



MINUTES OF THE POLICY AND RESOURCES COMMITTEE

VTC2, SALISBURY GARDENS

9AM

11 JUNE 2024

Members present:-

Councillors: Steve Cooper (Chair); Ian Bond; Steve Milford

Clerk: Katherine Baldwin

MINUTE SUBJECT

1/24 PUBLIC FORUM

There were no members of the public present.

2/24 APOLOGIES FOR ABSENCE

Apologies for absence received from Councillors Cassie Bailey and Julie Hutchison.

3/24 DECLARATIONS OF INTEREST

There were no Declarations of Interest received at this time.

4/24 COMMUNICATIONS GOING FORWARD (NEWSLETTER)

The Chair noted that the newsletter is only one form of communication. The previous clerk released a newsletter weekly although it was noted that it has been less frequent in the past.

The Town Clerk indicated that the first newsletter would be issued in early July.

Cllr Bond explained that the newsletter had previously been distributed to a mailing list and as an insert in The Chronicle. The Chair explained that the newsletter has also been included in the IWALC newsletter. However, this had not happened after the departure of the previous Town Clerk. This could now be resumed with the current Town Clerk.

Cllr Bond informed the Committee that the previous Town Clerk had a Twitter account, now X. It was suggested that VTC needs a social media channel, as it is a valid form of communication, and Facebook may be the best channel. This would be controlled by the Town Clerk.

Cllr Bond suggested that the Ventnor Town Council website is not being used to its full capabilities. It was also suggested that the Town is missing a tourist website. The Chair informed the Committee that there is a website which lists the businesses in Ventnor under the name Ventnor Local. There was a question as to whether this website could be linked to the Ventnor Town Council website. The Town Clerk would investigate this matter.

It was agreed that the Town Clerk would produce a bi-monthly newsletter which would be distributed after Town Council meetings.

5/24 HEALTH AND SAFETY (RESPONSIBILITY AND ACCOUNTABILITY)

The Chair explained that there needs to be a person who is responsible for Health and Safety and a person who is accountable. In this case, the Town Clerk is the responsible person and the Councillors are accountable. This information needs to be on the website. Cllr Bond suggested that other Officers may do some of the work associated with Health and Safety.

6/24 TRAINING

The Chair noted that training may be needed for new staff on risk assessment. The costs of recommended courses which include GDPR and Bullying and Harassment are £25 per head with the Equality course provided by IWC being over £1000 for half a day. The Chair explained that that IWALC advised that they would recommend the IWC Equality training. The Chair explained

that every member of staff and councillor has signed up to the NALC values and new staff would be asked to sign the pledge.

Cllr Bond highlighted the budgetary constraints and suggested that a budget needs to be allocated to each committee.

Cllr Bond asked the Town Clerk about CiLCA Training. The Clerk confirmed that she was not CiLCA trained but would be embarking on the training as soon as practicably possible in accordance with the rules of enrolment set out by the SLCC. It was noted that the Council would not qualify for GPC in 2025 as the Town Clerk would not be CiLCA qualified by that point.

7/24 **EXCLUSION OF PUBLIC AND PRESS**

In view of the confidential nature of the following items:

It was resolved under the Public Bodies Admissions to Meetings (1960) Act: to exclude the Public and Press whilst the next items are under discussion as they are of a confidential nature.

The meeting closed at 10.26 am

SIGNED BY THE CHAIR

DATE
