

MINUTES OF THE POLICY & RESOURCES DEVELOPMENT
COMMITTEE MEETING HELD ON TUESDAY 12TH JANUARY 2016

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

APOLOGIES: Cllrs. Clifford and Rook.

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.

69/15: Internal finance check:

Cllr. Swann confirmed that he had carried out the internal check of the accounts for December and everything was in order. Cllr. Goodchild confirmed that until further notice Cllr. Swann agreed to continue overall responsibility for the finances of the Council and the internal check of figures, whilst he remained happy to Chair the Committee and write any necessary reports or articles for the newsletter.

70/15: Audit:

The Clerk read out an email from KALC which explained a change in the procurement process for external audits which arose from the Local Audit and Accountability Act 2014. NALC, SLCC and the Association of Drainage Authorities have formed a Sector Led Body which will take on the responsibility of procuring audit services and the management of audit contracts for Parish and Town Councils with an income of less than £6.5m for a period of five years, unless we choose to opt out. Cllr. Veitch proposed that we should participate in the scheme, this was seconded by Cllr. Swann and agreed.

71/15: Authorisation of payments made after the December meeting:

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

72/15: Cheques for payment:

Cheques for January 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	8,602.18
Burial and Properties	5,878.23
Environmental Management	<u>4,322.00</u>
Total	<u>£18,802.41</u>

73/15: Promotion of Parish Council:

The Clerk tabled an email from Tim Green of Dewar Green Ltd, our website designer, regarding a review of the content of text on the website. He had asked an expert to look at this on our behalf. They had spent some time looking at it and although there is a trend these days for short punchy writing on sites they felt that ours was a special case, as visitors to the site are interested in the history and detail of Cranbrook life and business. They concluded that the text is well written and informative and would not benefit from being reduced. The Clerk reported that she had received several compliments on the new website. In response to Cllr. Holmes, Cllr. Veitch confirmed that the 'Chairman's Blog' had been replaced with a 'Business Directory' on the home page. Cllr. Holmes mentioned grant support for rural businesses through the 'West Kent Leader' initiative and asked that a link for information be added to our website, and to be sent around via "Be In The Know", which the Clerks confirmed had 309 current subscribers.

74/15: Grant Applications:

The Clerk informed the Committee that no applications had been received.

75/15: Quality & Foundation Status:

The Clerk informed the Committee that the applications for both the Foundation and Quality Status had been submitted before Christmas and that we are awaiting news from the accreditation panel. She confirmed that if we are successful that we will remain the only parish in the Borough to have gained Quality Status. The Committee thanked the Clerks for all their hard work in getting the evidence submitted by the deadline and undertaking the large amount of extra work involved in the application.

76/15: Items for Information:

The Clerk informed Members that she had received an email from Corinne Brown – Buss Murton Solicitors, acting on our behalf in relation to the transfer of a small piece of the Jubilee Field to St. Georges Institute. She was still awaiting a response from the Solicitors acting on behalf of St. George's and suggested that we contact the Institute direct to see if they can assist in prompting a response.