

MINUTES OF THE POLICY & RESOURCES DEVELOPMENT
COMMITTEE MEETING HELD ON TUESDAY 9TH FEBRUARY 2016

PRESENT: Cllr. Goodchild (in the Chair), Cllrs. Bunyan, Holmes, Rook, Swann and Veitch.

APOLOGIES: Cllr. Clifford. The Clerk informed Members that she had received an update from Cllr Clifford's wife, Linda, who was pleased to report that the cause of his recent poor health had been identified and it was hoped his journey back to full health could now begin.

Declaration of Interests, Dispensations, Predetermination or Lobbying:

Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda. Members are reminded that changes to the Register of Interests should be notified to the Clerk.

77/15: Standing Orders & Financial Regulations:

The Chairman reported that due to recent changes in legislation our Financial Regulations required some minor amendments. The Clerk tabled a revised document she had prepared taking into account the changes, a copy of which is filed with these Minutes. After discussion, Cllr Swann proposed that the Committee recommends adoption of the new regulations, this was seconded by Cllr. Rook and agreed.

78/15: Internal finance check:

Cllr. Swann confirmed that he had carried out the internal check of the accounts for January and everything was in order.

79/15: Authorisation of payments made after the January meeting:

A list of payments made after the January meeting, is filed with these minutes.

80/15: Cheques for payment:

Cheques for February were signed for payment as per the list filed with these minutes. It was proposed by Cllr. Goodchild, seconded by Cllr. Swann and agreed to authorise payment of the cheques as presented.

These included:

Policy and Resources	10,378.21
Burial and Properties	1,809.09
Environmental Management	1,013.34
Planning and Preservation	<u>2,397.00</u>
Total	<u>£15,597.64</u>

81/15: Promotion of Parish Council:

Members discussed various methods of promoting the Parish Council and its links with the community. The Clerk stated that she had received a request from St Dunstan's PCC to use four bays within Jockey Lane Car Park for their contractors whilst further repairs are carried out on the Church Tower. Cllr. Swann declared an interest in that he is a member of the Friends of St. Dunstan's. The Clerk confirmed that a copy of the contractors insurance had been received. Members agreed that in assisting with the project in this way it was an effective way of promoting the Parish Council. Cllr Goodchild proposed that the top four bays be reserved for the contractors for an initial period of six months, this was seconded by Cllr. Holmes and agreed. Members also agreed that should the period the bays were required exceed six months then we would need a further application.

Cllr. Rook suggested that we could do so much more in terms of promotion by using Facebook and Twitter. Cllr. Holmes was concerned that it could encourage debate by social media before councillors had the opportunity to discuss an issue in the correct forum. Members agreed it could prove useful when fundraising for the Community Centre. The Clerks agreed to investigate the use of social media within other parish councils and report their findings to the Committee.

The Clerk stated that she had received recent correspondence from Ilkley historian Frazer Irwin regarding the unveiling of a brass plaque which recognises Cranbrook's part in the creation of the popular Yorkshire Anthem "On Ilkey Moor Baht'tat". The words of the song had been set to the tune of a hymn composed by Cranbrook resident Thomas Clarke. Discussions had been ongoing for several years between the Parish Council and some interested Yorkshire residents regarding celebrating the link. The plaque is due to be placed at White Wells Bath House on 13th May, contributions towards the cost of the plaque would be gratefully accepted. Cllr Rook offered to attend the event at his own expense. Members agreed that it was a wonderful opportunity to promote the Parish Council and to encourage a strong relationship with another town. Cllr Holmes proposed that £100 from the budget for tourism be offered as a contribution, this was seconded by Cllr. Veitch and agreed.

82/15: Grant Applications:

An application had been received from St. Dunstan's Church for funding in the sum of £500 towards the successful Messy Church project. Cllr. Swann also declared an interest in this item and took no further part in the discussion or voting. The funding was to help with purchasing craft materials and equipment. Cllr. Bunyan proposed that the sum of £500 be awarded. This was seconded by Cllr. Goodchild and agreed.

83/15: Quality & Foundation Status:

The Clerk was pleased to report that she had received notification that the Regional Accreditation Panel were of the unanimous opinion that our application for the Quality Award met all the criteria and was therefore successful. They had been particularly impressed with our website, the Action Plans, Councillors Cards and the Committees Terms of Reference. There were a few minor suggestions for improvement which included reviewing staff contracts to reflect the latest position on work place pensions and auto enrolment. They also wanted to encourage all councillors to undertake training and for the Training Schedule to record both internal and external training to reflect this. Cllr. Veitch suggested that the Clerk contact our Management Consultant with a view to updating the staff contracts. NALC had provided us with templates for a press release and letters to MP Helen Grant and William Benson promoting the achievement.

Whilst discussing our success, Cllr. Bunyan referred to the awards to be given out by CCAAC to residents that have carried out exceptional work to buildings within the Conservation Area. Unfortunately Mark Stephenson had been unsuccessful in obtaining funds from the Borough Council towards wine and nibbles at the presentation event and she had been asked to approach the Parish Council to see if they could provide funding. The Clerk advised it was inappropriate to use precept monies in this way however the Chairman has an allowance and if she so chooses she can allocate some of those funds.

84/15: Items for Information:

Cllr. Goodchild reported that the Headmistress from Cranbrook Primary School – Alison Hatch would be moving on in April, she had informed parents that unfortunately the long daily commute was proving too arduous.

Cllr. Holmes queried the position with regard to the Neighbourhood Plan Committee and if their activities are covered by the Council's Liability Insurance. The Clerk would confirm this with our insurance broker.

In response to Cllr. Holmes, the Clerk confirmed that we had not received any information from the Gas Board as to when the works would be resumed.

Cllr. Holmes informed Members that dates for the Literature Festival had been confirmed as 30th September and 1st October 2016.