

MINUTES OF THE **MEETING** OF THE **POLICY & RESOURCES COMMITTEE** HELD ON **WEDNESDAY 4<sup>th</sup> SEPTEMBER 2024** AT 7.00 P.M. AT NEWTON'S PLACE, WOLBOROUGH STREET, NEWTON ABBOT

**PRESENT:** Councillor A Hall (Mayor) Presiding

Councillors	B Bailey	A Gibbs
	P Bullivant	C Parker
	L Cooke	M Ryan
	C Davieson	

In attendance: Phil Rowe – Town Clerk  
Linda McGuirk – Principal Administrator

In the absence of the Committee Chairperson and Vice Chairperson, the Mayor Councillor A Hall officially opened the meeting and invited nominations to Chair the meeting. Accordingly, it was **RESOLVED** that Councillor A Hall would Chair the meeting.

173. **APOLOGIES FOR ABSENCE**

Valid reasons for absence were received from Councillors D Corney-Walker (Chairperson) M Joyce and L Wood (Vice Chairperson). Members agreed to accept the reasons for absence.

Apologies were also received on behalf of Sam Scott – Deputy Town Clerk & RFO, Nigel Canham – Communications Advisor and Sally Henley – Town Development Manager.

174. **INTERESTS**

None declared.

175. **MINUTES**

The Minutes of the Meeting of the Policy and Resources Committee held on 19<sup>th</sup> June 2024 were received and signed as a correct record.

176. **PUBLIC PARTICIPATION**

There were no members of the public present.

177. **REPRESENTATIVES ON OUTSIDE BODIES**

The Chairperson invited members that are representatives on outside bodies to report on meetings they had attended.

Councillor C Parker had attended a meeting of the Citizens Advice Bureau (CAB) in July and reported that the CAB was celebrating its 85<sup>th</sup> anniversary. The organisation, which is currently advertising for volunteers, has seen a continual increase in the demand for its services. A high number of enquiries relate to tax credits, housing problems and benefits.

Chair initials.....

Councillor A Hall advised he had attended a meeting of Newton Abbot CIC. He reported there were approximately 35,000 visitors and users of the Centre annually. There are ongoing issues regarding the lease and rent of the Buckland Centre.

178. **POLICIES**

The Chairperson introduced the policy documents, previously circulated.

a) Drone Policy

The Town Clerk advised additional information relating to insurance should be included in the policy. It was agreed to include a requirement for a minimum of £10M third party liability insurance. The insurance must comply with EC 785/2004, which sets minimum insurance requirements for aircraft operators and carriers.

b) Bee Keeping Policy and Agreement

The Principal Administrator tabled suggested amendments received from Councillor D Corney-Walker. Members considered the points and agreed to delegate authority to the Town Clerk to make the amendments and circulate to Members for information.

c) Premises Use Policy

The Town Clerk advised the Premises Use Policy has undergone a full and extensive review which included changes to the charging structure following a request from the Auditor to remove ambiguity around free use of the meeting rooms.

Following a review of the policy documents among Members, it was:

**RESOLVED** that the policies in relation to the:

- Drone Policy
- Bee Keeping Policy and Agreement
- Premises Use Policy

be hereby, approved and adopted subject to the agreed amendments.

179. **ACCOUNTS INCOME & EXPENDITURE**

The Committee received the overview of Income and Expenditure statements for the Policy and Resources Committee for the Period 1<sup>st</sup> April 2024 – 31<sup>st</sup> July 2024. Accordingly, it was:

**RESOLVED** that the Income and Expenditure Statements for the Policy and Resources Committee for the Period 1<sup>st</sup> April 2023 to 31<sup>st</sup> July 2024 be hereby approved.

Chair initials.....

180. **LATE CORRESPONDENCE**

None.

181. **DATE OF NEXT MEETING**

The next meeting would be held on Wednesday 23<sup>rd</sup> October 2024.

182. **EXCLUSION OF THE PUBLIC AND PRESS**

Due to the sensitive nature of the business to be transacted, it was:

**RESOLVED** that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

183. **POLICY**

Following updated guidance received from the National Association of Civic Officers (NACO), members reviewed the updated policy for a Ceremonial Response to Death, previously referred to as 'Marking the Death of a Senior National Figure'.

Accordingly, it was:

**RESOLVED** that the policy in relation to a Ceremonial Response to Death be adopted subject to retaining the original title 'Protocol for Marking the Death of a Senior National Figure'.

Meeting closed at  
7:25 pm

Chairperson.....Date.....

Chair initials.....