

MINUTES OF THE POLICY & RESOURCES DEVELOPMENT COMMITTEE MEETING
HELD ON TUESDAY 7TH NOVEMBER 2017

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

56/17: Internal Finance Check:

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

57/17: Authorisation of payment made after the October meeting:

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

58/17: Cheques presented for payment:

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

These included:

Policy and Resources	£8,943.97
Burial and Properties	£1,659.93
Environmental Management	<u>£1,656.90</u>
Total	£12,260.80

59/17: Banking arrangements:

Cllr. Swann reported that a letter requesting a telephone call back to facilitate the opening of a 32 Day Notice Savings Account and an Instant Access Savings Account had been prepared for sending. The form to obtain a business debit card had also been requested.

60/17: Responsibilities as sole trustees of Charitable Trusts:

Cllr. Veitch had initially sought advice from Buss Murton but had been advised that their expert on Charities only worked for private clients. With this in mind she had contacted Ian Davison of Surrey Hills who had quoted £750 to look into the questions raised from our review of the current procedures. It was agreed that the quote be accepted and payment made from the T.M.P.F.T account.

61/17: Vestry Hall booking policy for community events:

A full discussion was had on whether a specific policy was necessary in regard to bookings for community events. Cllr. Clifford proposed that the decision making process on requests for subsidised or free of charge hire for community use should remain with the Burials & Properties Committee allowing for requests to be considered on a case by case basis. This was seconded by Cllr. Fairweather and agreed. A decision could be considered by Policy & Resources if a request was time sensitive.

62/17: Staffing:

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

63/17: Contracts:

The Clerk raised some concerns over the management and ethos of the company we currently use for the dust mats in the Weald Information Centre. A complaint had been raised with them. The resolution offered was a partial refund of the annual cost of the mat. Members agreed this was acceptable and that the Clerks would closely monitor the contract for the remainder of this year allowing for a decision on its continuance to be made at a later date.

64/17: Quotes:

a) Additional work required for checking the level of interceptor tank.

The original task of checking the levels was abandoned as the contractor advised that mechanical lifting gear was required. A revised quote of £233 + VAT, had been received. Cllr. Veitch advised the Committee on the necessity of carrying out the work and proposed the quote be accepted, this was seconded by Cllr. Swann and agreed.

b) Defibrillator installation.

Two quotes had been received for the installation of the defibrillator on the outside wall of the entrance to the Weald Information Centre. Cllr. Fairweather outlined the pros and cons of connecting it to an electrical supply. He proposed the quote of £80 to attach it to the wall without an electrical supply be accepted, this was seconded by Cllr. Fletcher and agreed. Cllr. Veitch had sourced trackers for the latest two defibrillators acquired, these were given to Cllr. Fairweather to activate and monitor from his mobile phone.

c) Cleaning of soft play matting – Jubilee Field

The Clerk asked Members to consider a quote of £150 to clean the soft play matting under the swings in the Jubilee Field. She was aware of a recent incident where a resident had slipped on the matting which could have been due to a build-up of algae. The Policy & Resources Committee were being asked to consider the quote to prevent any delay in commissioning the work. Cllr. Fairweather proposed the quote be accepted, seconded by Cllr. Clifford and agreed.

d) Updated car park report:

Cllr. Veitch advised that during discussions with the Co-Op on the granting of access to Wilkes Field for construction purposes, it had been highlighted that the condition of the surfacing and markings in the car park were less than satisfactory. Jonathan White had offered to seek a quote via the TWBC procurement process. The quote received, detailed fees of £1,975 + VAT for the site visit and subsequent report and a further £375 + VAT for providing cost advice. James Carter – Co-Op South East Property Manager had contacted Jonathan White and indicated they would be happy to move forward with the proposed access arrangements, but would like some assurance that the improvements to the car park could be scheduled to be completed by June 2018. Cllr. Veitch proposed the quote be accepted, this was seconded by Cllr. Swann and agreed. Jonathan White's offer to facilitate a 25% contribution towards the cost that had been offered by the Co-Op was accepted.

65/17: Grant applications:

No grant applications had been received.

66/17: Promotion of the Parish Council:

Cllr. Clifford felt that a full review of Parish Cake needed to be considered at the next Policy & Resources meeting as the current contracts for advertising and production expire in the spring. He would be discussing at the next editorial meeting, whether it was appropriate to increase the size of the publication by a further 8 pages. The Deputy Clerk had investigated the advantages of opening a Royal Mail business account for the mailing of invoices and copies to advertisers. The process is relatively simple and the costs can be managed by a direct debit on a monthly basis and would constitute considerable savings on the normal postage rates.

Cllr. Clifford reiterated that the all costs would be covered by advertising revenue. It was proposed by Cllr. Clifford, seconded by Cllr. Swann and agreed that the Clerks facilitate the opening of an account.

Cllr. Clifford asked the Committee to revisit the formation of a Youth Council as a further tool in promoting the Council and engaging the youth of the parish. Cllr. Veitch offered to raise it with the headmaster of Cranbrook School when she meets with him next week.

The Clerk advised Members that she had received information that the 2018 Community Award Scheme was being launched by KALC. Councils can identify a person or group in their community that has made a significant contribution to the local community. Nominations can also be sought from the local community themselves. The deadline for submitting a nomination is Friday 26th January 2018. It was proposed by Cllr. Veitch, seconded by Cllr. Bunyan and agreed to adopt the scheme. Members agreed to give some thought to possible nominees.

67/17: Items for information:

Cllr. Clifford informed the Committee that Cranbrook Rugby Football Club had begun their fundraising campaign for their new clubhouse.

Cllr. Veitch reported that she had been informed that the TWBC parking enforcement team were visiting Cranbrook 2 or 3 times a week and last Friday 14 penalty notices were issued for parking offences in the town.