

MINUTES OF THE POLICY & RESOURCES DEVELOPMENT COMMITTEE MEETING
HELD ON TUESDAY 8TH AUGUST 2017

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

APOLOGIES: Cllrs. Goodchild 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.

24/17: Internal Finance Check:

Cllr. Swann confirmed that the internal finance check had been completed and everything was in order. The Clerk reported that we had received the external auditor's report for the year ending 31st March 2017 and there were no matters raised.

25/17: Authorisation of payment made after the July meeting:

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

26/17: Cheques presented for payment:

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

These included:

Policy and Resources	£10,811.21
Burial and Properties	£ 1,180.16
Environmental Management	<u>£ 748.62</u>
Total	£12,739.99

27/17: Banking arrangements:

Work to look into alternative banking arrangements is continuing. The mandates to include new signatories for the Lloyds current account is now complete and will be sent to the bank for verification following this meeting.

28/17: Staffing:

The Clerks provided their current time sheets. The Clerk had in excess of sixty one hours accrued but was confident that the majority of this could be used in the forthcoming few months. The Deputy Clerk had nineteen hours accrued and was also confident that would soon be reduced.

29/17: Contracts:

Coffee Shop Media had requested a further amendment to their prepared contract for the design and publication of Parish Cake. They had requested that the 'term' of the agreement would be for a minimum of four issues. It was proposed by Cllr. Clifford, seconded by Cllr. Fletcher and agreed the amendment was acceptable. The Clerk would draft an amended version and invite CSM in to sign.

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

30/17: Public Toilets:

Cllr. Veitch reported on a recent meeting with TWBC that she had attended along with Cllr. Fletcher. Various options were considered including a larger public toilet facility inside the Co-Op building, which could be included in their refurbishment plans. She had suggested this to the current manager, who would take it forward to the appropriate person within the organisation who has the authority to decide if this is possible. The building of a new facility was discounted due to excessive costs. Portaloos were also discounted as not being suitable or sufficiently vandal resistant. A request was put to TWBC to at least repair the building sufficiently to house a single disabled toilet in the interim. A local parishioner who is experienced in iron work had offered his services free of charge to reinforce the doors, Cllr. Veitch is awaiting a response from TWBC as to whether this could be considered. A further meeting is planned when more information is available.

31/17: Grant applications:

a) An application had been received from Cranbrook Apple Fayre requesting £744.83 to cover the cost of Public Liability Insurance for the 2017 Apple Fayre and the 2018 Family Fun Day and up to 3 other events, if required. It was proposed by Cllr. Veitch, seconded by Cllr. Swann and agreed to award the sum requested.

b) Cranbrook Bowls Club had applied for £800 towards the cost of replacing the ditch liners around the green. The total cost of replacement was estimated at £1,824, the remaining funds would be raised from their own funds and other sources. Cllr. Swann proposed that the sum requested be awarded this was seconded by Cllr. Bunyan and agreed.

c) A request was received from Sissinghurst Village Fete for the amount of £450 to cover the cost of Public Liability Insurance for their event. Cllr. Fairweather declared a personal interest as the organiser of the event and took no part in the voting. It was proposed by Cllr. Veitch, seconded by Cllr. Fletcher and agreed to award the sum requested, subject to the Clerk first checking that the event could not be covered as one of the '3 other events' for which the first grant was awarded.

32/17: Promotion of the Parish Council:

Cllr. Clifford reported that the advertising space for the September edition of Parish cake was already full. The Clerk reported positive feedback from members of the public on the first edition. Cllr. Clifford confirmed that the 'What's On' section was likely to be expanded.

Due to the lengthy process of seeking agreement to site a defibrillator on the wall of the library, it was decided that as listed building consent was required for replacing the Vestry Hall side doors and we had been advised that the application could include siting the defibrillator on the wall to the side of the front entrance of the Weald Information Centre. An application for both had been submitted and was awaiting validation. If approval was granted, an electrical supply would be required for the purpose of providing an alarm and fan. An estimate of £435 for that work to be completed had been received. It was agreed to seek other quotes for comparison. In the meantime the unit had been registered by South East Coast Ambulance Service as being available during office hours.

33/17: Items for information:

Cllr. Veitch confirmed that Linda Page was in discussion with the owner of the Cranbrook Engineering site to relocate the spray painted board which currently sits on the Carriers Road car park wall to the hoarding on the entrance of the Stone Street site.

Cllr. Fairweather reminded all Members that the Sissinghurst Fete would be held in the Jubilee Field on Monday 28th August from 1pm – 4.30pm.