

MINUTES OF THE POLICY & RESOURCES DEVELOPMENT COMMITTEE MEETING  
HELD ON TUESDAY 11<sup>TH</sup> JULY 2017

**PRESENT:** Cllr. Goodchild (in the Chair), Cllrs. Bunyan, Clifford, Fairweather, Holmes, Swann, Veitch and Warne.

**APOLOGIES:** Cllr. Fletcher.

**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.

**12/17: Internal Finance Check:**

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

**13/17: Authorisation of payment made after the June meeting:**

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

**14/17: Cheques presented for payment:**

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

These included:

Policy and Resources	£19,975.49
Burial and Properties	£ 4,882.90
Environmental Management	<u>£ 1,468.51</u>
Total	£26,326.90

**15/17: Time amendment for future Policy & Resources Committee meetings:**

Cllr. Goodchild proposed that future Policy & Resources Committee meeting to start at 5pm. This was seconded by Cllr. Warne and agreed.

**16/17: Banking arrangements:**

Cllr. Swann reported to the Committee that HSBC as of September are making changes to the tariff, which will affect the Parish Council. It was delegated to Cllr. Swann and the Clerk to search for alternatives.

**17/17: CCTV provision:**

Cllr. Veitch reported that TWBC had written to the Parish Council, with regards to the CCTV provision being changed to a passive service and to explore alternative funding arrangements. TWBC outlaid the transmission cost of £1,936.00 for the camera situated in Cranbrook High Street.

A discussion was had around the CCTV. The Committee felt the camera is a good deterrent and would be a shame to lose this vital piece of equipment that assists partnership agencies in public protection.

Cllr. Clifford proposed that the Parish Council support the continuation of the CCTV and for Cllr. Veitch to respond to TWBC with the questions that were put forward for further clarification. This was seconded by Cllr. Bunyan and agreed.

The Deputy Clerk reported the current CCTV provision in the office required some maintenance. A quote had been received to purchase an internal CCTV monitor, new camera power & video cable and installation and labour for £454.79 including VAT.

Cllr. Fairweather proposed to accept the quote on the condition that TWBC are approached with the view to assist covering the cost for these items. This was seconded by Cllr. Clifford and agreed.

**18/17: Staffing:**

The Clerks are to provide a full report of their overtime at the next meeting.

**19/17: Contracts:**

Cllr. Holmes reported that Coffee Shop Media had requested some amendments to the contract, this was taken on board by the committee and discussed fully. A revised contract would be sent to CSM for agreement.

A new Parish Warden's contract is being worked on and it is hoped to be completed soon.

**20/17: Grant applications:**

None received.

**21/17: Cranbrook Tourism Group:**

Cllr. Holmes reported at a recent Cranbrook Tourism Group meeting the group wanted further clarification from the Parish Council with regards to the level of support. A discussion was had around various suggestions. Cllr. Goodchild suggested Cllr. Holmes to seek what projects the Cranbrook Tourism Group would like to pursue. Cllr. Holmes felt he had questions from the discussion that needed to be referred back to the CTG.

**22/17: Promotion of the Parish Council:**

Cllr. Clifford reported Parish Cake is now being delivered to every household as of Monday 10<sup>th</sup> July. There are lots of positive comments received from Parishioners. The next edition is underway. A discussion on payments to be made to CSM and the Advertising Sales Executive will be covered by advertising rates. It was clarified that the invoicing for advertising will be per edition. Cllr. Clifford would like the Parish Cake review to be placed on the January Policy & Resources agenda.

The Deputy Clerk reported that quotes had now been received from KCC approved contractors with regards to installation of the defibrillator. The following quotes were received – Aylesford Electrical – £487.68, Vanquish Group - £418.53 and GCL - £456.00.

After a discussion Cllrs. expressed their frustration at the length of time this was taking and the conditions listed by KCC. Cllr. Goodchild proposed the Clerks approach KCC to discuss the installation of the defibrillator without power supply, to see if this can be completed in a timely manner. This was seconded by Cllr. Clifford and agreed.

**23/17: Items for information:**

Cllr. Bunyan suggested emergency planning procedure could be added to Septembers Policy & Resources agenda.

Cllr. Clifford wanted to consider the Parish Councils Statutory rights around Parish Council properties.