

MINUTES OF THE POLICY & RESOURCES DEVELOPMENT COMMITTEE MEETING
HELD ON TUESDAY 12TH SEPTEMBER 2017

PRESENT: Cllr. Goodchild (in the Chair), Cllrs. Bunyan, Fairweather, Fletcher and Veitch.

APOLOGIES: Cllrs. Clifford, Swann and Warne.

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.

34/17: Internal Finance Check:

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

35/17: Authorisation of payment made after the August meeting:

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

36/17: Cheques presented for payment:

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

These included:

Policy and Resources	£18,890.99
Burial and Properties	£ 6,150.50
Environmental Management	<u>£ 747.42</u>
Total	£25,788.91

37/17: Banking arrangements:

The Clerk confirmed that the new signatories for the Lloyds account had been accepted and confirmed by the bank. Work to investigate the most suitable accounts to open for the Allotment, Treasury and Money Market funds is ongoing by Cllr. Swann and the Clerk.

38/17: Community Emergency Planning:

This had been a topic raised at a recent Parish Chairman's meeting. Members discussed the necessity of creating a plan. Concerns of duplication were raised, as plans already exist at county and borough level as well as within the emergency services. A template for a plan is available from the Kent Resilience Forum. Cllrs. Veitch and Fletcher took copies to evaluate how much would be involved in creating a plan. Members did agree that a register of willing volunteers that could be called upon in the event of an emergency could be very useful. KCC were also running a consultation on their Local Flood Risk Management Strategy 2017-2023, which Cllr. Veitch agree she would look through and report back to the next Environmental Management Committee meeting, scheduled for 19th September.

39/17: Responsibilities as sole trustees of Charitable Trusts:

The Clerk and the Chairman had been looking into the current practices of the Parish Council in regard to being the Sole Trustees of the Tomlin Murton Playing Fields Trust, the War Memorial Trust and the Jubilee Field Trust. In order to ensure that we are following best practice, Members agreed to seek legal advice from the expert at Buss Murton. It was suggested that the A.G.M's for all the charities could be incorporated into the Annual Meeting of the Parish Council in May, thus ensuring as sole trustees, all Members would have sight of the Charities financial accounts to approve.

The Clerk advised that the insurance renewal for Angley Cottage had been received. It was the responsibility of the Parish Council to ensure that the sums insured were sufficient. With this in mind, Members agreed expenditure of £375 +VAT to obtain an insurance reinstatement valuation from Bracketts of Tunbridge Wells. This would be paid for from T.M.P.F.T funds.

40/17: Staffing:

The Committee were advised of the hours in lieu that both Clerks had accumulated.

41/17: Contracts:

The contract for Coffee Shop Media had been amended as agreed at the previous Policy and Resources meeting. We are awaiting confirmation that it is now acceptable to CSM and for copies to be signed.

The Parish Warden's contract is still in the process of being amended, it is hoped a draft copy will be ready for Members to consider soon.

42/17: Grant applications:

No applications had been received.

43/17: Promotion of the Parish Council:

The September issue of Parish Cake had been distributed and Members noted that it had been very well received.

44/17: Items for information:

Cllr. Veitch reported that TWBC were in the process of obtaining quotes for security shutters on the ladies and gents public toilets in Crane Lane. The existing disabled toilet will be brought back in to use for everyone. A time lock system will be installed. Tunbridge Wells Borough Council will remain responsible for the cleaning of the toilet.