

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

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

APOLOGIES: Cllr. Bunyan.

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.

16/16: Internal Finance Check:

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

17/16: Authorisation of payments made after the July meeting:

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

18/16: Cheques for Payment:

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

These included:

Policy and Resources	£10,400.95
Burial and Properties	£ 1,494.95
Environmental Management	<u>£ 572.00</u>
Total	£12,467.90

A concern was raised regarding the most recent gas bill for the Vestry Hall, which seemed to be excessive considering the time of year. Cllr. Clifford agreed to monitor this in his capacity as Chairman of Burials and Properties.

19/16: Staffing

Members were informed that the Clerk had accumulated 30 hours overtime, which had been taken in payment at the end of July, but despite taking a flexi day still has 8.5 hours accrued to date. The Deputy Clerk advised Members that she had accrued approximately 6.5 hours of overtime since the last Policy & Resources meeting which she was happy to roll over. A brief discussion took place regarding the contracts of the Vestry Hall Caretakers and Grounds Contractors. Cllr. Clifford informed Members that he had recently undertaken an inspection of the Vestry Hall Cottage during which it was noted that some work was required, this would be further discussed at the Burials & Properties Committee.

20/16: Grant Applications:

An application had been received from Cranbrook Family Fundays requesting £700 to cover the cost of Public Liability insurance for the Apple Fayre in October, the 'Cranbrook Goes Crackers' Christmas event and the Family Fun Day 2017. Cllr. Holmes proposed the grant be awarded in full, this was seconded by Cllr. Goodchild and agreed.

21/16: I.T. & Broadband:

The Clerk informed Members that we had received a quote of £362.87 from Balanced Audio Visual to supply and install audio equipment to facilitate the recording of meetings in the Council Chamber, as was agreed at the July meeting of the Parish Council. Subject to a satisfactory demonstration that the equipment is suitable for our needs, it was proposed by Cllr. Rook, seconded by Cllr. Veitch and agreed that the quote be accepted. The Clerk informed Members that our new remote support supplier Arron Services had suggested we implement a more secure back up system which had been agreed. We were also in the process of changing our broadband supplier to B.T. although this was proving more challenging than first anticipated.

22/16: Smart Meters:

The Clerk informed Members that we had received an invitation from our electricity and gas suppliers to have smart meters installed. Members felt that as it would give us the opportunity to monitor our usage more closely, it would be a good thing. It was proposed by Cllr. Goodchild, seconded by Cllr. Rook and agreed to accept the invitation to upgrade to smart meters.

23/16: Promotion of Parish Council:

Cllr. Clifford informed Members that he has scheduled a meeting with the publishers of the Biddenden magazine to discuss their publication. He asked Members to bear in mind how each of their committees could promote their activities. He confirmed he was in regular correspondence with the editors of the local papers including the Times of Tunbridge Wells. The Clerk reminded Members that she required their newsletter reports for the September edition as soon as possible.

24/16: Items for Information:

Cllr. Clifford mentioned that it appeared that the Wilsley Pound realignment of the junction work had been completed along with the repositioning of some of the roadside signage.