

MINUTES OF THE POLICY & RESOURCES DEVELOPMENT COMMITTEE
MEETING HELD ON TUESDAY 6TH SEPTEMBER 2016

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

APOLOGIES: Cllr. Clifford.

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.

25/16: Internal Finance Check:

Cllr. Swann confirmed that the internal finance check had been completed and everything was in order.

26/16: Authorisation of payments made after the August meeting:

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

27/16: Cheques for Payment:

Cheques for September were signed for payment as per the list filed with these minutes. Cllr. Veitch confirmed to Cllr. Swann that the payments to Wellers Law Group were as expected. 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	£13,037.69
Burial and Properties	£ 1,647.89
Environmental Management	<u>£ 100.68</u>
Total	£14,786.26

28/16: Staffing

The Clerks reported that they had both used a percentage of the extra time accrued during the last month and that no overtime had been claimed this month. In response to Cllr. Holmes, the Clerks confirmed that when taking flexi time, the current workload is always considered.

29/16: Grant Applications:

- a) An application had been received from Cranbrook Apple Fayre requesting £450 to assist with live music and the classic car display at the event. Cllr. Holmes proposed the grant be awarded, subject to being mentioned in any promotional material yet to be published, this was seconded by Cllr Rook and agreed. Members agreed that it should suggested that the organisation approach us for funding at the initial planning stages. It was also noted that we were looking forward to receiving a copy of the 2015 accounts.

- b) An application had been received from the newly formed Cranbrook Community First Responders requesting £1,000 to purchase additional equipment. They are trained and fully supported by South East Coast ambulance trust (SECamb) and can respond to incidents such as cardiac arrests, choking and other medical conditions deemed as life threatening by the call taker. The Clerk read a letter that had accompanied the application explaining their aspirations. Cllr. Rook proposed the full amount be pledged, with the cheque being issued on confirmation that the group had opened a bank account, this was seconded by Cllr. Holmes and agreed.
- c) A request for funding had been received from Tunbridge Wells & District Citizens Advice. Members agreed that they provided a valuable service to the community. Cllr. Swann proposed that a grant of £1,750 be awarded, this was seconded by Cllr. Veitch and agreed. It was also suggested that a request be made that the funds be ring-fenced for Cranbrook & Sissinghurst if possible.

30/16: Promotion of Parish Council:

Cllr. Clifford had asked Cllr. Warne to present his idea of an informal entertainment evening. The format that had been suggested could include inviting local groups and organisations to take part giving them a platform to explain what they are about and their aspirations. It could be used as a vehicle to explain and reiterate the responsibilities of the Parish Council. Members agreed that the promotion group should be encouraged to investigate this idea further.

Cllr. Holmes gave an update on where they were in relation to producing a new glossy magazine as a replacement for the current newsletter. They were looking at the frequency of issue, suggesting a bi-monthly edition. They were hopeful that the publication could support itself financially through the medium of advertising eventually, although there would be initial setting up costs involved. Cllr. Holmes asked if this could be considered when allocating budget funds next year. They were in the process of looking for volunteers in the community that may have had previous career experience in publishing and would be interested in helping with the project. Cllr. Rook expressed some reservations that sufficient revenue could be raised from advertising to cover the publication costs. There were also distribution issues that would need to be overcome. The Clerk reminded Members that the current newsletter complies with Quality Status criteria and that any replacement would also need to comply if our status was to be retained.

Cllr. Holmes reminded the Committee that Cllr. Clifford's initial paper included comments regarding human resources within the Council. He believed that a review of staffing needs over the next 5 – 6 years was very urgent and suggested that job descriptions need to be reviewed. The Clerk reminded Members that the role of the Clerk needed to adhere to the model codes published by NALC. Cllr. Veitch stated that she was aware of informal discussions taking place at TWBC and KCC on levels of devolution, and she felt that during the next 5 – 10 years that it was quite likely that we would be given additional responsibilities, this would need to be considered when discussing future staffing levels.

Cllr. Holmes advised the Committee that the results of the annual allotment competition had been forwarded to the office. Traditionally the trophies were presented at the October Full Council Meeting. He had noticed that in recent years many of the winners did not attend the presentation, he felt that this may be due to some people feeling daunted by the atmosphere of a formal meeting.

Members discussed various alternatives, it was proposed by Cllr. Holmes, seconded by Cllr. Bunyan that subject to agreement by Linda Page, the awards be presented at the Cranbrook in Bloom Presentation Evening by Cllr. Veitch.

31/16: Items for Information:

No items were raised.