

MINUTES OF THE POLICY & RESOURCES DEVELOPMENT COMMITTEE MEETING  
HELD ON TUESDAY 12<sup>TH</sup> DECEMBER 2017

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

APOLOGIES: Cllr. 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.

**68/17: Internal Finance Check:**

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

**69/17: Authorisation of payment made after the November meeting:**

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

**70/17: Cheques presented for payment:**

Cheques for December 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	£22,964.46
Burial and Properties	£16,093.46
Environmental Management	£11,178.33
General Funding	<u>£ 1,470.00</u>
Total	£51,706.25

**71/17: Banking arrangements:**

Cllr. Swann reported that the Instant Access Savings account had been successfully opened and we were awaiting confirmation that the 32 Day Notice Savings Account would soon be ready to use. Having the two investment accounts would give greater protection under the financial compensation regulations. The Clerk reported that a Lloyds business card had been received to replace the HSBC company card. Funds from the HSBC Treasury and Allotments accounts had been transferred and a letter sent requesting closure of the accounts.

**72/17: Responsibilities as sole trustees of Charitable Trusts:**

A letter from Cranbrook Sports Club seeking permission to build the new clubhouse on the Tomlin Ground had been received. It was proposed by Cllr. Veitch, seconded by Cllr. Bunyan and agreed that permission be granted.

An interim invoice from Surrey Hills Solicitors for payment of £622.20 had been received. This was for work completed to date by Ian Davison on our responsibilities as sole trustees of the charities. It was agreed that payment be made from the Tomlin Murton Playing Fields Trust account as the majority of the work undertaken would be for that charity, however much of the advice obtained would be generic and could be relevant to all the charities that we are responsible for.

**73/17: Five Year Plan & Budget:**

Due to the Economic and Community Committee being placed into abeyance, the budget proposals and five year plan for items that previously came under that committee's responsibility were being considered this evening. Cllr. Swann proposed that the Economic and Community Budget 2018/2019 as filed with these Minutes be agreed. This was seconded by Cllr. Fletcher and agreed.

The Five Year Plan for Policy and Resources was discussed, Cllr. Swann requested that under the heading of elections, dates of scheduled elections be added. A copy of the plan is filed with these Minutes. A review of the Caretakers rent was discussed with the decision taken that no increases were necessary. The Clerk advised that the National Minimum Wage was being increased in April 2018, with this in mind, it was proposed by Cllr. Goodchild, seconded by Cllr. Bunyan and agreed that the caretakers' wages be increased taking this into account. The Clerks left the room whilst their salaries were discussed. It was proposed by Cllr. Goodchild, seconded by Cllr. Swann and agreed that both salaries be increased by one spinal point in accordance with their contracts.

Members fully discussed the budget figures for Policy and Resources, the General Account and the Transfer of Reserves. Cllr. Goodchild proposed that the Policy and Resources Budget 2018/2019 and the General Account Budget 2018/2019 as filed with these Minutes be agreed. This was seconded by Cllr. Bunyan and agreed. Members thanked Cllr. Swann for all the hard work he puts into the preparation of the budget sheets to allow for such detailed discussion.

Cllr. Clifford asked Members to consider the most appropriate method to display the financial figures for an article to be included in the next edition of Parish Cake, he would like parishioners to understand the processes involved in setting the budgets and deciding on the amount of precept demanded.

**74/17: General Data Protection Regulation:**

The Clerk advised that new General Data Protection Regulations will come into force in May 2018. It will be necessary to appoint a Data Protection Officer. It had been suggested at a recent KALC meeting that T.W.B.C. appoint a D.P.O and that the individual parishes contribute a £1,000 per year towards that cost. Members agreed this would be acceptable if proposed by TWBC and that we should allocate sufficient funds in the budget for this eventuality.

**75/17: Staffing:**

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

**76/17: Contracts:**

We had received an invitation from British Gas to fix the price we pay for gas for a year, the price of gas under the current tariff is due to be increased. It was proposed by Cllr. Swann, seconded by Cllr. Fairweather and agreed to accept the offer of fixing the price for one year.

**77/17: Grant applications:**

No grant applications had been received.

**78/17: Promotion of the Parish Council:**

Cllr. Clifford welcomed Cllr. Holmes and Cllr. Fermor to the meeting, in their roles as Business Manager and Chief Feature Writer, both of whom have done a tremendous job.

Cllr. Holmes stated in the position of being 3 months short of a full years trading, he was pleased to report that the sponsorship and advertising revenue secured, had ensured that the magazine was self-funding. The slight shortfall in the launch magazine was addressed by the introduction of rigorous credit control and facilitating electronic payments of invoices for the convenience of advertisers. Cllr. Clifford wished to record his thanks to the Deputy Clerk for the huge amount of work she had undertaken in the production of invoices.

Cllr. Fermor reported on the editorial content of the magazine but voiced her disappointment in the lack of copy provided by the Chairmen of the various committees. In response to Cllr. Fletcher's suggestion of a page dedicated to youth issues, Cllr. Clifford stated that he had approached the head teachers of Cranbrook School and H.W.A. to see if any of their students would like to submit copy for the magazine. To ensure that the magazine reaches the recommended criteria for maintaining our Quality Status, the Clerk agreed to send a copy to Terry Martin at KALC for his views. Cllr. Fairweather congratulated the Parish Cake team on the success of the project and proposed approval of the publication for another year, this was seconded by Cllr. Goodchild and agreed.

**79/17: Items for information:**

Cllr. Fairweather informed Members that the St. George's Christmas Drinks party would be held on Friday 15<sup>th</sup> December 6.00 – 8.00pm.