paul and Trustees David Cook and David Stacy are to meet on Tuesday 24 July 2007. The content of this first Resources Committee meeting will be conveyed to The Keene Hall Trustees and the Clerk will hold a Staff Meeting.

**6. MEETINGS TIMETABLE**

Monday 20 August	7.00 pm	Lodge Room
Monday 24 September	7.00 pm	Ron White Room
Monday 22 October	7.00 pm	Lodge Room
Monday 26 November	7.00 pm	Ron White Room
Monday 17 December	7.00 pm	Lodge Room

Cllrs stressed that reports from Working Parties **must** be presented to the Resources Committee meeting on 20 August, with a recommendation to be taken to the Council meeting on 3 September 2007.

There being no further business to be transacted, the Chairman closed the meeting at 8.20 pm.

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

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(signed Chairman)

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(dated)