

MINUTES OF THE POLICY & RESOURCES DEVELOPMENT COMMITTEE MEETING  
HELD ON TUESDAY 6<sup>TH</sup> FEBRUARY 2018

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

**92/17: Internal Finance Check:**

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

**93/17: Authorisation of payment made after the January meeting:**

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

**94/17: Authorisation of transfer of monies between accounts:**

A list of transfers made between accounts to minimise account charges and maximise interest is filed with these minutes.

**95/17: Cheques presented for payment:**

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

These included:

Policy and Resources	£9,440.49
Burial and Properties	£ 868.97
Environmental Management	<u>£2,132.12</u>
Total	£12,441.58

**96/17: Approval of Internal Audit Plan 2018/19:**

Members discussed the proposed Internal Audit Plan for 2018/19 as prepared by Kent County Council. It was suggested that an additional hard drive device be purchased from our IT support contractor for keeping off site to further protect the files backed up on the computer. It was proposed by Cllr. Swann, seconded by Cllr. Veitch and agreed to accept the Audit Plan as tabled and to purchase the hard drive device.

**97/17: Car Parking Enforcement Invoices:**

An email had been received from TWBC advising us they were intending to issue retrospective invoices for the car park enforcement management. They are proposing to raise an invoice for £4306.75 for the 14 months from 1<sup>st</sup> February 2016 to 31<sup>st</sup> March 2017, which includes a 25% reduction as a gesture of goodwill due to the lateness. They are also proposing to invoice us for £820.34 for the first two quarters of this year as they felt that the service they had delivered fell short of the requirement in some months. Quarterly invoices and a report of the level of service would be received from now on, as stated in the original agreement, signed in January 2016. The original charges agreed for the service were £4,922 plus VAT per annum to be paid in four quarterly instalments of £1,230.50.

Members fully discussed the proposals but considered the current agreement with TWBC as null and void, as the service delivered had fallen short of what had been agreed. Although information on the amount of visits had been supplied on request, there was no detail on the amount of tickets issued or for what reason. It was proposed by Cllr. Fairweather, seconded by Cllr. Fletcher and agreed to offer payment of 50% of the total cost from 1<sup>st</sup> February 2016 to 1<sup>st</sup> February 2018, which should amount to £4922, also subject to the condition that detailed ticket information was supplied. Further discussion on the benefits of the service followed and it was decided that a revised agreement reducing both cost and service should be negotiated with TWBC. TWBC to be advised that we are cancelling the contract as they have not fulfilled the terms of the agreement, especially in terms of not supplying quarterly reports. We would then write to re-negotiate the agreement.

**98/17: Banking arrangements:**

There were no further arrangements to report, all accounts are now open and operational.

**99/17: Registration of Bowls Club Land:**

The advice sought on our responsibilities as sole trustees of charities had highlighted the fact that the Parish Council were beneficiaries of the Bowls Club land but had never been registered as the owners of the land. Two quotes to undertake the registration on our behalf had been received. There was some disparity between the quotes relating to the cost of Land Registry fees which needed to be clarified before a decision could be made.

**100/17: Responsibilities as sole trustees of Charitable Trusts:**

On reading ‘Governance and Accountability for Smaller Authorities – A Practitioners Guide’ it had been discovered that meetings of the authority when acting as charity trustee must take place separately from those of the authority acting as the authority. Separate agendas and minutes should also be issued. With this in mind separate agendas for all the charities for which the Parish Council are sole trustees had been issued and sent to all councillors, the meetings would follow directly after this meeting and separate minutes recorded.

It was proposed by Cllr. Veitch, seconded by Cllr. Bunyan and agreed that the Parish Council would not charge the charities for the Clerk’s time spent on charity business and that the rent received from Cranbrook Rugby Club would be deposited in the charity account with no deduction for the portion of land (Moss’s Field) that remains in the ownership of the Parish Council.

**101/17: Weald of Kent Protection Society subscription:**

Members discussed the potential benefits of subscribing to Society. It was proposed by Cllr. Clifford, seconded by Cllr. Fletcher and agreed not to subscribe to the organisation at the present time.

**102/17: Staffing:**

Members were advised of the hours in lieu that had been accrued by both Clerks. Cllr. Veitch reminded the Committee that the annual appraisals of the Clerks were due in March. It was agreed that Cllrs. Veitch and Swann would conduct the appraisals.

**103/17: Contracts:**

- a) Cllr. Clifford advised that work on revising the Parish Warden’s contract was ongoing.
- b) The Clerk advised that the current street light energy contract was due for renewal. Pricing details from our energy cost advisors had been received. These included fixed price costs for periods of 12, 24 and 36 months. All the prices quoted saw an increase in the current rates which was apparently due to an increase on the last year’s non commodity cost. It was proposed by Cllr. Veitch, seconded by Cllr. Fletcher and agreed to accept the 36 month option from E.On as per the recommendation of the energy advisor.

**104/17: Grant applications:**

- a) A letter had been received from The Counselling Centre in Tunbridge Wells requesting a financial contribution towards providing an Assisted Places Scheme which provides subsidised counselling for those on a very low income. Members discussed the application, and decided that as the request was not specifically for the benefit of Cranbrook or Sissinghurst residents it was proposed by Cllr. Veitch, seconded by Cllr. Bunyan and agreed that with regret Members could not support the application.
- b) An application had been received from St. Dunstan's Messy Church requesting £500 for capital expenditure to include the purchase of craft materials and games. It was proposed by Cllr. Veitch, seconded by Cllr. Fletcher and agreed to award the grant in full.
- c) Two applications had been received from Cranbrook in Bloom, the first requesting £1000 to help finance the 'Cranbrook Goes Nuts in May' event scheduled for 27<sup>th</sup> May 2018, the second requesting £500 as they had been invited and chosen as a finalist in 'Britain in Bloom' this year and needed to repair and replace many of the troughs in the Town. Members agreed that the work carried out by Cranbrook in Bloom benefits all the residents and visitors to the Town. It was proposed by Cllr. Bunyan, seconded by Cllr. Clifford and agreed to award Cranbrook in Bloom £700 towards the 'Cranbrook Goes Nuts in May' event and a further £500 to assist with their entry in 'Britain in Bloom'.
- d) An application had been received from Cranbrook Ladies Club requesting £250 towards the cost of monthly speakers and to take members out for a cream tea in the summer. The application was discussed, however due to budget constraints and also that the request did not fully comply with our grant awarding policy, it was proposed by Cllr. Swann, seconded by Cllr. Fletcher and agreed that with regret the application could not be supported. Members also felt that the amount requested was not commensurate with the number of residents that would benefit. The Clerks would be happy to offer guidance on the criteria for awarding grants which may be of benefit, if they choose to submit another application in the future.

**105/17: Promotion of Parish Council:**

Cllr. Clifford reported that the next edition of Parish Cake had been increased by eight pages to fifty two, advertising revenue had been secured to cover the additional cost. He reminded his fellow Members that editorial content was needed to promote the work their Committees undertake, thus ensuring the publication remains compliant with our Quality status. The Deputy Clerk advised that KALC had confirmed the current format does comply and complimented the Parish Council on the magazine. Cllr. Clifford thanked Cllr. Swann for supplying copy for the 'What's On' section.

**106/17: Items for Information:**

Cllr. Fletcher advised that he had a meeting scheduled next week with Chargemaster to discuss possible locations for charging electric vehicles.