**Minutes of Knaresborough Town Council’s Office Services Committee,**

**held at Knaresborough House, Knaresborough on**

**Monday 24 June 2019**

**PRESENT: Chair:** Councillor D Goode

 **Councillors**: M Clemmitt, T Hunter, P Ireland,

 S Mearns, A Willoughby, M Wood

and A Wright

**Staff Present:** The Clerk and Deputy Clerk

**Late Arrivals:**  None **Early Departures:** None

**OSC 19/26 ITEM 1 - To receive** Apologies for inability to attend the meeting

None for this meeting

**OSC 19/27 ITEM 2 – Councillors’** Disclosure of an Interest

None for this meeting

**OSC 18/28 ITEM 3 – KTC Public Speaking Session** - none

**OSC 18/29 ITEM 4 - To consider**, and if thought fit, **approve** as a correct record, **the Minutes** of the **Office Services** Meetings held on**:**

**4.1** Monday 19 November 2018

**RESOLVED:** That the minutes of the Office Services Committee Meeting, held on Monday 19 November 2018, be approved as a correct record and signed by the Chair.

**4.2**Monday 10 December 2018

**RESOLVED:** That the minutes of the Office Services Committee Meeting, held on Monday 10 December 2018, be approved as a correct record and signed by the Chair.

**OSC 19/30 ITEM 5 - To review the following documents and make Recommendations to Council**

**a)** Internet Banking Policy

The Clerk explained to members that the original policy had been written prior to the office implementing Internet Banking and the revised policy reflected the benefit of user experience.

**RECOMMENDATION:** That council adopts the Internet Banking Policy, as attached to these minutes; policy to be reviewed in 12 months.

**b)** Complaints Procedure

This policy was adopted in 2016 and members agreed that the layout and wording required some amendment. Councillor Samantha Mearns offered to look at this and bring back to OSC/Council for consideration.

**RESOLVED:** This policy to be re-considered following amendment/update by Councillor Mearns.

**c)** Scheme of Delegation Policy

Members discussed this policy and made one or two minor amendments. There was discussion regarding point 8 to add the wording ‘in consultation with the Chair of Office Services’. Members voted not to recommend this wording at present. Councillor Wright asked that his vote against this be recorded.

**RECOMMENDATION:** That council adopts the Functions Delegated by the Council to the Town Clerk Policy, as attached to these minutes.

**d)** Opportunity to Speak Policy

Councillor A Willoughby had previously volunteered to work on this Policy and presented two alternatives for the meeting to consider. Members agreed that KTC’s public speaking sessions, currently 3a and 3b as presented on Agendas, could be combined into one session but that priority would be given to members of the public wishing to speak on items contained on the Agenda rather than those wishing to speak under an open forum. Representations made in support of, or in opposition to planning applications would only be heard when relating to items on the current Agenda. The policy when adopted will relate to committee meetings as well as full council meetings.

**RECOMMENDATION:** That council adopts the Opportunity to Speak Policy as attached to these minutes.

Members generally felt that with the exception of one or two specified policies, for example Internet Banking, review dates should be after four years.

**6. ITEM 6 - To consider** a policy and revised application form for awarding town

 council grant funding

Members discussed points to be included in a revision of town council’s policy for awarding a council grant and format of a revised application form. The clerk had provided samples of policies from other town councils which members found both informative and helpful.

**RESOLVED**: That applications for grant funding would be received four times per year - dates to be set - and that the office will put together a new policy document and application form based on the discussions at the meeting. Revised document/s to be circulated to OSC members.

**7. ITEM 7 - Civic Regalia**

**b) To consider** purchase of past mayoral badges based on pricing from Fattorini

**RECOMMENDATION:** That town council orders five past mayors badges at a cost of £347.23 each.

**a) To consider** action plan to implement update/renewal of Mayoral chain based on pricing from Fattorini.

A quotation from Fattorini was circulated at the meeting detailing the cost of adding 15 new links to the mayoral chain to accommodate the names of five past mayors whose names are not currently included and space for 25 mayoral names going forward.

**RECOMMENDATION:** That town council accepts the quotation from Fattorini of £1996.94 + VAT and carriage to add an additional sterling silver rear inner chain as detailed in their quotation of 21 June.

*At the same time, the Clerk to obtain quotations for refurbishment of the mayoral chains.*

**8. ITEM 8 - To consider** implementing replacement/upgrade of town council

 computers, as per the advice of the ICT Services provider

For the benefit of those members new to the committee, the clerk explained that the replacement/upgrade of the town council computers was the end of a project which had begun some two years ago and which had seen implementation of the .gov.uk email addresses as part of GDPR, the purchase of a lap top and some improved general IT security. She explained that the computers in the office are now approaching the end of their lives, and two of them have Windows programmes which will not be supported from January 2020.

**RESOLVED:** That purchase of new computer equipment for the office is implemented as per Recommendations from SPA ICT as contained in their detailed report of May 2018 and which was budgeted for in council’s 2019/2020 budget.

**9. ITEM 9 - To consider** disposal/re-allocation of walk leaflets

The Clerk explained to members that the office is currently holding circa 6000 Walkers are Welcome leaflets in the office. These were purchased several years ago and historically HBC used to purchase a small amount for re-sale in their Knaresborough tourist information centre. This has not been the case for three years and the Clerk asked for guidance on what to do with the leaflets going forward. Members discussed this and agreed to try and distribute the leaflets on a Free of Charge basis to key points in the town, for example the tourist information centre, the castle museum, hotels/pubs which have racks of leaflets advertising local attractions. It was also mentioned that Renaissance Knaresborough may be interested in using them as part of the festival which they are organising in September. The Clerk to contact the organisers of the festival to arrange collection etc.

  **Meeting Closed at 9.05 pm**

**Signed by the Chair (Councillor D Goode):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**