**HALEWOOD TOWN COUNCIL**

Minutes of the Meeting of the Policy & Finance Committee held on Tuesday 6th July 2021 (7.00pm) at The Arncliffe Centre

**PRESENT**

 Cllr B Swann (Chair)

 Cllr B Dunn Cllr T Lucock

 Cllr K Dalton Cllr D Samuels

 Cllr Y Graves Cllr F Martin

 Cllr A Hesford

**In attendance:**

G Allen - Town Manager

K. Newton – Business & Finance Officer

**1. Apologies**

Cllr C Rose

Cllr S Harvey

**2. Declarations of Interest**

None.

**3. Previous Minutes**

There were no previous minutes for approval at this evening’s meeting.

**4. Finance Report**

Councillors considered the report of the Town Manager which provided a budget monitoring update to the end of June 2021. The report covered spending to date, a forecast to March 2022, bank statements and an overview of Special Reserves.

It was **moved by Cllr. Y Graves** and **seconded by Cllr. K Dalton**

**RESOLVED:**

1. That the report be noted and,
2. That the budgeting monitoring is approved subject to a number of improvements in quality/accuracy noted in the discussions.
3. That the next budget monitoring reports take account of the need for improvements in quality and accuracy.

**5. Town Council Payments (1st April to 30th June 2021)**

Councillors considered the report of the Town Manager which provided an update on Town Council payments in recent months. Councillors queried several specific payments with the Town Manager and the Business & Finance Officer who provided explanations for each item.

It was **moved by Cllr. Y Graves** and **seconded by Cllr. A Hesford**

**RESOLVED:**

1. That the report be noted and,
2. That the Town Council payments listed are approved.

**6. Flag Flying Protocol and Policy**

Councillors considered the report of the Town Manager which provided a draft policy determining the key dates and procedures in place for the flying of the national flag at The Arncliffe Centre. The report also highlighted the protocols for staff to follow with regard to flying the flag at half-mast.

The report generated a range of discussion from Councillors including the merits of flying other flags on dates/events or significance like the Rainbow Flag for ‘Pride Day’. After some debate it was proposed to revisit the policy in 6 months’ time to assess whether the policy should be amended to reflect this proposal. In closing the debate, the Chair, **Cllr Bob Swann,** did note the policy and protocol was to a high standard and will be very useful for Halewood Town Council.

It was **moved by Cllr. Y Grave** and **seconded by Cllr. D. Samuels**

**RESOLVED:**

1. That the report be noted and,
2. That the Flag Flying Policy and Protocol is approved subject to one minor clarification noted by Councillors.
3. That Councillors will advise the Town Manager on revisiting the policy in 6 months’ time (or longer) if changes to the policy are required.

**7. Festive Lighting Tender**

Councillors considered the report of the Town Manager which outlined the tendering process undertaken to procure new arrangements for ‘Festive Lighting’ in the township for 2021 onwards.

Councillors had received the documentation for three organisations who had submitted expressions of interest for the Festive Lighting contract, with each organisation providing insight into how they would improve lighting, make provision for a Christmas Tree and other additional ‘add-ons’.

After further comments and suggestions by Councillors the discussion moved to a resolution.

It was **moved by Cllr. Y Graves** and **seconded by Cllr. K Dalton**

**RESOLVED:**

1. That the report be noted and,
2. That the Town Manager’s recommendation to invite two companies (Blanchere and Field & Lawn) to a further interview/discussion is approved.

**8. Review of the Council’s Standing Orders**

Councillors considered the report of the Town Manager which outlined proposals to review the council’s current Standing Orders, with a view to implementation at the next Annual Meeting of the Council in May 2022.

After some debate, it was agreed to pursue the review of the Standing Orders, but via a process of review by Sue Edwardson with Cllrs Swann and Dalton. They will review the current document in three sections and, following each of these mini-exercises, bring each of these sections back to the remaining ‘Policy & Finance Committee’ meetings of the current Municipal Year. This will enable all Councillors to agree or otherwise to proposed changes or deletions to the Standing Orders. On completion, the revised Standing Orders would subsequently be presented for final approval at the council’s Annual Meeting in May 2022.

It was **moved by Cllr. K. Dalton** and **seconded by Cllr. B Dunn**

**RESOLVED:**

1. That the report be noted and,
2. The proposal to review the Standing Orders is approved.
3. The review will be led by Democratic Services and Administration Officer, Sue Edwardson with the participation of Cllr Swann and Cllr Dalton. Each section of the review to be subsequently tabled at the ‘Policy and Finance Committee’ meetings scheduled for October 2021, January 2002 and March 2022.

**EXEMPT ITEMS**

*That under Section 100(A) of the Local Government Act 1972, the public be excluded for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 1 of part 1 of Schedule 12A to the Act.*

**9. Arncliffe Centre Refurbishment**

The Town Manager provided a verbal update to Councillors following an informal meeting held last Thursday to discuss the refurbishment of The Arncliffe Centre. At this meeting, Councillors had endorsed the proposal to continue exploring options for a more involved refurbishment of the centre with its appointed architects, ‘Harrison-Stringfellow’.

Meeting closed at 8.09 pm

Signed ………………………. Date…………………….